

# Municipality of Arran-Elderslie

## Ice Allocation Policy

<b>Policy Name:</b>	Ice Allocation	<b>Policy No:</b>	REC01-2024
<b>Department:</b>	Recreation		
<b>Effective Date:</b>	July 8, 2024		
<b>Date Revised:</b>			
<b>Authority:</b>	By-law xx-2024	<b>Repealed Authority:</b>	

### POLICY STATEMENT:

The Municipality of Arran-Elderslie's Ice Allocation Policy provides guidelines for ensuring fair and equitable ice time distribution that allows for optimal facility utilization. Maximizing utilization of the Municipality's ice surfaces is key to the ongoing function of Municipality of Arran-Elderslie recreation.

### PURPOSE:

To detail the policies and procedures for the allocation of ice time at the Municipality's three community centres. It is the intent through this policy that the Municipality will maximize usage of ice time in a fair and equitable manner that is justifiable to user groups and municipal taxpayers.

### SCOPE:

This policy applies to all ice users of the Municipality of Arran-Elderslie. The Municipality has ice allocation at the following:

- Chesley Community Centre – 129 4<sup>th</sup> Avenue SE
- Paisley Community Centre – 391 Queen Street
- Tara Community Centre – 150 Hamilton Street

### DEFINITIONS:

Prime Time Ice Hours – Monday to Friday from 5:00pm to close; any operating Saturday and Sunday hours.

Non-Prime Time Ice Hours – Monday to Friday before 5:00pm



## The Corporation of the Municipality of Arran-Elderslie Ice Allocation Policy

Minor Sport Organization – to be eligible for minor sport status, groups must:

- Be a non-profit organization.
- Be guided by a constitution and by-laws governed by a Board of Directors.
- Be actively providing programs and activities for children and youth.
- At least 40% of registrations must be residents of the Municipality of Arran-Elderslie.

Included groups:

- Arran-Elderslie Minor Hockey
- Paisley Skating Club
- Tara Skating Club

### **POLICY:**

#### **1.0 Administration**

The Arran-Elderslie Recreation Department has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect registration, utilization and participant patterns.

#### **2.0 Ice Allocation Request Procedure**

The Municipality of Arran-Elderslie will request information including name, address and phone number to determine proper allocation for ice. Failure to provide the registrant information may result in loss of preferred times or the allocation of a less desired time.

- 2.1** Potential users will be required to submit their requests to the Recreation Department annually by May 31. The request should include the preferred times along with secondary options.
- 2.2** By June 30 annually, a draft schedule will be forwarded to the user groups for comment. If there are conflicts regarding ice time(s) that cannot be resolved, an ice allocation meeting with the effected groups shall be held with the Manager of Facilities, Parks and Recreation, and/or designate, to resolve the conflict.
- 2.3** The final schedule will be sent to each user by August 30 of each year.



### **3.0 Scheduling Structure**

**3.1** The Municipality of Arran-Elderslie will allocate ice in the following manner:

- Municipal Recreation Programs
- Arran-Elderslie Minor Sport Organizations
- Grey Bruce Highlanders AAA Organization
- Returning groups or leagues
- Out of Town Minor Sport Organizations
- School Use
- New users and any other requests

**3.2** Past year allocation will be evaluated and used as base to build the schedule for the following year. In a case where 100 percent of allocation is not possible, no one Arran-Elderslie minor sport organization will be allocated more prime time ice proportionality than another Arran-Elderslie minor sport organization.

**3.3** The Municipality of Arran-Elderslie recognizes long term user groups (five consecutive years or more) that have been allocated ice time based on historical precedent (day and time of previous seasons). The Municipality will consider allocation of historical ice time provided that ice schedules do not have a negative impact on ice efficiencies. In the instance when ice time can not be allocated as per historical precedent, every attempt will be made to find an equitable ice time alternative.

**3.4** When reasonable, the Municipality will recognize a new ice group or emerging ice sport and will make reasonable effort to allocate ice time to enable the establishment of its programs and services in the Municipality. A new or emerging ice sport organization shall be classified in one of the group definitions outlined above and must provide, prior to March 1, the following data to support their request for ice time:

- the need in the community that they will be meeting and how the need is not being provided by any of the existing organizations.
- a plan outlining their organizational structure, projected number of participants and projected season budget.

Ice allocation will be considered once the above requirements are met and provided existing user groups will not be adversely impacted.



#### **4.0 Contracts for Ice Users**

- 4.1** All contract ice users must ensure that their signed contracts and proof of insurance is returned to the Recreation Department by September 15. Failure to do so may result in the loss of potential allocated time.

#### **5.0 Ice Cancellations**

- 5.1** Groups will have until September 30 each season to submit, in writing, all required blackout dates to the Recreation Department. The dates will be removed from the group's contract and the group will not be charged. Users who need to cancel will have the option to notify the recreation department more than seven days in advance of the booking or be charged 50% of the booking fee.
- 5.2** The Municipality of Arran-Elderslie, when reasonable and agreeable to all parties, cancel or modify schedules to accommodate tournaments, competitions and special events. In the event of a cancellation, the Municipality will provide 30 days' notice to the effected group's designated contact.
- 5.3** Any cancellations caused by storms, floods, power failures, mechanical failures, etc. will be considered unavoidable and the group/organization will not be charged. The Municipality will not be held responsible for any losses, whatsoever, arising from the cancellations for circumstances outlined in this section.

#### **6.0 Regular Season and Playoffs**

- 6.1** Regular season ice and schedules will run as follows:
- Chesley Community Centre – Third Monday in September to third Sunday in March.
  - Paisley Community Centre – Tuesday following Thanksgiving to third Sunday in March.
  - Tara Community Centre – Fourth Monday in October to third Sunday in March.
- 6.2** From March 1 to the end of the season, groups may return unneeded ice free of charge by providing a minimum of five days' notice. During this time, the schedule may be modified to accommodate playoff activities, provided that all affected groups can agree to the modification.
- 6.3** Should playoff activities extend past the regular season schedule, the group can request, in writing, to the Municipality their requirements to



complete playoff activities. The Municipality will not unreasonably deny the request.

## **7.0 Early or Late Ice Requests**

- 7.1** Requests for ice availability prior to or following the ice season will be considered, if received in writing, within 6 months of the requested extension. The request will require Council approval and will be determined by volume against financial implication and facility activity other than ice.

## **8.0 Tournaments, Carnivals, Competitions**

- 8.1** Groups requesting to host a tournament, carnival or competition outside of their regular assigned ice schedule must make the request in writing to the Recreation Department before May 31. Tournaments, carnivals and competitions may result in blackout dates to other users, which will be identified in their contract at the beginning of the season.

## **9.0 Outstanding Accounts**

- 9.1** Facility users will be billed monthly. Accounts that are past due will be charged 2% per month on any outstanding invoices, unless stated otherwise in individual agreements.
- 9.2** Any group or individual whose account with the Municipality remains past due at the time of final draft ice schedule for the following season, will not receive any ice allocation time for the upcoming season.