

## CITY POLICY

SECTION: COMMUNITY SERVICES

NO: CS – RE - 01

REFERENCE: RECREATION

Date: June 4, 2007

Next Review Date:  
June 2009

TITLE: ICE ALLOCATION POLICY

### 1.0 PURPOSE

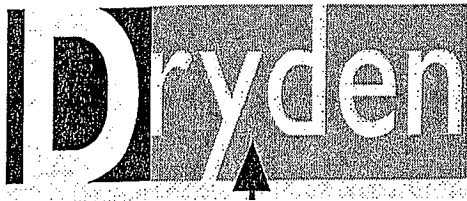
The purpose of this policy is to establish guidelines which shall direct the allocation process at the Dryden Recreation Complex and, in an equitable fashion, provide access to ice time for the City of Dryden community groups/residents as a priority, followed by all others. It is recognized that the Dryden Recreation Complex is operated on a user pay basis.

### 1.1 RESPONSIBILITY

The Recreation Manager shall be responsible for contacting the involved groups.

History			
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Amendment Date:		Approved by:	
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## PROCEDURES

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### 1.0 REQUEST FOR ICE TIME

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- 1.1 Individuals, groups and organizations wishing to book ice time shall do so via the appropriate forms. These forms will indicate the requested information including desired times, days, tournaments, carnival days, the name, phone number, email address and mailing address of contact person(s) who will handle ice time bookings, billings, cancellations, etc.
- 1.2 These forms shall be submitted to the Dryden Recreation Complex Office by May 31<sup>st</sup> of each year.
- 1.3 Ice is allocated on an annual basis and no group should assume that they shall receive the same ice slot the following year.

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### 2.0 ICE ALLOCATION

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#### 2.1 Ice Allocation Process:

Dryden Recreation Complex staff shall calculate each organizations ice allocation based on the registration data from the previous season supplied by each organization, via the appropriate forms.

#### 2.2 Allocation of Ice Time:

Consideration for ice time allocation shall be given the following priority:

- (a) Local special events and tournaments.
- (b) Local minor house league play and regular program (figure skating, etc.).
- (c) Local adult league games.
- (d) Non Resident special events, tournaments and games.

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**2.0 ICE ALLOCATION**

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**2.2 Allocation of Ice Time: (Cont'd)**

2.2.1 Programs for younger children shall receive priority over older youth and adults when allocating weekday early evening ice time. Prime time ice shall be 4:00 p.m. to 10:00 p.m. Monday to Friday and 7:00 a.m. to closing Saturday and Sunday.

2.2.2 Groups are responsible for the distribution of ice time to teams or members.

2.2.3 Dryden Recreation Complex Management reserves the right and authority to decide and/or adjust the weekly and/or special event schedule as deemed necessary.

2.2.4 When there is a conflict with the ice time allocation prior to the schedule being distributed, the Recreation Manager shall first take into consideration the allocation policy and if all is equal, the Recreation Manager or designate shall contact the affected groups. If no solution is arrived at, then the Recreation Manager shall make a decision as to who will receive the requested time.

This shall be done by:

- (a) alternating the day throughout the season; or,
- (b) alternating the allotment from year to year; or,
- (c) moving one group to another day.

2.2.5 There may be conflicts where there are tournaments, competitive games or test days scheduled. The Recreation Manager or designate shall contact the group wanting the same time and inform them of the conflict and relate that if they can work with the tournament/competitive game/test day to get time, the Recreation Complex Office shall require a letter from all groups indicating the same.

2.2.6 When the conflict arises after the ice time allocation and the distribution of the schedule, the Recreation Manager and designate will meet with the groups. If the affected groups cannot reach an agreement, the Recreation Manager shall make a decision as to who will receive the requested time.

This shall be decided in consideration of the following:

- (a) What each group must change or must do to change.
- (b) How a change affects groups other than those in conflict.
- (c) Alternate days and/or times from year to year between the affected groups if conflict occurs the following year.

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## 2.0 ICE ALLOCATION

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### 2.2 Allocation of Ice Time: (Cont'd)

- 2.2.7 In the event that the group(s) is/are still not in agreement with the Recreation Manager's decision, they may appeal the decision to the Director of Community Services who shall mediate and resolve the conflict.

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## 3.0 ICE TIME

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### 3.1 Regular Scheduled Ice Time:

All applications for renting ice on a regular basis shall be in writing using the appropriate forms and submitted by May 31<sup>st</sup> of each year.

However, the following conditions shall apply:

- 3.1.1 Each user group shall sign an Ice User Agreement, appended hereto, guaranteeing hours to be used, plus payment for these hours and, *if required*, submit a deposit by September 10<sup>th</sup> of each year.
- 3.1.2 If account is outstanding and/or overdue, ice time shall be cancelled until this amount has been paid.
- 3.1.3 User groups shall guarantee use of the facility as scheduled pursuant to the terms and conditions of the Ice User Agreement.
- 3.1.4 No ice time shall be confirmed or used until first three items are complied with.
- 3.1.5 If any dollar amount is outstanding, the City reserves the right to take any and all legal action available in order to collect debt.
- 3.1.6 Each group or team must designate two members to provide a liaison with Recreation Complex Staff, to be responsible for payment of all bills, to ensure that conditions for Arena use are complied with and to be responsible for the conduct of the group and/or team.
- 3.1.7 Prior to July 15<sup>th</sup> of each year, a meeting shall be scheduled to determine the current year ice allotments. Each group shall be represented by President and/or Ice Convenor. The City shall be represented by the Recreation Manager and other members as required and designated.

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**3.0 ICE TIME (Cont'd)**

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**3.2 Open Ice Time:**

Any group or individual may rent ice at the Dryden Recreation Complex that is not regularly scheduled. However, the following conditions shall apply:

3.2.1 All bookings of ice shall be done through the Recreation Office and subject to a signed Ice User Agreement appended hereto as Schedule A.

3.2.2 All one time rental fees must be paid in full prior to the confirmation of the booking.

3.2.3 The cancellation policy shall apply.

**3.3 Special Event/Tournament Ice Time:**

All applications for the hosting of a special event/tournament must be made in writing by completing the special event/tournament ice request form and indicating the name of the group or organization, proposed dates, anticipated hours and contact person, etc., and submit requests to the Dryden Recreation Complex Office by May 31<sup>st</sup> of each year.

3.3.1 For groups with more than one (1) tournament, separate application forms shall be completed for individual tournaments.

3.3.2 No tournament shall be booked or confirmed until the following conditions have been met:

- (a) An Ice User Agreement will be completed and properly signed.
- (b) A deposit equal to 25% of the minimum hours shall be paid (if requested).
- (c) Understanding that if less than fourteen (14) days notice of cancellation is given, the Lessee shall be invoiced for all ice time which cannot be rented to other groups.
- (d) All notices of cancellation shall be made in writing and received by the Recreation Secretary before the fourteen (14) day limit. No cancellations shall be accepted by phone.

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**3.0 ICE TIME**

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**3.3 Special Event/Tournament Ice Time:**

3.3.2 No tournament shall be booked or confirmed until the following conditions have been met: (Cont'd)

- (e) Groups not having a good payment record in the facilities shall be required to pay all outstanding accounts, as well as the total cost of the special event/tournament at the time of booking. Groups who have not previously established a credit account with the facilities shall be required to pay the total cost of the special event/tournament at the time of booking.
- (f) No deviation of 3.3.2 (e) shall be allowed, unless approved beforehand by the Municipal Council in extreme circumstances.

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**4.0 CANCELLATION OF ICE TIME**

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4.1 All cancellations of ice time shall be done in writing through the Recreation Office or by e-mail from the recognized representative.

4.2 No cancellations shall be accepted over the phone.

4.3 The following cancellation conditions shall apply:

- (a) Cancellations must be completed and signed by a recognized representative of the group. Specific cancellation forms can be obtained from the Recreation Office.
- (b) Seven (7) days advance written notice is required on all cancellations of regular ice time. Tournaments or special events are subject to different conditions as advised herein this policy.
- (c) If less than seven (7) days written notice is given, and the time cannot be re-rented, the group canceling shall be charged for that ice time, at the current rental rate in effect. Exceptions may be made in cases of inclement weather and playoff season.
- (d) When ice, within the guaranteed hour's allotment, is cancelled by a Minor group and duly accepted by the City, the ice time shall be offered to all other user groups and then offered for open rental.
- (e) When ice is cancelled by an Adult group and duly accepted by the City, the ice time shall be offered for open rental.

#### 4.0 CANCELLATION OF ICE TIME (Cont'd)

##### 4.4 Cancellation of Ice Time by Recreation Office:

The Dryden Recreation Complex Office reserves the right to cancel ice times of user groups:

- (a) If a past due bill has not been paid; or,
- (b) For special events that are for the benefit of the community; or,
- (c) If it is felt that ice conditions are not proper and safe or if for other reasons the arena is not safe for the Public to be allowed entry.

Every attempt shall be made to provide sufficient notice to user groups of any cancellation which may affect them.

#### 5.0 INSURANCE

All regular scheduled users are to provide General Liability for limits of no less than two million dollars (\$2,000,000.00) and have the City of Dryden named as an additional insured to the policy. Acceptable proof of insurance **must** be received by the Dryden Recreation Complex prior to the use of the arena facility covered under the ice user agreement.

#### 6.0 FEES

Ice rental rates and fees shall be determined through the budgetary process of the Corporation of the City of Dryden and approved by resolution of Council. These fees are set out in Chapter 72 – Fees and Charges – Schedule G – Parks and Recreation of The Corporation of the City of Dryden's Municipal Code.

Schedule "A" includes the following forms:

- Facility Agreement (Terms and Conditions)
- Seasonal Ice Request Form
- Figure Skating Ice Allocation Form
- Minor Hockey/Girls Hockey/Ringette/High School/Junior 'A' Ice Allocation Form
- Adult Group Ice Allocation Form
- Special Events/Tournament Ice Request Form

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