

**THE CORPORATION
OF THE
COUNTY OF PRINCE EDWARD**



ICE ALLOCATION POLICY

Approved by Council,
Reviewed Arena Advisory Committee,
Approved by Council,

October 23, 2006
April 2008

ICE ALLOCATION POLICY

General Information:

The “ICE PROVIDER” as mentioned throughout this document refers to the County of Prince Edward, Recreation, Parks & Culture Department, who manage and operate ice skating facilities within the boundaries of the County.

The mandate of the ICE PROVIDER is to provide a variety of leisure opportunities for all County of Prince Edward residents. To this end, programs or initiatives such as Public Skating, Learn to Skate, Shinney Hockey, Adult Skating, Senior Skating, Patch Ice, Parents & Tots Skating and Special Holiday Skating Sessions are recognized as a high priority within the ice allocation policy.

The ICE PROVIDER believes that, given its obligation and responsibility for ice allocation, it is imperative that it be administered in a fair and equitable manner to the residents of the County of Prince Edward. The public at large, current user groups and all future user groups need to be considered fairly in the allocation of available ice on a seasonal basis.

The ICE PROVIDER will allocate sufficient time for ice maintenance activities to ensure ice surfaces are maintained to industry standards/guidelines. Providing users with a safe skating surface is a high priority.

It is acknowledged that all categories of user groups may experience cancellations or adjustments to their weekly ice allocation over the course of their seasonal permit to accommodate approved Events from other Community Groups or through building closures.

Ice Seasons:

The Ice Allocation Policy will apply to the permitting of ice time for the following defined ice seasons;

Winter Ice	mid Sept thru April	32 Weeks
Summer Ice	May thru to mid Sept	20 Weeks

Actual start and end dates within the above mentioned seasons will be determined annually by the ICE PROVIDER at each facility location.

Summer Ice will be established by the ICE PROVIDER for the community according to revenue generating opportunities serving the interests of County of Prince Edward residents. A minimum of 30 hours per week of ice rentals must be established to warrant opening an ice facility during the summer ice season.

Dates for Ice Allocation:

Ice requests from user groups will be accepted by the ICE PROVIDER and processed for allocation of ice time as follows:

Winter Ice -

March thru May	Ice Request Applications accepted
June	Allocation process
July	Meeting to receive Draft Ice Allocation
July	Ice Allocation Firmed up

Summer Ice -

March thru April	Ice Request Applications accepted
May	Allocation process
June	Meeting to receive Draft Ice Allocation
June	Ice Allocation Firmed up

Classifications of Ice Time:

Prime Time - This terminology is used in two ways. The user interprets this to be the most desirable time of their first choice in time selection available to them for their program. Typically it is preferable or more desirable time because the hours more easily accommodate their participants rather than at other times in which they are less interested.

The ICE PROVIDER, on the other hand however, interprets prime time from an economic standpoint. These are the time slots which are a favorite to the users as such are in great demand. This provides an opportunity to the Ice Provider to charge a premium rental fee for popular times

Prime Time Ice established by the ICE PROVIDER within the County of Prince Edward will be:

Monday to Friday	4:00 p.m. to 11:00 p.m.
Saturday to Sunday	8:00 a.m. to 11:00 p.m.

Non Prime Time - Time slots that the user does not perceive or select as their first choice because of inconvenience to their users. Similarly, the ICE PROVIDER may view and interpret certain ice time (prime time) as more difficult to sell and as such may prudently conclude to reduce or discount a rate for ice time which has less demand.

Non Prime Time Ice established by the ICE PROVIDER within the County of Prince Edward will be;

**Monday to Friday
Saturday to Sunday**

**11:00 p.m. to 4:00 p.m.
11:00 p.m. to 8:00 a.m.**

Statutory and Recognized Holidays - On these days the arenas are officially closed. Ice can be booked on these days provided a minimum of 3 hours is booked. Premium ice rates will apply to all ice booked on these days. Ice time will be booked to minimize hours of operation for the day. On Christmas Eve arenas will close at 12:00 noon.

Ice Hour:

One hour of ice is defined as 50 minutes in length plus a 10 minute flood. An hour and a half (1 ½ hours equates to 75 minutes of ice time with a 15 minute flood time. However, the County through its arena staff may create mixes of ice time activity and flood time that would accommodate the user and still maintain the excellent quality and condition of the ice.

PRIORITY LISTING FOR ALLOCATING ICE BY THE ICE PROVIDER

Priority Listing for Allocation Purposes:

The ICE PROVIDER will allocate available ice time by priority listing to the following types of user groups:

First Priority Group

ICE PROVIDER Programs - operated or sponsored recreational programs and activities for all age groups. Programs to include but not limited to; Public Skating, Senior Skating, Parents & Tots Skating, Shiny Hockey, Patch Skate, Special Holiday Skating Programs, Instructional Skating Programs.

Second Priority Groups

Youth Programs Community Organization/Association - providing programs and services for youth who reside within the County of Prince Edward. This includes house league/competitive hockey, skill development programs, figure skating programs, skating instruction, speed skating and other related ice sports.

Within this priority group, ice will be allocated as follows:

- 1st House League and Recreational/Non-Competitive Programs***
- 2nd Competitive/Travel League and Intermediate Level Programs***

To qualify for this category an Organization/Association must meet the following criteria:

- a) Be non-profit
- b) Be guided by a constitution and by-laws.
- c) Hold general membership meetings at least once per annum and maintain financial reports (income statements & balance sheets) and supply them annually to the satisfaction of the Recreation, Parks & Culture Department if requested.
- d) Have an elected Board of Directors who serve without remuneration except for reasonable expenses incurred in the carrying out of his/her duty as Director.
- e) Programs with 100% County resident registration take priority over groups with split registration.
- f) Ice allocation will be calculated based on the most current registration data supplied by each organization/association. Registration data must show registration lists by age grouping to include name, date of birth, phone number and address. Failure to provide accurate information at the designated times may result in loss of preferred times.
- g) Organization/association must be affiliated with an appropriate sport governing body.

Third Priority Groups

Junior & Senior Hockey Clubs - The County of Prince Edward recognizes Junior Hockey as an important element in the fostering of competitive hockey in Ontario while providing an opportunity for our residents to enjoy this level of competition in our community. An appropriate amount of prime time will be made available to Junior & Senior Hockey for games in the County. Ice time for practices will consist of a combination of Prime Time and Non Prime Time based on availability. Qualifying documentation will include; prepare financial reports including income statements and balance sheets and supply them annually to the satisfaction of the Recreation, Parks & Culture Department if requested.

Fourth Priority Groups

Adult Programs Community Organizations/Associations - providing programs and services that are available for adults residing in the County of Prince Edward. This includes league play, Old timers Hockey and programs of an instructional or skill development nature. Qualifying documentation to include; Team rosters identifying participants full name, telephone number, address, city and postal code.

Fifth Priority Groups

Private/Casual Rentals - all ice slots available after the above groups have been allocated ice times will be available for private/casual rentals, part-time or pick-up teams.

To ensure a fair and equitable distribution of ice times, a proportion of “Second Priority Groups” entitlement will be at non prime time (5% at minimum). Allocations beyond a sport’s entitlement will be at non prime time. Programs for younger children to receive priority over older youth and adults when allocating weekday early evening ice time.

Groups may be allocated additional time beyond the entitlement at non prime time if this time is available. Groups are responsible for the distribution of ice time to teams or members.

Ice Allocation Formula:

Youth Programs Community Organization/Association

Minor League Play Formula

AGE GROUP	HOUSE LEAGUE Hours/Week (minimum 15 players per team)	COMPETITIVE/TRAVEL Hours/Week (minimum 17 players per team)
Tyke (under 6)	One team x 1 hour	One team x 2.5 hours
Novice (under 8)	One team x 1 hour	One team x 2.5 hours
Atom (under 10)	One team x 1 hour	One team x 2.5 hours
Pee Wee (under 12)	One team x 1 hour	One team x 3 hours
Bantam (under 14)	One team x 1 hour	One team x 3 hours
Midget (under 17)	One team x 1 hour	One team x 3 hours
Juvenile (under 20)	One team x 1 hour	One team x 3 hours
Junior Hockey	N/A	One Team x 6 hours

House League = 1 game per wk + 1 shared practice per week
 Travel/Competitive = 1 game per wk + 1 practice per week
 Junior Hockey = 6 hours per wk split over season with games/practices

Skating Program Formula

LEVEL	HOURS/WEEK (minimum participant #s)
Pre-School - Learn to Skate	Participants/60 x 1 hour
Can-Skate - Learn to Skate	Participants /55 x 1 hour
Can-Skate - Figure	Participants /24 x 3 hours
Figure Skating - Competitive	Participants /15 x 2.5 hours
Precision Skating	Participants /24 x 1.5 hours
Power Skating	Participants /40 x 1 hour
Speed Skating	Participants /15 x 1 hour

Exceptions:

New organizations/associations may be included in the system, if it is demonstrated through a registration process that there are sufficient participants to qualify for ice time allocation. The registration process must include the payment of a registration fee to the organization.

Accommodating new groups by reducing the number of hours available to existing groups will be considered only in cases where a program is being introduced that will provide service to a previously unserved segment of the population or where a new program is being introduced that is not available through an existing organization.

Adult Programs Community Organizations/Associations

LEVEL	HOURS/WEEK (minimum 12 players per team)
Old Timers Hockey	Two teams x 30 Minutes
Adult Hockey League	Two teams x 30 Minutes
Adult Ice Sport League	Two teams x 30 Minutes

Adult Ice Sports = 1 game per week

Additional time for practice is considered a private rental

Private/Casual Rentals

All available ice time after the ice allocation process has been finalized will be available for private rental on a ***First Come First Served Basis***.

Tournaments and Carnivals (Special Events)

Prince Edward County supports special programs like tournaments and carnivals. Priority will be given to these events and they will be scheduled in the ice allocation process first (after Ice Provider programs have been scheduled). Those organizations with greater numbers may present a maximum of four events in a year. However, organizations that would be hosting numerous special events would be required to “pay back” an equal amount of ice time to the group(s) affected.

In the scheduling of special events, priority will be given to the special events (an event that has been in operation for several years). It is important to note that these events usually fit into time slots with other special events in Ontario. Consequently, it is vital to keep dates “constant” so that planning of the event is made easier. All efforts should be made by organizations planning new events

that these events not coincide with other pre-planned events, as existing events will be given the priority.

Adult tournaments/special events that are not designated as charitable (i.e. operated with volunteers with 100% of proceeds donated to a registered charity) or that are not deemed to be of regional, provincial, national or international significance may not be permitted during prime time hours. The ICE PROVIDER will make this determination.

Where it has been determined through application of defined criteria, that a tournament/special event has a significant economic, social or cultural impact on the County and is therefore worthy to pre-empt organizations/groups use and where tournament/special event organizers have no or minimal ice time to trade back to organizations/groups; no make up of lost ice time to affected organizations/groups will be required. The ICE PROVIDER will approve such requests.

Public Skating times will not be pre-empted due to a tournament/special event unless approved by the ICE PROVIDER.

REGULATIONS & CONDITIONS

1. Adequate supervision (for activities involving youth 19 years of age and under) must be on hand to manage the number of participants and spectators expected to the practice, game, tournament, program or event. A minimum of two adults per team will be required to supervise youth who are on and off the ice
2. The number of participants and spectators must not exceed the maximum capacity allowed for the facility. Capacities are posted at each facility. If capacities are exceeded, you will be directed by facility staff to stop your activity and arrange to have the capacity reduced immediately. Non compliance will result in cancellation of your activity/event and the police will be called in to assist.
3. One hour of ice rental shall consist of 50 minutes. If the condition of the ice surface is jeopardized for current or following user groups the Arena Operator on Duty has the authority to remove the group to correct the ice deficiencies.
4. The organization/contract holder will be held responsible for cost of repair for all vandalism/damage to the premises, furnishings or grounds arising out of the use of the premises by the organization/contract holder, and by any person/group attending the facility in conjunction with their rental.

5. Groups are allowed a MAXIMUM OF 30 MINUTES immediately before and after the ice rental for use of dressing rooms. Use of rooms beyond this allotted length of time may result in additional charges. Dressing rooms are available for your use NOT ABUSE, please use the garbage container for your litter.
6. CONSUMPTION OF ALCOHOLIC BEVERAGES, SMOKING AND USE OF BANNED SUBSTANCES IS STRICTLY PROHIBITED. Violators will be subject to loss of use and prosecution.
7. Group and individuals agree to ABIDE BY ALL LAWS, REGULATIONS AND POLICIES OF USE and agree to exercise conduct which is complementary to other users, spectators and good recreational practices.
8. Groups and individuals using these premises shall be responsible for the security of their personal articles and valuables. Keys for change rooms are available for additional security. THE COUNTY OF PRINCE EDWARD WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ARTICLES.
9. Recognized organizations/groups providing service to the public must provide the County of Prince Edward with a Certificate of Insurance which demonstrates a minimum of \$2M liability insurance for their activities/events naming the County of Prince Edward as co-insured.
10. Organizations/groups providing service to the public must arrange for First Aid Services to be provided during their activities on site. Coaches/person in charge should be trained in standard first aid and provide (minimum) standard first aid kit. First Aid kits are in place at the facility and can be accessed from staff.
11. Organizations/groups granted facility rental permits are requested to co-operate in ensuring that all activities are conducted in a sportsmanlike and orderly manner. Their help in controlling use of bad language and unseemly conduct will be appreciated. Facility staff is available to assist and ensure that everyone receives fair treatment. Facility staff acts under the authority of the ICE PROVIDER and must be given your support and the co-operation of all those using the facility.
12. Organizations/groups wishing to conduct registrations, admissions table, souvenir booth, displays, solicit or provide foodservices, etc. must receive written permission from the Manager of Parks & Arenas for the facility where the activity is being requested to take place. Unauthorized use is strictly prohibited.

13. Organizations/groups providing service for minors (youth 19 years of age and under) will be allowed onto the ice surface only when directly supervised by an adult.
14. Due to the nature of certain types of activities/events the ICE PROVIDER may require that the organization/group provide adequate security protection.
15. The person in authority for the ICE PROVIDER shall have the discretion to act in the best interest of the FACILITY in cases where Policies, Regulations and Conditions are not mentioned.

PAYMENT PROCEDURES

Definition of Terms

Contract Ice Booking

- Seasonal ice rentals consisting of twenty weeks (20 wks) with a minimum of one hour (1 hr) per week within the fall/winter season.
- Tournament/Special Event minimum of 10 hours within a two day (2 day) time frame.
- Combined hours of the above equal or greater than twenty hours (20 hrs)

Casual Ice Booking

- Ice rentals for any singular hour or block of hours not greater than twenty hours (20 hrs) within the fall/winter season.

Contract Ice Booking

Payment

1. Contract Ice holders must pay their total monthly bill within 30 days of invoice date by cheque, Visa or MasterCard or cash payment at the Recreation, Parks & Culture Department main office.
2. Cash will not be accepted at the arena facilities for ice rental. Only cheque, Visa or Master Card will be accepted at the arena for payment of ice rental.
3. Additional ice time booked after the invoicing date will be included on the next monthly invoicing statement.

4. Tournament/Special Event ice time will be billed in the preceding month provided it meets the criteria for Contract Ice Booking defined above.

Cancellation Dates

1. Contract holders may cancel up to two (2) dates during each ice season provided that they notify the Recreation, Parks & Culture Department four (4) weeks in advance of these cancellations.
2. Cancellation dates given with less than four (4) weeks notice will be the financial responsibility of the Contract Holder unless the time can be re-booked by another group.

Casual Ice Booking

Payment

1. Casual Ice Booking payment is due in full at time of booking.
2. Cash will not be accepted at the arena facilities for ice rental. Only cheque, Visa or Master Card will be accepted at the arena for payment of ice rental.

Cancellation Dates

1. Cancellation of a Casual Ice Booking will be permitted with five (5) or more business days notice. No refunds will be given if less than five (5) days notice is provided unless the ice can be re-booked.