

**TOWN OF GEORGINA – RECREATION AND CULTURE DEPARTMENT
POLICY No. RC-2018-0022**

Subject: Ice Scheduling & Allocation Policy	Authority, Ref. & Sec.							
Policy Classification:	Pages: 7	<table border="1"> <thead> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>8</td> <td>15</td> </tr> </tbody> </table>	Year	Month	Day	2018	8	15
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2018	8	15						
Recommended/Approved by: Jodi Pridham, Registration & Bookings Supervisor/Council	Contact Position for Inf. Jodi Pridham Registration & Bookings Supervisor							

POLICY STATEMENT:

The following policy is designed to facilitate the provision of a variety of leisure opportunities for all Georgina residents. The Recreation & Culture Department will provide support for minor youth sports groups as well as Town of Georgina Recreation Programs.

Staff will continue to work in partnership with our customers to provide efficient and courteous service.

POLICY:

Direction

To effectively allocate ice to meet the needs of the residents of the Town of Georgina while maximizing revenues.

Scope and Responsibilities

This policy applies to all Town of Georgina arenas and is administered by the Recreation & Culture Department annually. The policy outlines the standard ice allocations and priorities for all users. The Recreation & Culture Department is responsible for the fair and equitable distribution and allocation of ice time.

Definitions

Town of Georgina Recreation Programs – all programs and other initiatives provided by the Town of Georgina including public skating, parent & tot skates, senior skates, pay hockey, pay skate, all abilities skates and sledge hockey which are recognized as high priority on the ice allocation list.

Minor Youth Sports Groups – A resident non-profit community sport club, organization or association that serves the needs of youth (under 18) in the community with 80% of the registered players/skaters being residents of the Town of Georgina.

Junior Hockey Program – The group or organization is comprised of single team(s) where their membership is comprised of 21 years of age and younger. The group is recognized by the appropriate provincial governing body with 80% of the registered players being residents of the Town of Georgina.

Board of Education – Means a publicly funded school or non-profit school recognized by the Province of Ontario as an education institution, located in the Town of Georgina.

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Definitions cont'd

Local Adult Leagues – A resident non-profit sports organization with 80% of the adult members being a resident of Town of Georgina. Adult groups are primarily 19 years of age and older.

Resident Private Users – A group of residents who use facilities occasionally or seasonally for casual recreational play.

Commercial and Non-Resident Users - Groups or individuals residing outside the Town of Georgina and/or 'for profit' businesses residing in or outside the Town.

Spring & Summer Ice – Spring = May – June. Summer = July – August.

Special Events/Tournaments – are typically competitions hosted by recognized Town of Georgina minor youth sports groups, Jr. Hockey program and adult leagues and/or individuals or groups who use ice time seasonally.

Ice Hour – Each allocated hour includes fifty (50) minutes of ice time and ten (10) minutes of cleaning.

Seasonal Ice Permit – Permits that include weekly ice for the fall & winter season.

Details

Priority

The Town of Georgina will allocate ice time utilizing the following user priority ranking:

1. Town of Georgina Recreation Programs
2. Minor Youth Sports Groups
3. Junior Hockey Program
4. Board of Education
5. Local Adult Leagues
6. Resident Private users
7. Commercial & Non-Resident users

Maintenance/Emergency Cancellations/Interruptions/Inclement Weather

The Town of Georgina will allocate sufficient time for ice maintenance activities to ensure ice surfaces are maintained to the industry standards. Users may experience cancellations or adjustments over the course of their permit agreement a) due to the approval of special events, b) as a result of emergency maintenance requirements, or c) a facility closure due to inclement weather. Users are responsible to monitor the special events listing to determine when they do not have their regularly scheduled ice. A credit will be placed on the individual or organization account where emergency maintenance or a facility closure affects regularly scheduled ice.

Weather Related Cancellations by User Groups

Third Party Visiting Team & Skating Club Coaching Cancellations: (In context with Georgina Minor Hockey Association, Georgina Girls Hockey Association, Georgina Junior C Franchise and Georgina Skating Club)

Where a visiting team cancels a game and/or skating club coaches are unable to attend the ice rink to perform their required instructional duties due to extreme inclement

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weather and the Town facility remains open, the host organization may use the ice for another organization purpose (i.e. team practice, figure skating practice) or may cancel the ice without penalty subject to the following conditions;

- (i) The organization must provide appropriate Town Facilities staff with immediate notification of the cancellation.
- (ii) Town Staff will immediately corroborate cancellation by referencing active Environment Canada web posted Extreme Weather Alerts (Weather Warnings & Public Alerts) and/or other media information sources and notices.
- (iii) A credit will be placed on the organization's account for future use along with comment noting the "Extreme Weather Alert", date and time.
- (iv) The organization must further provide the Town bookings staff written notice of the cancelled ice no later than 2:00pm on the following business day.
- (v) A credit will be placed on the organization account for future use.

The Town of Georgina shall not be held responsible for any failure in supplying ice time due to circumstances beyond its control and shall not be liable for any general, special, indirect, consequential, incidental or other costs or damages arising from the Town's cancellation of scheduled ice time.

Ice Allocation Process

Ice time request submissions for the upcoming season must be submitted in writing on or before January 30 of each year for the upcoming season and must include the following:

- Total membership data of the previous season including residency and ages.
- Proposed program details including # of teams, divisions, leagues, programs, etc.
- Proposed schedule showing hours being requested for each program.
- Proposed special events/tournaments being requested for the upcoming season.
- Block out dates, dates to avoid during the booking period. i.e. school holidays, Halloween, etc.

Ice time benchmarks are formulas used by municipalities to allocate the ice time required to meet the basic requirements for the sport. The Recreation & Culture Department will use its discretion to allocate ice in compliance with the following standards when reviewing submission requests and where ice time requests exceed ice availability. It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year. Therefore, consideration shall be given to the allocation of ice time based on previous years as well as demands.

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MINOR HOCKEY

Participants

Hockey School	40 players on the ice
House League Tyke, Novice, Atom, Peewee	14-16 players per team
House League Bantam, Midget, Juvenile	13-16 players per team
Competitive Novice, Atom, Peewee, Bantam, Midget, Juvenile	14-17 players per team

Ice Allocation

	Practice	Game
Hockey School	1 hr / week / 40 players	N/A
HL Tyke, Novice Atom	1 hr / week / 2 teams	1 hr / week / team
HL Peewee	1 hr / week / 1 team	1 hr / week / team
HL Bantam, Midget, Juvenile	1 hr / week / 1 team	1.5 hr / week / team
Comp. Novice, Atom	1 hr / week / 1 team	1 hr / week / team
Comp. Peewee, Bantam	1.5 hr / week / 1 team	1.5 hr / week / team
Comp. Midget	1.5 hr / week / 1 team	2 hr / week / team
Comp. Juvenile	1 hr / week / 1 team	1 hr / week / team

SKATING

Allocation for figure skating will be based on the following guidelines:

- Basic skaters refer to those skaters registered in Learn to Skate or Power Skating Program
- Test skaters refer to those registered in Skate Canada Test Stream Programs
- The total enrolment of youth skaters will be divided by 15 to create a team unit
- For each unit of Basic skaters enrolled, figure skating will receive 1.25 hours of ice per week
- For each unit of Test skaters enrolled, figure skating will receive 2.00 hours of ice per week
- For each team of synchronized skaters enrolled, figure skating will receive 2.00 hours of ice per week
- Synchronized teams will have a minimum of 8 skaters per team

JUNIOR HOCKEY

The Town of Georgina will allocate weekly game and practice time to the team for the benefit of Georgina residents and businesses.

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SCHOOLS

All elementary public & separate schools within the municipality will be allocated one (1) hour per week (same hour weekly) of non-prime time ice from October to April at no charge.

All high schools within the municipality will be allocated thirty-one (31) hours of non-prime time per season at no charge to be utilized for general purposes and not for organized sports. School sports team will pay hourly youth rate.

Maximum 120 persons at one time and minimum of 1 person supervising for every 60 persons (supervision is responsibility of the school to provide).

NEW USER GROUPS

Ice time will be allocated to new groups/requests providing no scheduling conflicts occur with established groups and the ice time hours requested are available.

SPRING & SUMMER ICE

In the event the Town of Georgina offers Spring &/or Summer ice, allocation will be considered based on the previous years' use.

ICE TIME UTILIZATION & CONFLICTS

Organizations, associations and minor youth sports groups will determine the appropriate game/program structure and duration. All users are required to conclude their respective ice activities within the specified Permit Agreement time periods. Organizations, associations and minor youth sports groups will be required to provide game/program schedules. The Town reserves the right to curfew any games/programs, including tournament and playoff games, in order to maintain schedules.

Ice time request submissions received by January 30 of each year for the next season will be reviewed by staff. Staff will determine the number of hours to be allocated to each group according to this policy. A preliminary schedule will be provided to each user group for review. Conflicts will be brought forward to the specific groups affected for discussion and resolution. Should no resolution be reached, each group will submit a rationale for their requirement of the ice time request conflict. The decision of the Recreation & Culture Department will be final.

RATE CATEGORIES

Prime Time Ice = Mon – Fri 4:00pm – 11:00pm & Sat – Sun 6:00am – 11:00pm & Statutory Holidays

Non-Prime Time Ice = Mon – Fri 6:00am – 4:00pm

Late Non-Prime Time Ice = Mon – Sun 11:00pm and later

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The opening of arena facilities on Statutory Holidays or beyond established operating hours, will be considered only if the applicant agrees to pay a premium to cover staffing and operating expenses as determined by Operations Division.

CANCELLATIONS

Fall/Winter Ice

Return of full season blocks for seasonal ice permits will be accepted in writing until Sept 30. Organizations interested in avoiding specific days or blocks of time within the booking period must request such exceptions in their ice request submission. Cancellations for Sept 1 – 30 must be submitted in writing 14 calendar days in advance for a full credit.

Single or occasional use cancellations will be permitted for ice booked Oct 1* to start of playoffs only if initiated by the permit holder in writing fourteen (14) calendar days prior. Should ice time not be filled, the permit holder shall be held responsible for payment of ice that is not re-booked. *(exception: Georgina Girls Hockey Association will be eight (8) days after their scheduling meeting to the start of playoffs)

No person, organization, association or minor youth sports group shall transfer or sublet any ice allocation for the value or otherwise. Failure to comply could result in termination of a facility use permit.

Minor Youth Sports organizations may turn back ice with forty eight (48) hours written notice once the playoff schedules are confirmed without penalty. Playoffs start date to be confirmed through submitted program schedules.

Spring/Summer Ice

Single or occasional use cancellations will be permitted for Spring/Summer ice May to August only if initiated by the permit holder in writing fourteen (14) calendar days prior. Should ice time not be filled, the permit holder shall be held responsible for payment of ice that is not re-booked.

PERMIT AGREEMENT & PAYMENT RESPONSIBILITIES

All organizations, associations or minor youth sports groups will be required to supply proof of insurance in the amount of a minimum of two million dollars depending on the nature of the event no later than September 30 of the current calendar year. Individual and private users may purchase insurance on their rental permit through the Town's facility insurance program.

Hourly floods are required, however programs may continue without a flood up to a maximum of two (2) hours, unless an approved extended flood schedule is in place and a signed flood waiver is on file for the current season. The decision to resurface the ice

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at any time is at the sole discretion of the arena attendant. No person(s) or equipment is allowed on the ice surface or on the boards until the ice resurfacing machine and all arena employees have left the ice surface and the doors have been closed.

Rental fees are to be paid at the time of booking for individual and private users. Seasonal ice permits must be paid a minimum of fourteen (14) calendar days in advance of the first rental date unless other arrangements have been approved. Where invoicing has been approved, the Town of Georgina reserves the right to cancel the permit if the permit holder defaults in payments. All permits require an authorized signature prior to use of the facilities.

Three (3) executive members from each organization, association or minor youth sports group shall be designated in writing to the Town of Georgina to be the sole main contacts communicating with staff in order to efficiently process requests, changes, payments etc.

Security or pay duty officers may be required at the discretion of the Town of Georgina and will be the sole responsibility of the permit holder.

SPECIAL EVENTS/TOURNAMENT

Requests for special events/tournaments utilizing prime time ice must be received by January 30 of each year for the next season. Minor youth sports groups will be entitled to three (3) weekend day (Prime time ice) tournaments/special events for the season (September to April). No more than two weekends per month will be allocated to special events/tournaments. All request will be considered utilizing priority ranking listed in this policy and historic precedent subject to the approval of the Director of Recreation and Culture. Individual or private user tournament permits must pay a minimum deposit indicated on the rental permit at the time of booking and the balance is to be paid no later than two weeks prior to the event along with all required documentation. Cancellation of any tournament must be received in writing no later than thirty (30) calendar days prior to the event and a full refund less twenty five percent (25%) of unsold ice will be refunded. If proper notice is not received by the Town, the permit holder will be responsible for the full amount of the tournament permit that is not re-booked.