

# Township of Brock Corporate Policy



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**Policy Name:** Ice Allocation Policy

**Policy Type:** Parks & Recreation

**Policy Number:** PR4

**Reference:**

**Date Approved:** January, 2013

**Date Revised:** March, 2015

**Approval By:**

**Point of Contact:**

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## 1.0 Purpose

The purpose of the Ice Allocation Policy is to provide a set of consistent guidelines for ensuring fair and equitable ice time that allows optimal facility utilization.

The policy applies to all ice user groups who use the Beaverton, Cannington and Sunderland arenas.

## 2.0 Operating Season

### 2.1 General

As a general guideline, the length of the ice season will be from October 1<sup>st</sup> until March 31<sup>st</sup>. The length of the season will be determined annually by the Township in consultation with local user groups. All user groups that rent ice on a regular basis will be invited to an annual pre-season ice allocation meeting.

The ice season will be based on the following criteria in no specific order:

- Local ice user demand
- Cost effectiveness/best practices
- Equipment/facility requirements
- Availability of staff

Variation of hours and season extensions will be considered based upon:

- Availability of staff
- Local ice user demand
- Cost of operation
- Equipment/facility requirements

Season extensions may require an increased hourly rate due to increased costs of operation.

Each arena will be closed for regular operation on:

- Thanksgiving Day
- Remembrance Day
- Christmas Eve (at 11:00 a.m.)
- Christmas Day
- Boxing Day
- New Years Eve (at 11:00 a.m.)
- New Years Day
- Family Day
- Good Friday
- Easter Monday

## **2.2 Prime Time Designation:**

Prime Time is considered to be:

5:00 p.m. to 11:00 p.m. Mondays through Thursdays;  
5:00 p.m. to 12:00 a.m. Fridays;  
7:00 a.m. to 12:00 a.m. Saturdays and  
7:00 a.m. to 11:00 p.m. Sundays.

## **2.3 Non Prime Time Designation**

Non Prime Time is considered to be 7:00 a.m. to 5:00 p.m. weekdays.

## **2.4 Rates and Fees**

Rates and Fees are reviewed annually and are set by Council.

## **3.0 Allocation of Ice Time and Distribution**

***NOTE: Ice time is not guaranteed until a final schedule is received.***

### **3.1 Ice Allocation Guidelines**

The Township of Brock reserves the right to allocate ice time to maximize the rental of available ice time in all arenas in order to increase the efficiency of each ice surface having regard to the ice allocation time frame set forth below.

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.

### **3.2 Ice Allocation Process**

Ice Allocation Time Line: (to be used as a guideline – actual dates will vary from year to year).

This document is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355 or [clerks@townshipofbrock.ca](mailto:clerks@townshipofbrock.ca).

March 15 – Ice Rental Package sent to previous ice season user groups. Ice rental packages include 'Ice Request Forms', 'Ice Start Dates' and 'Upcoming Meeting Dates'.

May 15 – 'Ice Requests' are due by previous ice season user groups. Requests are to include regular ice schedule and special event ice schedule.

May 30 – Draft schedules are sent to previous ice user groups with meeting date reminder.

June 25 – User groups meeting, facilitated by the Township, to discuss proposed ice schedules and special events.

July 9 – Revisions to drafts completed and final schedules sent to user groups.

October 1 – User groups may cancel up to 10% of their ice time due to lower registration numbers. The provision for additional time after October 1 shall only be for ice time not under contract to other users.

### **3.3 Ice Re-Allocation**

The Township reserves the right to re-allocate ice time in the event of cancellations.

### **3.4 Special Events and Tournaments**

Special events and tournament requests must be submitted at the same time as regular ice requests.

## **4.0 General Ice and Facility Management**

### **4.1 Ice Flood Schedules**

All ice booked consists of a 50 minute hour with the remaining 10 minutes for resurfacing where applicable.

Where groups have several consecutive hours of ice rented, the resurfacing time may be grouped together depending upon the organization. The arrangement is at the sole discretion of the arena attendant to ensure safe ice conditions.

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

### **4.2 Dressing Rooms**

The arena attendant reserves the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring in the facility.

Any damages are to be reported to the facility manager or designate.

Dressing rooms will be available 30 minutes prior to the scheduled agreement times and shall be vacated within 30 minutes of the expiration of the agreement time.

### **4.3 Township Municipal Alcohol Policy**

Users shall comply with the provisions of the Municipal Alcohol Policy. The full policy is available for review on the Township of Brock website at [www.townshipofbrock.ca](http://www.townshipofbrock.ca).

Alcoholic beverages are strictly prohibited on the premises including dressing rooms, spectator areas and the parking lot.

Persons or organizations using the arena shall not conduct themselves in a disorderly manner including the possession of illicit drugs, illegal alcohol consumption, use of foul language, misuse of facilities, or other illegal activity.

Should there be any contravention of the above noted conditions, the ice rental contract becomes null and void and the user shall pay the Township of Brock for clean up and/or repairs. The user shall be subject to an administrative review which may include the revocation of ice privileges without refund.

### **4.4 Smoke Free Facility**

All municipal buildings are 'Smoke Free'.

### **4.5 Curfew Ice**

During seasonal minor hockey playoffs, all efforts will be made to maintain the arena's regular ice schedule. However, should a game run over its scheduled time, subsequent users will have their times adjusted accordingly.

### **4.6 New Organization or Emerging Sport**

When reasonable, the municipality will recognize a new organization or emerging ice sport and will make reasonable effort to allocate ice time to enable the establishment of its programs and services. Recognition and ice allocation will occur once the conditions and criteria outlined in this policy are met and existing users are not adversely impacted. New organizations/programs will be accommodated only to provide for unmet community needs. Where possible, the development of new programs or the expansion of groups shall be encouraged to be extensions of organizations already established (e.g. creating umbrella organizations).

### **4.7 Opening Arena Facility Outside of Standard Hours of Operation**

The opening of an arena facility when normally closed, or beyond established operating hours may be considered if the applicant agrees to pay for the full operational costs for opening and pending the availability of staff. Application does not guarantee approval.

## **5.0 General Administration**

### **5.1 Application**

All applicants and users must submit all requests for ice time applications, amendments and cancellations on township-approved forms.

This document is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355 or [clerks@townshipofbrock.ca](mailto:clerks@townshipofbrock.ca).

The Township reserves the right to reject applications and requests from users submitting forms which are incomplete or contain incorrect information.

## **5.2 Ice Allocation and Management Policy Review**

The Ice Allocation Policy shall be reviewed on an annual basis.

## **5.3 Payment for Ice**

As a general principle, payments for ice time shall be made at the time of booking or, in advance of usage. User groups making commitments for ice time in advance of the season, in accordance with the ice allocation policy, shall be invoiced on a monthly basis provided a signed contract is executed. User groups booking ice on a semi-regular basis throughout the season may be invoiced on a weekly basis at the discretion of the Township.

Payment for liability insurance or a certificate of liability insurance is required prior to the ice being used.

The Township reserves the right to cancel and reallocate ice time due to delinquent accounts. The non-payment of invoices issued, or repetitive late payments, shall be reported to Council and may result in the denial of future ice rental.

The user shall be responsible for any damage incurred to the premises or property of the municipality as a result of any act or omission of the applicant or the group named or their members. Damages which occur to the arena facility shall be the responsibility of the group or individual who signs the rental agreement.

## **5.4 Cancellation**

The municipality requires 5 days written notice for all cancellations, addressed to the facility manager or designate.

The municipality may accept cancellations of ice time in the event that the vacant time slot(s) can be filled. Should ice time not be filled, the user shall be held responsible for the payment of the rental.

In the case of inclement weather, the Township reserves the right to waive the cancellation requirements at their discretion.

The Township reserves the right to cancel any rental agreement upon notice to the user should the facility be required for emergency purposes.

The municipality shall not be held responsible for any failure in supplying ice time due to circumstances beyond its control. In such cases the user will be credited for ice time not provided.

The Township shall not be liable for any general, special, indirect, consequential, incidental or other costs or damages arising from the Township's cancellation of scheduled ice time.

## **5.5 Sublet**

This document is available in alternate formats upon request.  
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The user shall not sublet or render to others the facility without written authorization from the municipality.

## **5.6 Health & Safety**

The operators of the facility strongly recommend that CSA approved safety equipment including head, eye and facial protection to be worn by all participants. The user shall advise their participants to wear such protection. The user shall have available an adequate first aid kit.

The user will inspect the facility areas that are being rented immediately prior to use and advise the facility attendant of any hazards or areas of concern requiring maintenance.

Youth groups using dressing rooms must be accompanied by a responsible/competent adult.

## **5.7 Insurance**

Liability insurance is mandatory.

As a User of a facility owned and/or operated by the Corporation of the Township of Brock, you are required in advance, to provide a certificate of insurance confirming Commercial General Liability Insurance for a limit of at least \$2 million per occurrence. The Corporation of the Township of Brock is to be named as an 'Additional Insured'. If the required certificate cannot be obtained, insurance can be purchased through BFL Canada at a nominal cost. The Corporation of the Township of Brock provides administrative support to BFL for this program to assist Users of the facilities and remits all fees collected to BFL.