

“SCHEDULE A”
TOWN OF INGERSOLL
Policies and Procedures

Policy: **Ice Allocation Policy**

Approval Date: **1998**
Revised: **May 14, 2001**
 May, 2018
 Feb 4, 2019
 April 14, 2020
 July 22, 2021

Purpose

The Town of Ingersoll Community Services Department wishes to promote maximum facility usage for the effective and efficient operations of the Ingersoll Memorial Arena.

The purpose of this policy is to:

- a) Clearly define and communicate how ice will be managed, allocated and distributed
- b) Serve as a guide for the ice allocation process
- c) Promote and encourage participation in ice sports to the overall benefit of the community
- d) Guide user groups through the process of booking ice time

The policies identified in this document establish and clarify the Town’s responsibility for ice allocation, facility administration and its commitment to the management of:

- a) Fair and equitable ice allocation that maximizes use of the facility
- b) Fiscally responsible ice facility operations
- c) Processing of tournament, special event and season ice rentals
- d) Safe and accessible services for all
- e) Enhancement of the quality of life of all citizens.

Ice Allocation

Requests for ice time for the upcoming season must be received by the Manager in writing by the 3rd Tuesday in May of each year. Such requests will include regular weekly use, tournaments and special events.

A notice, regarding allocation of ice time requests, will be sent to each **regular seasonal user group** at least two weeks prior to the deadline for submitting requests.

Requests are reviewed in relationship to the availability to maximize group requests with priority given to:

1. Town of Ingersoll Public Skating, Special Events and Programs
 2. Minor Sports Groups
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3. Adult Sports Groups
4. Occasional Groups

Allocated ice can only be used for intended purpose-i.e. ice allocation for minor hockey can only be used for minor hockey games or practices. Ice time allocated to a user group must be returned if it is not going to be used by the user group. Switching of times, days, etc. with other users or sub-contracting ice **will not be permitted**.

Valid request for change from any regular user group may not always be accommodated as requested. It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduled from year to year and therefore due consideration will be given to the allocation of ice according to previous years. With that said just because a regular user may have historically had particular ice times does not mean that they own that ice time. Changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

Definitions:

- 1) **Minor Sports Group**: child and youth minor groups organizations primarily for children less than 19 years of age
- 2) **Adult Sports Group**: members over the age of 19 years of age which participate in adult sport leagues.
- 3) **Regular User Group**: All groups/organizations/individuals renting ice on a weekly basis.
- 4) **Occasional User Group**: Rental groups which book ice occasionally. I.e. not on a regular weekly schedule.
- 5) **Town** means the Corporation of the Town of Ingersoll
- 6) **Arena** means the Ingersoll and District Memorial Centre
- 7) **Manager** means the person(s) in charge of Recreation either by contract or Town employee.

Ice Allocation Committee

All regular season user groups are required to have a contact person, who will be deemed to be their Ice Convener. It is the responsibility of the convener to communicate schedule changes, cancellations, special requests or other pertinent information on behalf their group to Manager of Facility Operations. Information regarding name, address, email and phone number(s) of the group's convener must be submitted with ice requirements. Include the name, address, email and phone number(s) for billing contact if different.

1. An Ice Allocation Committee will be formed for the upcoming ice season consisting of the following representatives:
 - i) One member from each regular minor sport and adult sports group (Ice Convener)
 - ii) One member of Council
 - iii) Two Town Staff - Director and Manager of Facility Operations

The purpose of the Committee will be to review all ices time requests and prepare a draft Master Schedule based on the Ice Allocation Policy. The representatives on the Committee will be expected not only to represent the needs of their organization, but also to represent the needs and the best interests of the entire community.

2. Upon completion of the draft Ice Allocation Schedule, by the Committee the Community Services Department will hold a meeting of all regular user groups to review the schedule and to trade ice time if necessary.
3. A Master Schedule of ice allocation will be confirmed and approved by the first week of June each year, by the Manager. The Master Schedule will be sent to all Ice Conveners to share with their user groups. A copy will be left at the Arena and Victoria Park Community Centre.
4. It is recognized that changes to the Master Schedule may be required from time to time. Any changes will be submitted in writing or emailed to the Manager outlining the changes and the valid reason for the change. Approval of any changes will be at the sole discretion of the Manager. Temporary changes may also be necessary from time to time due to unforeseen circumstances. (I.e. Mechanical breakdown).

Facility Contracts

All regular user groups will be issued facility contracts for all ice time booked. Read through the dates and times on your contract carefully- if ice time is not on your contract it is not booked. In the event changes are made, an amendment to the contract will be made. We require a signed contract returned to the Ingersoll Arena at the start of each season.

Cancellation of Ice Time

Regular user groups must provide at least one week (7 days) email written cancellation notice. Cancellation notice must be emailed to the Manager of Facility Operations (joe.sym@ingersoll.ca) by each user group's ice convener. Notice of less than 7 days will result in charges being levied for ice not re-booked at its resale value.

Facility Cancellations:

The Manager may cancel any contracts or portions of contracts where:

1. The contract was transferred without approval of the department
2. The facility is not being used for the purposes set out in the request
3. There has been a breach of the regulations posted in the facility or set out herein
4. If account for ice rental is in arrears more than thirty (30) days. Any user group or individual whose account with the Arena remains past due at the time the Master Ice Schedule is confirmed for the following season, will not receive any ice allocation time for the upcoming season.
5. The facility requires technical or emergency repairs which cannot be performed at any other time.

* If the manager uses the power to cancel any contracts or portion of contracts, he/she will give notice to the ice convener as soon as possible by whatever means may be available to him/her *

Public Skating

A minimum of three (3) public skating times of one or more hours will be scheduled each week of ice in the arena. Public Skating times will be posted in the arena and circulated to the general

public.

Shinny

Tuesday Mornings from 8am-10am is reserved for Shinny Hockey

Huff and Puff

Wednesday Mornings from 9am-10am is reserved for Huff and Puff Hockey

Adult Skate

Tuesday & Thursday afternoon from 3pm-4pm is reserved for Adult Skate

Parent & Tot Skate

Tuesday & Thursday afternoon from 2pm-3pm is reserved for Adult Skate

Rotary Rink Mates

Friday Mornings from 9:30am-10:30am is reserved for Rotary Rink Mates

School Groups

Must negotiate ice contract prior to start of each season which will include scheduling of games and practices around master schedule.

Tournaments and Special Events

Tournament/Event Schedules are required at least 1 week prior to the event. The deadline to cancellation of booked tournament/event ice is 1 week. The contract holder will be responsible for payment of ice which cannot be re booked. If times are not cancelled prior to the deadline charges will be levied for ice at its resale value. Cancelled ice will first be offered to the seasonal user of that time.

New Organization or Emerging Sport

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

Rental Rates

2020-2021 Season (**Proposed Rates**) All rates include HST

- 1) Ice Rental Rate

Prime Time hours are 4pm-11pm Monday to Friday. Weekends and Holidays are 7am-11pm

a) Adult Sports

Prime Time- \$185.00 per hour

Non-Prime Time- \$ 125.00 per hour

b) Minor Sports

Prime Time- \$142.00 per hour

Non-Prime Time- \$95.00 per hour

Each Rental Hour Includes (10) minutes for preparation and cleaning of ice

2) Auditorium Rental Rate

- \$47 per hour.
- \$500 per day Friday-Saturday
- \$250 per day Sunday-Thursday

* Minor & Adult Nonprofit community groups- 50% discount of current rate.

3) Arena Floor(Summer)

- \$850 per day Friday to Saturday
- \$575 per day Sunday to Thursday

Payment

a) Regular Users- will be invoiced monthly for their scheduled ice time. Invoices are mailed after each month. I.E Invoice for September's Ice will be mailed out in October etc.

b) Occasional Users- booking must be made in person, by phone or email. Payment is due to the arena office prior to going on the ice. If ice is not paid in full, permission to go on the ice will not be granted.

Standard Hours of Operation/Season

a) Season – First week of September to the end of March. (subject to change based on usage)

b) Hours - 7 days a week from 6:30am to Midnight

The opening of the arena on statutory holidays when it is normally closed or opening beyond the established operating hours and season will only be considered if the applicant agrees to pay for the full operations costs for such an opening and pending the availability of staff. Application does not guarantee approval. All ice will be billed at prime time rate.

Dressing Rooms

Dressing rooms will be assigned by the operator on duty and will be posted on the monitor as you enter rink. Keys for each room are given out by the operator and must be returned promptly

after use. Dressing rooms may be accessed 30 minutes prior to your ice time and they must be vacated 30 mins after your ice time. In the event dressing rooms are left in an unacceptable state, charges will be applied to the contract.

Repair or replacement for any and all damages will be the responsibility of the contract holder.

The Town of Ingersoll is not responsible for any lost or stolen items whether from a dressing or elsewhere in the facility. It is the responsibility of the groups/organizations/individuals to get a key for their assigned room and ensure that the dressing room door is locked or supervised while they are on the ice.

Ice Flood Schedules

All ice booked consists of a 50minute hour with the remaining 10 minutes for ice resurfacing. The Town requires that all regular user groups supply ice use and flood requirements to the Manager before the start of each season.

Curfew Ice

It is the responsibility of the time keeper to buzz off curfew games as listed on the game sheet. Failure to buzz off curfew games will not be tolerated and will result in contract holder being charged for extra ice. If curfew games are not buzzed off accordingly, operator on duty will blow the game dead to maintain effective and efficient operations of the ice schedule.

Warm-ups and Training Room

To ensure the safety of patrons, warm-ups and off-ice training must not be performed in hallways, stairwells or corridors. Minor Sports groups will be given the option of renting the auditorium on a regular basis at a price set in the Fees and Rates Bylaw. This rate will be solely used for warm up time, and not for team meetings, meals, parties etc.

Alcohol and Smoking

Alcoholic beverages are not permitted on the premises without a special occasion permit. The Town of Ingersoll has a Municipal Alcohol Policy with a zero tolerance for alcohol consumption without proper permits. Non-compliance will result in police being notified, ice time being suspended and immediate loss of the dressing room.

Effective May 31st 2006, The Smoke Free Ontario Act was enacted. Smoking is prohibited within 20 metres of all arena entrances.

Insurance

All user groups must provide proof of insurance (minimum \$5 million dollar Commercial General Liability or Homeowners Liability) listing the Town as an additional insured or pay for Facility User Group Insurance provided and administered through Frank Cowan Insurance, The Town of Ingersoll's insurance provider. This Facility User Group Insurance is an added cost in addition to the ice rental fee. Please note that the Facility User Group Insurance would not be available to any organized sports teams or leagues or for any contact sports.

Safety

- Contract holder shall be responsible for the conduct and supervision of all persons using the facility while occupied in the designated dates/times
- All exits, fire extinguishers, and pull stations shall be kept free from obstruction at all times
- Regulations posted through the facility are in addition to the conditions set out herein and shall be complied with in the same manner
- The operators of this recreation facility strongly recommend that CSA approved safety equipment including head, eye and face protection are worn by all participants
- No objects or individuals are to be on the ice when the Olympia is resurfacing the ice. Individuals are not allowed on the ice until all doors are closed by the operator.
- User groups/organizations/ or individuals participating in illegal activities or behavior not permitted in the facility shall receive a warning letter for the first infraction; have their ice time suspended for 2 weeks for the second infraction and have their ice time suspended for one year for a third infraction. All levels of discipline will be kept on file for one year from the date of the infraction. Continuing infractions will lead to the refusal of further contract applications.

Failure to comply with directives may jeopardize future ice privileges. Compliance of these terms and conditions is expected of all persons using the facility.

Conclusion

1. This policy will be reviewed annually by the Manager, and Ice Allocation Committee. Any changes will be forwarded to user groups and to Town Council for approval.
2. Any user groups may request changes to the policy which will be discussed at a user group meeting, then forwarded onto council for amendment.
3. Any items unresolved will be brought forward to the Town Council for final decision.