

# Ice Time Allocation Policy & Procedure

## Policy Statement

It is recognized and understood that the Municipality has a responsibility to allocate access to rinks and ice pads (“ice time”) in a manner that meets the needs of the entire community. It is further recognized that these needs vary by user group. The Ice Time Allocation Policy & Procedure establishes a system to fairly and equitably distribute the prime-time ice time available to the community and residents of Middlesex Centre.

## Purpose

To define the process for allocating and managing ice resources in a fair and equitable manner and to optimize the usage and programming of prime-time ice in a way that reflects municipal directives, minimizes risk, and benefits the whole community.

## Objectives & Guiding Principles

The objectives of this policy are to:

- establish a fair, transparent, consistent, and equitable process for the allocation and distribution of ice;
- prioritize a “youth first” access to ice for minor sport groups with a minimum allocation of 80% or more of prime-time ice and a focus on those who reside in Middlesex Centre;
- ensure that the municipality’s ice pads are used for the benefit of the entire community;
- recognize the need for flexibility to effectively respond to changing needs and demands for ice time; and
- balance the needs of user groups, participants, and those of the municipality at large.

The following guiding principles will be considered when implementing and/or interpreting this policy:

- **Efficiency:** The effective and efficient use of ice time for the municipality and ice users;
- **Demand:** The demand for and supply of ice pads. Where appropriate, the municipality will employ a mathematical formula that considers user groups’ current and substantiated future ice requests and will consider the proportionate number of participants/residents in groups requesting ice; and
- **Diversity:** Offering a balanced and wide range of leisure and sport opportunities.

## **Scope**

This policy applies to all groups or individuals renting or booking prime-time ice for the purpose of recreational, educational, athletic, or social activities during the regular ice season (September 1<sup>st</sup> to March 31<sup>st</sup>). Prime-time ice is defined as Monday to Friday from 4:00 p.m. to 11:00 p.m. and Saturdays and Sundays from 8:00 a.m. to 11:00 p.m. All other times are considered non-prime-time ice and are out of scope of this policy.

For the purpose of this policy, ice includes the two ice pads at the Komoka Wellness Centre and the one ice pad at the Ilderton Arena.

## **Definitions**

For the purpose of this policy, the following definitions will apply:

**“Equity-Deserving Groups”** are groups of people who have been historically disadvantaged and underrepresented.

**“License Agreement”** is a council approved contract between the Municipality of Middlesex Centre (Licensor) and a group or individual (Licensee) that speaks to the specific and defined use of ice time.

**“Minor Sport Groups”** are those groups such as skating clubs, minor hockey, etc. that are:

- non-profit;
- guided by a constitution and by-laws;
- governed by a board of directors;
- serve youth 21 years of age and younger; and
- have a minimum of 40% of registrants who reside in the Municipality of Middlesex Centre or within the boundary for those groups with regional boundaries (e.g., girls’ hockey and/or those groups which can be classified as an equity-deserving group).

**“Municipal Groups”** are those whose participants are comprised of more than 75% Middlesex Centre residents.

**“Non-Municipal Groups”** are those whose participants are comprised of less than 75% Middlesex Centre residents.

**“Prime-Time Ice”** is ice time available Monday to Friday from 4:00 p.m. to 11:00 p.m. and Saturdays and Sundays from 8:00 a.m. to 11:00 p.m.

**“Recreation Division Programs”** are programs and other initiatives that are organized by municipal staff or provided by contractors on behalf of the municipality. Currently, this includes public skating, adult & preschool skate, adult skate, adult & preschool shinny, adult & child shinny, adult shinny, and 55+ shinny. This list of programs could expand or contract as market conditions evolve or as the needs of Middlesex Centre resident’s change.

**“Regular Ice Season”** is the period from September 1<sup>st</sup> to March 31<sup>st</sup>.

**“Tournaments/Special Events”** are requests from a minor sports group for a clearly defined special event/tournament where it is advantageous for the sponsoring group and municipality to host. All special event/tournament requests shall be submitted in writing. Each request will be considered on an individual basis and will take into consideration the amount of ice time required, nature of the event/activity, benefit to the community and economic spin off to the area. A maximum of two special events/tournaments may be held during the regular ice season.

**“Youth First”** is a policy approach whereby those who are 21 years of age and younger who belong to a minor sports group have a higher priority to access prime-time ice in Middlesex Centre.

## **Roles & Responsibilities**

The Municipality of Middlesex Centre Community Services Department shall be responsible for managing, allocating and distributing ice time on an annual basis to reflect the guiding principles in the Ice Time Allocation Policy & Procedure.

## **Priority for Prime-Time Ice Allocation**

The priority for prime-time ice allocation will be:

- **First Priority:** Municipality of Middlesex Centre Recreation Division programs and services such as recreational skating programs;
- **Second Priority:** Minor Sport Groups that provide programs serving youth 21 years of age and under and that are not currently in a pre-approved license agreement;
- **Third Priority:** Tournaments & Special Events;
- **Fourth Priority:** Municipal Groups; and
- **Fifth Priority:** Non-Municipal Groups.

Groups who have an approved contractual license agreement for ice time are outside of the above priority listing. However, the Municipality may, at its discretion, allow for amendments year-to-year based on prime-time ice availability.

## **Procedure**

### **1. Ice Time Request/Allocation Schedule**

The following are key dates each year when allocating fall/winter ice:

- March 31<sup>st</sup> – Ice Request Form (Appendix A) to be completed and submitted by all groups prior to this date.
- April 30<sup>th</sup> – Draft ice time allocation prepared by Community Services staff.

- May 1<sup>st</sup> – Distribute draft ice allocation to groups.
- May 15<sup>th</sup> – Ice Scheduler’s meeting to review draft ice allocation, seek efficiencies within the schedule, and allow for ice time swaps/trades.
- May 31<sup>st</sup> – Final ice time allocation process to be completed.

## 2. Calculation of Ice Time

Ice time allocation will take into consideration both the demand for and supply of ice pads, and where appropriate will employ the following mathematical formula that considers user groups’ current and substantiated future ice time requests and will consider the proportionate number of participants/residents in groups requesting ice. Numbers will be based on previous years’ registration/participant numbers.

$$\begin{aligned} &\text{Prime-time ice available per week x 80\% of ice (youth first)} \\ &\text{x [League Residents/Total Residents in classification type]} \\ &= \text{Weekly ice time allocation} \end{aligned}$$

As an example:

- 195 hours of prime-time ice available
- ABC Hockey League is classified as a Minor Sport Group
- Minor Sport Groups are allocated 80% of prime-time ice according to this policy
- ABC Hockey League has a total of 450 registrations with a residency rate of 90% = 405 residents
- 1,100 total residential participants in the Minor Sports Classification
- Calculation: 195 hours x 80% x [405/1,100] = 57.4 hours

This policy recognizes that there may be a lower population density of ice users in Middlesex Centre from Equity-Deserving Groups that may result in a decrease of prime-time ice time as a result of the formula above. The municipality will ensure that these groups are represented when calculating and allocating ice.

## 3. Use of Allocated Ice Time

Each group is responsible to divide the allocated ice time amongst subgroups (age groups, teams, etc.) within their respective organization and governing body in accordance with either established rules of the organization or in keeping with the principles of fairness and equity as described in this policy. Groups are at liberty to adjust the allotted time between subgroups or types of uses based on the unique aspects of the sport or use.

## 4. Subletting of Ice Time

No group or individual may sublet any ice time.

## **5. Re-Allocating of Ice**

The municipality may re-allocate ice time that is no longer required by a seasonal contract rental group (e.g., an Oldtimers hockey team folds, minor sport registrations decrease).

Ice time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy. All non-contracted ice time will be booked on a first come first serve basis to any rental category.

## **6. Cancellations**

The applicant may return ice time to the municipality by providing two weeks' written notice. The municipality may then in turn try to rent the ice; however, in the event this is not possible, then the applicant will be responsible to pay for any ice that is not re-rented.

## **Policy Review**

This Policy will be reviewed once every three (3) years, or as necessary.

# Ice Time Request Form

Please complete this form indicating the dates and times that you are requesting for the current ice season and/or new or differing hours for tournaments or special events. All ice will be allocated according to the Municipality of Middlesex Centre Ice Allocation Policy.

## Contact Information (All information is required.)

Name of Organization: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Ice Time Requested

Please fill out one form per request (i.e., fall/winter season; tournament; special event; etc.) and indicate the priority of special events if requesting more than one. Note we are unable to book ice time for any organization/person who has monies outstanding.

**Arena:**     Komoka Arena                      OR                       Ilderton Arena

**When:**     Spring/Summer Season (Apr 1 – Aug 31)  
                Fall/Winter Season (Sept 1 – Mar 31)  
                Special Event/Tournament (Dates: \_\_\_\_\_)

**Activities:**  Shinny/Pick-Up Hockey AND/OR     Skills and Drills

### Preferred Days/Times:

Day of Week	Start Date	Start Time	Finish Date	Finish Time	Additional Notes

## Insurance

Liability Insurance Provided                      OR                       Added to the Permit (fee applies)

Insurance Requirements: All permits require proof of \$2 million dollars liability insurance naming the "Municipality of Middlesex Centre" as an additional insured. For groups that do not have their own insurance program, the Municipality offers coverage through our community-based insurance program. Call our booking department for details (contact information below).

→ **Please return request form to:** Municipality of Middlesex Centre

Komoka Wellness Centre, 1 Tunks Lane, Komoka, ON, N0L 1R0

P: 519-601-8022 x101 | F: 519-601-8122 | [bookafacility@middlesexcentre.on.ca](mailto:bookafacility@middlesexcentre.on.ca)

This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. The information will be used by the Municipality of Middlesex Centre to process the request and to ensure compliance with all applicable statutes, regulations and by-laws. If questions, contact the Clerk's Office at 519-666-0190.