
Date

The following was adopted as Policy at a Regular Meeting of Council held on **November 21, 2000**.

Resolution #00.11.592

Moved by: Councillor Carmen Stanek
Seconded by: Councillor Bill Scarrow

Preamble

The intent of the District of Lake Country Ice Allocation Policy is to ensure fair and equitable distribution of ice time in the best interests of District of Lake Country Residents.

The following procedure will outline the methodology that our Parks and Recreation Department and Parks and Recreation Commission (PARC) will use in the allocation of ice time at the Winfield Recreation Centre. The procedure identifies the following steps:

- A. Arena Users meeting
- B. Priority of ice booking
- C. Definition of groups
- D. Formula to determine groups' ice needs
- E. Ice blocking - youth/adult use
- F. Drafting ice time procedure
- G. Tournament and special event procedures
- H. Invoicing
- I. Ice allocation disputes
- J. Cancellation of ice time
- K. Ice maintenance policy

Procedure

A. Arena Users Meeting

- A meeting will be held in June to book reserved ice for the prime season beginning the following September.
- Letters will be mailed to all previous users, announcing the meeting.
- An ad will be placed in the local newspapers, announcing the meeting.

B. Priority of Ice Booking

Primary Users:

1. District of Lake Country recreation programs
2. *Community youth groups (within designated Youth Time – see section E Ice Blocking)

3. *Community adult groups (within designated Adult Time - see section E *Ice Blocking*)
4. Private community youth groups
5. Private community adult groups

Secondary Users:

1. Non-Resident groups
2. Casual Users
3. Commercial groups

C. Definition of Groups

Primary Users:

1. **District of Lake Country Recreation Programs** - any program organized and administered by the DLC Parks and Recreation department, i.e.: Public Skating, Parent/Tot Skating, Shiny Hockey etc.
2. **(*Community) Youth Group** - a non-profit ice user group that offers supervised, structured activity involving skill development, for ages 4 - 18 years. Membership must be solicited through an **open public registration.
3. **(*Community) Adult Group** - an ice user group that offers structured activity and whose vast majority of members are over 18 years of age. Membership must be solicited through an **open public registration.
4. **Private (*Community) Youth Group** - a non-profit ice user group that offers supervised, structured activity, without an open public registration process, for members of an affiliated organization, between the ages of 4 and 18 years.
5. **Private (*Community) Adult Group** - a non-profit ice user group that offers structured activity, without an open public registration process, for members of an affiliated group whose vast majority of members are over the age of 18 years.
 - * **To be considered a 'Community Group' (and therefore be designated a 'Primary User') for *ice booking priority purposes*, a group must consist of at least 50% Lake Country Residents.**

Non-Resident Consideration:

The District of Lake Country recognizes that a significant number of regular Ice Users are groups that consist of a mix of Lake Country residents and non-residents, AND that approximately 20% of our current (2000) operating revenue is contributed by non-resident tax payers. As such, this policy entitles any group comprised of resident and non-resident members to count up to 20% of their total membership as non-residents with the same priority for ice allocation as residents (see example below).

Example:

Group A consists of 100 members, all Lake Country residents,
Group B consists of 100 members, 50 Lake Country residents and 50 non-residents

- Both groups qualify as Community Groups because they are at least 50% Lake Country residents

For Ice Allocation purposes:

Group A is considered to have **100 members** (all residents),

Group B counts the 50 Lake Country residents plus 20% (20 members) of it's total membership as members of a Lake Country Community Group for a total of $50 + 20 = 70$ members

Group A is entitled to book the amount of time apportioned to 100 members
Group B is entitled to book the amount of time apportioned to 70 members.

**** Open Public Registration means publicly advertised, first come, first served registration of participants. All groups will be required to notify the Parks and Recreation Dept. as to when and where their registration will be.**

The ice allocation policy does not restrict groups from having as many non-residents as they choose provided the group is in favour of taking less time per member than a same size group consisting entirely of Lake Country residents.

Secondary Users:

1. **Non-Resident Users** - groups consisting of 51% or more members not residents of Lake Country.
2. **Casual Users** - any non-profit group that uses the Arena on an irregular basis.
3. **Commercial Group** - any ice user not affiliated with a non-profit group and whose intention is to profit from their use of ice time through ticket sales, instructional schools or other commercial methods.

D. Formula Used to Determine Group's Ice Needs

Ice time will be allocated by using a formula based on a group's previous year's registration numbers and priority of booking, as outlined previously in section 'B'.

New groups must prove that they have enough registered participants to warrant requested ice time at the time of the scheduled Ice Allocation meeting in June.

- Each regular ice user organization must submit their current year's registration statistics, including names, addresses and phone numbers, to the District of Lake Country Parks and Recreation Dept. before December 31. These numbers will be used to determine the next year's allotted ice time.
- An individual may only be counted as part of **one** primary organization. If registered in more than one organization, the person will be asked to stipulate which organization is his/her priority. Other organizations may not use this person as a registered member to gain more ice time.
- Each organization is comprised of groups of individual ice users. The number of participants per group has been set at 12 determined by the need to be fair, safe and reasonable for skill development purposes.
- Using each organization's previous year's registration numbers, we are able to determine how many groups are within each organization by dividing the total number of registered participants by 12, (i.e.: organization has 240 members divided by 12 equals 20 groups).

To apply the next part of the formula, we must consider the following:

Groups use the ice for two purposes, either for skill development (as is the case with most youth groups) or for recreational purposes.

Youth activities with an open public registration (community youth groups) are therefore allocated time for both skill development and for recreation.

Adult groups and private youth groups receive recreational time only.

A minimum base of forty minutes per week is allocated for each eligible group, for skill development AND a minimum base of forty minutes per week is allocated for each eligible group, for recreation.

Based on the above information, community youth groups receive a minimum base of eighty minutes (1 hour and twenty minutes) per week, for each group of 12

All other primary ice users receive a minimum of forty minutes per week for each group of 12.

Example:

Minor Hockey or Figure Skating

120 registered participants divided by 12 equals	10 groups
10 groups times 80 minutes per week each equals 800 minutes or.....	13 hrs and twenty min. per week

Private Youth or Adult Groups

120 registered participants divided by 12 equals	10 groups
10 groups times 40 minutes per week equals 400 minutes or.....	6 hrs and 40 min. per week

This formula determines the minimum that a group will be allotted. If there is more time available those who wish to book more time may do so. Extra time will be divided among **Primary Users** unless there is more time available than they require. Extra time will be allotted based on the ratio of participants and the time available within the designated youth and adult time slots.

Example:

If Minor Hockey has 250 participants, Figure Skating has 150 participants, and another group has 100 participants for a total of 500 youth participants, Minor Hockey would get 50% of the extra youth time, Figure Skating would get 30% of the extra youth time and 20% would go to the other youth group. The same formula would apply to the adult users.

E. Ice Blocking – Youth/Adult Use

For the purpose of ice allotment, the following times are considered prime time. Primary youth groups wishing more time than is blocked for youth will have the first option of booking ice prior to 6:00 AM and primary adult users will have the first option of booking ice time after midnight.

Youth Groups

Monday – Friday	6:00 am to 8:30 am
Monday – Friday	3:00 p.m. to 8:50 p.m.
Saturday – Sunday	6:00 am to 8:50 p.m.

*Public Skating times will be scheduled within these times as well

Adult Groups

Monday – Sunday

9:00 p.m. to 12 midnight

F. Tournament and Special Event Procedures**Community Youth Groups:**

For annual special events (ex: Figure Skating Carnival or Minor Hockey Tournaments) Community Youth groups may book up to twenty (20) hours of 'Special Event' time outside of their regularly scheduled ice time without compensating groups that are affected by the cancellation of their regular time.

To receive the benefit of these twenty (20) hours the special event must be booked before September of the upcoming season to allow affected groups to schedule around the events.

Any other time required for special events that affects other users must be negotiated with the users affected and the Parks and Recreation Department. NO Groups are allowed to trade ice times without the consent of the Parks and Recreation Department.

Adult Groups and Others:

Adult and Commercial groups interested in booking special events are encouraged to do so during the shoulder season (April 1 to October 1) however if a special event is requested and is deemed to have significant benefit to the community it may be approved. Ice users that are affected will be given as much notice as possible and may or may not be compensated for ice time lost, depending on availability.

G. Drafting Ice Time Procedure

Before the June 'Ice Allocation' meeting all groups will be informed of the minimum ice time that they will be allotted based on their membership numbers from the previous year and the criteria used to determine 'Community Groups'.

Special Events will be booked first then regular users will select specific time slots for regular use.

For the sake of consistency from year to year it is hoped that the regular users can work out a schedule that meets all of their needs. If this can not be done then a draft system will be used to pick times.

The Draft:

With the number of groups within each organization and the number of minimum hours for each group established (12 members equals 1 group) the draft will follow the 'Priority of Ice Booking' list.

Groups that fall within the same category of the Priority List will pick by lottery draw. Separate draws are held for Youth and Adult Ice Users.

The lottery will go as follows;

- For every 2 groups (24 members) each organization receives one ticket to be placed in a draw box
- A random draw determines who picks the next available ice time

- The group that is drawn may pick any eighty-minute time slot that is still available within the time category allotted to Youth or Adults, whichever applies.
- No group may be drawn more than twice in a row
- In the case of Adult Ice Users an organization that draws an early time (9:00 p.m.) may also take the following late time (10:30 p.m.) by removing a ticket from the draw box. This is to allow more practical scheduling for referees.

Private Community groups will be allowed a maximum of eighty (80) minutes per week provided that they have enough members to justify that amount. A minimum of twenty-four (24) members is required to receive eighty (80) minutes per week.

If a group has enough members to receive at least eighty minutes per week then one pick consists of an eighty (80) minute time slot. If a group only qualifies for a forty (40) minute time slot per week they will be allocated eighty (80) minutes every two weeks.

H. Contracts and Invoicing

Every regular Ice User must sign a contract for ice use at the Winfield Arena and abide by the rules within that contract.

Regular Ice Users will be invoiced monthly for the time used during the previous month. Invoices are to be paid at the District of Lake Country Municipal Office within 30 days of receipt.

Arena staff record actual ice time used and a copy of this record will be included with each invoice.

Casual Ice Users must pre-pay their ice time before their booking can be confirmed.

I. Ice Allocation Disputes

In the event that an Ice User Group is dissatisfied with the Ice Allocation Process, and wishes to dispute the issue, the group should seek resolution by consulting, in order;

- 1) The Director of Parks and Recreation
- 2) The District of Lake Country Advisory Parks and Recreation Commission (PARC)
- 3) Council

J. Cancellation of Ice Time

- Seven days notice must be given to the Arena Staff to cancel a regular booking without penalty.
Staff will make an effort to re-book time cancelled on short notice, however if the cancelled time can not be booked the regular user may be charged.
- Thirty days notice must be given to Arena Staff to cancel Special Event Time without penalty. Deposits required for 'Special Events' are not refundable if the event or any part of the event is cancelled within 30 days of the scheduled event.

K. Ice Maintenance Policy

For safety reasons and in consideration of Ice Users who follow, groups who have blocks of ice time more than eighty minutes in duration must submit an ice cleaning schedule to Arena Staff

which, in the opinion of Arena Staff, is reasonable to maintain a satisfactory standard of ice quality.