



# The Corporation of the Township of Huron-Kinloss

## Policy

Section: 1.0 Facilities

Policy: Ripley-Huron Community Centre Ice Time Allocation - **DRAFT**

By-Law: [Click here to enter text.](#)

Date: 1 May 2024

Revision: [Click here to enter text.](#)

### Coverage:

Ripley-Huron Community Centre ice time allocation policy.

### Policy Statement:

It is the intent through this policy that the Township of Huron Kinloss will maximize usage of ice time in a fair and equitable manner that is justifiable to the user groups and residents and citizens.

### Legislative Authority:

The authority to book and assign ice time shall be the responsibility of Township of Huron-Kinloss. Specifically, the Community Services department shall administer the booking of the ice.

No organization, group or user has ice times automatically reserved from year to year. Annually ice will be allocated according to this policy and administered by the Community Services Department.

### Contents:

#### **OBJECTIVES**

- To work with user groups to ensure efficient and maximum use of ice time.
- To ensure a fair and consistent approach to achieve equitable allocation and access to ice time.
- To ensure understanding and communication between user groups and the Township regarding ice allocation and utilization.
- To ensure a system of ice allocation that provides a reasonable opportunity for requests related to new, emerging initiatives and / or growth within existing groups.

#### **1.** Ice time will be allocated utilizing the following order of priority:

- a) Minor Sport Users / Youth Programming
- b) Adult User Groups
- c) Tournaments and Special Events (See "Schedule A" Blackout List)

- d) Ice Time Secured by Agreement
- e) Board of Education
- f) Non – Resident Groups
- g) Commercial Operations

Should a conflict arise, the Community Services Department will attempt to resolve the conflict in a manner consistent with the Policy Guidelines above. Should a conflict remain, the groups involved in the conflict will be invited to attend a meeting organized by Township staff. Each group may be asked to submit in writing the rationale for their requirement of the ice time in conflict. The following factors will guide the final decision:

- a) The age of the user group (minor sports/youth) is the priority as it relates to the ice time in conflict, as well as the residency of the participants and user group. The decision of the Township shall be final.
- b) User group historical ice allocation.
- c) The degree in which the user group ice time requests have been historically utilized.

**2.** In addition to the priority allocation order in above, staff shall consider the following guidelines when allocating ice time:

- a) It is generally understood that discussions regarding ice for the forthcoming season will be based on the previous season's total hours allocated as well as the upcoming year registration numbers using Huron-Kinloss residents only.
- b) Minor sport users can expect to have ice time allocated on both weekdays and weekends.
- c) Minor sport users will share in the distribution of early ice time (4:00pm to 8:30pm weekdays and 8:00am -6:00pm on weekends).
- d) Whenever possible weekday early evening ice time shall be allocated to minor sport users / youth programming.
- e) Adults and older youth minor sport users / youth programming (U15 age and older) are more able to play at later evening time slots.
- f) Consideration for special needs of the user groups. This would include such things as consecutive hours booked for: i) Figure Skating to allow for ice preparation.

**3.** The Township of Huron-Kinloss recognizes long term user groups (5 consecutive years or more as an ice user group) that have been allocated ice time based on historical precedent (day and time) of previous seasons. The Township of Huron-Kinloss will consider allocation of historical ice time provided ice schedules do not negatively influence operational or program efficiencies and resident demands or to meet the core requirements of the Township's Minor

Sport / Youth Programming. In the instance when ice time cannot be allocated as per historical precedent, every attempt will be made to find an equitable ice time alternative.

**4.** When reasonable, the Township's will recognize a new ice or emerging ice sport and will make reasonable effort to allocate ice time to enable the establishment of its' programs and services. A new or emerging ice sport shall be classified in one of the group definitions outlined and must provide, prior to July 1st, the following data to support their request for ice time:

- a) The need in the community that they will be meeting and how the need is not being provided by any of the existing organizations.
- b) A plan outlining their organizational structure, projected number of participants and projected season budget. Ice allocation will be considered once the above requirements are met and provided existing user groups will not be adversely impacted.

### **5. Ice Allocation Guidelines**

Ice time requests will be considered by the Community Services Department as per the following due dates.

#### Allocation Request Due Dates

- July 1st – Tournaments and Special Events
  - August 1st- Ice Time secured by Agreement
  - August 1st – Minor Sport Users and Youth Programming
  - August 15th – Adult User Groups
  - September 1st - Board of Education, Non-Resident Groups and Commercial Operations
- a) New or emerging ice sport organizations must provide the information outlined in #5. above no later than August 1st to be considered for the respective ice season beginning in October of the year the request is forwarded.
  - b) Ice time will be allocated by the Community Services Department, utilizing the above guidelines.
  - c) Ice time will be confirmed as per the Ice Rental Contract and Agreement Terms by August 1st each year.
  - d) Should a conflict arise, the Community Services Department will attempt to resolve the conflict in a manner consistent with the Policy Guidelines above. Should a conflict remain, the groups involved in the conflict will be invited to attend a meeting organized by Township staff. Each group may be asked to submit in writing the rationale for their requirement of the ice time in conflict. The following factors will guide the final decision:

- User group historical ice allocation.
- The degree in which the user group ice time requests have been met, apart from the ice time request in conflict.
- The age of the user group as it relates to the ice time in conflict, as well as the residency of the participants and user group. The decision of the Township shall be final.

e) Typically, Community Services Staff will gather the registration numbers from the major user groups in Mid-July and communicate with the major user groups in late July. Community Services will draft a proposed schedule and present to the user groups. Consideration will be given to any requests the groups may have. After a typical weekly schedule is drafted the Community Services Department will prepare a full season schedule for the user groups.

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"Schedule A" Blackout List

- OWHA Girls Year End Tournament – 2<sup>nd</sup> Last Weekend in March
- Ripley Lions Tournament – 1<sup>st</sup> Saturday in February
- Muskies Tournament – Last Saturday in March
- Kincardine Silver Stick – Between Christmas and New Years – Daytime hours only

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