



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) Local 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. (8:30pm to 11pm weekdays and 6:00pm to 11pm on weekends).
- 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 August 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

- June 15th – Local Minor Sport Users and Youth Programming
 - June 15th – Tournaments and Special Events
 - August 1st – Adult User Groups
 - August 1st - Board of Education, Non-Resident Groups and Commercial Operations
 - September 1st- Ice time secured by agreement
- a) New or emerging ice sport organizations must provide the information outlined in Section 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-June and communicate with the major user groups in late June. 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.

6. Block Ice User Groups

Block Ice User Groups will be defined as any user group renting more than 5 hours of ice per week on a weekly basis between October 1st and March 31st. Block ice users are encouraged to book only the amount of ice time that is needed for the season.

7. Cancellation of Ice Time

7.1

For block ice user groups, it is your responsibility to ensure your group uses the ice time that is booked for the season. Any unwanted ice times can be transferred to another user group, provided the other user group contacts and rents directly with the Community Services Department. Block ice user groups will not have the option of returning ice time, regardless of the amount of notice given, as outlined in section 7.2. Provisions will be agreed upon by the lessee and the Township in the event of "if necessary" playoff games.

7.2

Cancellation of ice time must be made at least 7 days in advance or the lessee will be responsible for the full payment of the ice time rental that is cancelled. Provisions will be agreed upon by the lessee and the Township in the event of "if necessary" playoff games.

7.3

Inclement Weather: Only if one or more of the two main routes (highway # 21 Kincardine to Amberley, or highway 86 Lucknow to Amberley) are closed due to weather, the 7 day notice will be waived and the lessee will have the option of:

a) Continuing with their rental with the members that can safely make it to the arena.

b) Cancelling the ice time with no further penalty. Note: The Township does reserve the right to close the arena if public safety is at risk for any reason.

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"Schedule A" Blackout List

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

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