

**KING TOWNSHIP
CORPORATE POLICY
ICE ALLOCATION POLICY**



POLICY NO.:
COR-POL-107

Parks, Recreation & Culture Department

Issue Date: 4/23/2018

Issue No.: 3

Next Revision: 4/20/2020

1 PURPOSE STATEMENT

1.1 Standards and priorities for allocation of prime time and non-prime time ice have been developed to meet the needs of residents of the Township of King. The Township recognizes that municipal recreation facilities are intended to be used by the public and encourages community groups and residents to seek permits for the use of these facilities. This policy outlines the standard ice allocations for each type of user group and the priorities which will be applied in the event of a conflict in ice time requested. It outlines general information regarding ice allocations to ensure that the booking process is implemented in a fair and equitable manner.

2 POLICY OBJECTIVE

2.1 The following principles will guide the application of the ice allocation policy:

Benefits Focused:

- To actively support benefits of participation in recreation and leisure activities related to the health, wellness, social interaction and skill development of residents and economic benefits for the Township of King as a community
- To encourage and maximize participation of Township of King residents in a diverse range of recreational and leisure activities within the community

Fair and Balanced:

- To allocate facilities in a fair and balanced manner in order to sustain and enhance the availability of a range of accessible and leisure participation opportunities for all Township of King residents

Flexible and Responsive:

- To apply and continually update the Ice Allocation Policy and the Ice Allocation Procedures to effectively respond to the community need
- To use a range of approaches, solutions and actions in the implementation of the Allocation Policy and Allocation Procedures
- To facilitate and support flexibility and consensus amongst users and participants in the ongoing development and application of the Allocation Policy

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Reasonable and Achievable:

- To work with users towards outcomes and solutions that are reasonable and achievable in ensuring the maximum utilization of arena facilities

Youth Sport Development:

- In recognition of the role municipal arenas play in the development of minor sport, special consideration is to be given to accommodate local youth activities

3 APPLICATION/SCOPE

3.1 This policy applies to all Township of King arena facilities and is administered by the Parks, Recreation & Culture Department.

4 DEFINITIONS

4.1 For the purpose of this policy:

Affiliated local adult leagues: means a non-profit sports organization with 60% of adult members who are residents of the Township of King.

Affiliated local youth groups: means a non-profit youth sport organization with 60% of the registered players/skaters being residents of the Township of King. Youth groups are primarily 17 years of age and younger.

Board of Education: means a publicly funded school or non-profit school recognized by the Province of Ontario as an educational institution, located in the Township of King.

Commercial and non-resident users: means all groups and individuals residing outside of the Township of King and or/for profit business residing in or outside of the Township.

Local adult seasonal clients: means individuals or groups that do not meet the definition of affiliated local adult leagues and are typically individuals or groups who use ice time seasonally.

Tournaments and events: Are considered multi-day / multi-facility events that are outside of an organization's day to day operations. These events should bring recognition to, or increase the public profile of the organization and the Township.

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Township of King Recreational Programs: means all programs and other initiatives provided by the Township. Opportunities include public skating, seniors skates, parent and tot skates, shinny hockey, hockey development, learn to skate and learn to curl for all ages. Programs are developed and may change in response to public demand.

5 ICE ALLOCATION GUIDELINES

5.1 ICE ALLOCATION USER PRIORITY RANKING SYSTEM

The Township of King will allocate ice time utilizing the following user priority ranking:

1. Township of King Recreation Programs
2. Tournaments and events (primarily hosted by local youth and local adult groups)
3. Affiliated local youth groups
4. Affiliated local adult leagues
5. Local adult seasonal clients
6. Board of Education school teams (non-prime time only)
7. Commercial and non-resident users

In order to be recognized as an affiliated Community Group and to be eligible for the youth and adult affiliated organization rates, groups must have a volunteer Board of Directors and file the following annually:

- A completed copy of the Affiliated Community Group Application Form (User Fee Policy)
- Seasonal schedules, where applicable (games and practices)
- List of current executive members and contact information
- Annual General Meeting Minutes
- Constitution of statement of purpose
- Most recent financial statement

5.2 STANDARDS APPLIED TO ICE TIME ALLOCATION PROCESS

Ice time benchmarks are formulas used by municipalities to allocate the ice time required to meet the basic requirements for the sport. Benchmarks are expressed through a ratio of ice time per team or number of skaters and differ based on a sport's activity requirements and caliber/level of play. Ice time benchmarks apply

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only to youth sport organizations and should not be considered to be guaranteed. At its discretion, the Parks, Recreation & Culture Department will allocate ice in compliance with the following standards when reviewing community needs and demands and where ice time requests exceed ice availability.

Note: these percentages are based on the total ice time available at all Township of King facilities and do not necessarily apply to each individual facility. Also any future facilities expansion or new build will require examination of this % formula.

FORMULAS – Based on Prime Time Ice

The following ice allocation formulas are used to calculate entitlement (a team is comprised of 12 to 16 players).

Rep Hockey	Games (per week)	Practice (per week)
Novice	70 minutes	60 minutes
Atom/Atom & AE	75 minutes	60 minutes
Pee Wee/Pee Wee	100 minutes	60 minutes
Bantam/Bantam	110 minutes	60 minutes
Midget/Midget	120 minutes	60 minutes
Juvenile	120 minutes	60 minutes
Development		60 minutes

Hockey – Local League	Game (per week)	Practice (per week)
Tykes to Pee Wee	60 minutes	30 minutes
Bantam	90 minutes	60 minutes
Midget Juvenile	90 minutes	60 minutes
Select Programs	30 minutes	60 minutes
Initiation Program		60 minutes
Development		60 minutes

Speed Skating		
Participants (16 individuals)	90 minutes per week	

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FIGURE SKATING	TIME ON THE ICE
Pre-school	45 minutes /week
CanSkate	45 minutes/once or twice a week
Primary Test Skater	2 - 3hrs /week
Intermediate Test Skater	4 - 6 hrs/week
Senior Test Skater	5 - 8 hrs/week
Singles Competitive Skater	3 - 4 hrs/day/5 days a week
Pairs Competitive Skater	3 - 4 hrs/day/5 days a week
Dance Competitive Skater	3 - 4 hrs/day/5 days a week
Sychro Competitive	5 hrs/week/team
CanPower Skate	45 minutes/week
Adult	2 - 3hrs/week

CURLING	
Youth Leagues	1.5 hours/session
Adult Leagues	2 hours/session

All hours allocated for hockey and figure skating are fifty (50) minutes in duration which allows for a ten (10) minute flood.

5.3 SEASONAL BOOKING PERIODS

The Township of King has adopted the following seasons of play:

1. Spring/Summer Ice: defined as April 1 through August 31 inclusive
2. Fall/Winter Ice: defined as September 1 through March 31 inclusive

Spring/Summer ice shall be made available by the Parks, Recreation & Culture Department based on an expressed need by user groups balanced with the Departments annual maintenance requirements and ability to meet sound financial targets.

All affiliated groups and seasonal users are required to commit to a minimum of;

Spring/Summer: 6-8 consecutive weeks to be completed between April 1 and August 31

Fall/Winter: 24 consecutive weeks to be completed between September 1 and March 31

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5.4 ICE TIME BOOKING CATEGORIES

Ice allocation hours shall be designated and categorized as prime time and non-prime time by the Parks, Recreation & Culture Department based on user demand and ice availability.

Prime Time for Hockey & Figure Skating shall be defined as:

- a) 4pm-11pm Monday through Friday
- b) 6am-11pm Saturday and Sunday
- c) All Statutory Holidays

Prime Time for Curling shall be defined as:

- a) 4pm-11pm Monday through Friday

Non-Prime Time for Hockey & Figure Skating shall be defined as:

- a) 6am-4pm; 11pm-12am Monday through Friday

Non-Prime Time for Curling shall be defined as:

- a) 6am-4pm Monday through Friday
- b) 6am-11pm Saturday and Sunday

Seasonal ice will be allocated for the following time periods in accordance with the designated application deadlines:

Season	Season Date Range	Submission Deadline	Confirmation Deadline
Spring/Summer – Hockey & Figure Skating	April 1 to August 31	December 15	February 15
Fall/Winter – Hockey & Figure Skating	September 1 to March 31	May 15	July 1
Fall/Winter – Curling	September 24 to April 1	August 1	August 15
Tournaments/Special Events		January 5	January 30

5.5 CLASSIFICATION OF ICE TIME ALLOCATION REQUESTS

Request for ice time will be classified as “existing”, “new”, or “existing program expansion” defined as follows:

Existing Programs – organization/group was allocated regular ice time in the previous comparable season (e.g. organization was allocated ice time in previous fall/winter season and requests ice time again in the upcoming fall/winter season).

New Programs-organization/group not allocated regular ice time in the previous comparable season, whose program or services meets a previously unmet need.

Existing Program Expansion-requests by an existing organization/group to expand program due to growth in program registrations and/or changes to governing sports affiliation rules and regulations which require additional ice time or more ice time than the ice entitlement.

5.6 ICE ALLOCATION FOR EXISTING USERS

It will be the principle of the allocation system to give due consideration to the allocation of ice according to the previous year’s allocation, with the exception of commercial and non-resident bookings. Significant changes to the previous year’s ice shall be based on changes to registration levels, registration composition or to emerging needs.

5.7 ICE ALLOCATION FOR NEW ORGANIZATIONS REQUESTING REGULAR ICE TIME

1. If a new organization requests regular ice time and an existing organization is meeting similar needs in the community, the Department will direct the new group to the existing organization
2. A new organization requesting regular ice time must meet an identified need in the community which is not being provided by any of the existing organizations. Identified need and appropriate use of a facility will be evaluated by the Department.
3. Organizations, groups or individuals requesting regular ice for the first time must submit a request in writing to the Director of Parks, Recreation & Culture or Designate no later than February 1st for the regular season and by October 15th for the following calendar year summer season.

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4. The ice time allocation for a new youth sport organization will be determined by the ice allocation benchmark formula
5. When reasonable and feasible the Township will recognize a new ice organization or emerging ice sport and will allocate ice time to enable it to establish its programs and services in the Township.
6. Recognition and ice allocation will occur once the conditions and criteria outlined in this Ice Allocation Policy are met if existing users will not be adversely affected.

The Township will use unallocated ice first to meet the needs of a new applicant but reserves the right to reasonably negotiate and reallocate hours from existing users, if warranted.

5.8 ICE ALLOCATION FOR BOARDS OF EDUCATION AND SCHOOL TEAMS

School Board bookings are limited to non-prime time ice Monday through Friday 7am-4pm. School Board bookings are handled on a first come, first served basis after the start of the first day of fall/winter ice.

The Township of King strongly recommends a supervision ratio of one on ice supervisor per 59 participants and 2 on ice supervisors per 60 to 120 skaters. For curling, all groups who indicate at the time of rental that their participants are at a beginner level, will require a mandatory ratio of 1 trained coach for every 8 beginner level participants. Teachers and their assistants or parent volunteers are responsible for supervising the children in their care while at the arena.

5.9 ICE ALLOCATION FOR TOURNAMENTS AND SPECIAL EVENTS

The Township of King recognizes the significant positive impacts that tournaments, events and championships can provide to the community. In order to accommodate these events and minimize disruptions to regular programs and league play, the Township of King will allocate seasonal ice addressing tournaments and events first.

Existing and new organizations requesting tournament or event ice time, must submit a request in writing to the Parks, Recreation & Culture Department no later than January 5 for the following calendar year regular season.

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The Parks, Recreation & Culture Department reserves the right to book additional Special Curling Events, provided they are received more than a month in advance of the requested date. The Township will make best efforts to consult with the King Curling Club on said events.

The goal of the Parks, Recreation & Culture Department is to minimize the impact of tournaments and events on regular programs and league play. The Department will evaluate tournament and event requests based on their individual merit, impact on the community, impact on departmental operations and existing schedules and resources and availability of ice time.

All recognized minor sport groups will be able to request only two special events per season and the event must reflect the primary activity of the sponsoring organization. Those organizations with greater numbers may request a maximum of four tournaments in a season. However, organizations hosting up to four tournaments may be required to “pay back” an equal amount of facility time to the group(s) affected. For example, youth associations would be required to give some of their regular time back to the user groups that have been displaced.

Additional Considerations for Tournaments or Events

- Special Events or tournaments that include multiple organization partnering together to celebrate the rich culture of sport in King shall not be included in the tournament or event total(s) (example: Hockey Day in King)
- Further considerations can be given to organizations requests to exceed the maximum of four (4) tournaments or events where it is demonstrated that the impact on other ice users is minimal (example: Holiday breaks or where the ice usage is predominantly that of the requesting user.)

5.10 ICE ALLOCATION FOR COMMERCIAL AND NON RESIDENT USERS

Commercial and non-resident users will only be allocated ice on a season by season basis and only once all the needs of the affiliated youth groups and affiliate local adult leagues have been accommodated.

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5.11 ALLOCATION OF NEW ICE

Where the Township of King acquires new ice pads, or where new ice time becomes available in existing facilities, the ice allocation will be based on the priority listing in this Ice Allocation Policy. Trends in growth of the affiliated organization will be analyzed by the department and allocation of new ice availability will be at the discretion of the Parks, Recreation & Culture Department once all needs and demands are considered following the principles set out in this policy.

5.12 GENERAL ICE MANAGEMENT

- Ice time will be allocated in one hour blocks, which include an allowance of a 10 minute flood.
- Light curling ice maintenance is usually done every 2 hours.
- Assignment of ice time will be based on the previous year's actual registration figures for numbers of teams and/or participants as per the benchmarking formula
- When the demand for ice exceeds availability, ice required will be obtained from groups in reverse order on the priority listing. Consideration will be provided for smaller organizations not able to sustain a reduction without seriously impacting their activity
- All ice contracted and invoiced at the youth group rate must be used by at least one team consisting of Township of King residents
- In order to maintain efficient operations and to effectively schedule ice resurfacing, dressing room designations, etc., all user groups are required to provide staff at the facility where they use ice, copies of their schedules for games and practices
- The Township reserves the right to curfew any games, including tournament and playoff games, in order to maintain schedules. It is the responsibility of the user group to inform the Department of any special requirements regarding curfews at the time of booking ice.
- In the event a group is not utilizing the permitted facility ('no show') the Township of King will issue an alert notice. Subsequent occurrences may result in reallocation of the booking slot to an alternative organization
- Unless prior arrangements have been confirmed with the Township, any permit holder with an outstanding account will not be eligible for a permit

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- The Township reserves the right to offer instructional programs and leisure skate services at all of its arena locations for the benefit of the general public. Instructional programs and leisure skates proposed to be offered by a permit applicant is subject to the Township’s review and approval. Through application of the guidelines outlined in this Ice Allocation Policy, duplication of programs and services will be managed effectively and coordinated to limit or remove any negative impact(s).
- Non-prime time ice can be purchased by users for instructional purposes at a reduced rate on a month-to-month basis. However, should a customer be interested in booking non-prime time ice at the full rate during a time slot that had already been sold at the instructional rate, the user booked for instructional purposes will be asked if they are interested in paying the full rate or their skate will be rescheduled to another available time.
- The opening of arena facilities on Statutory Holidays, when they are normally closed, or beyond established operating hours, will be considered only if the applicant agrees to pay for the full operational costs for staff for such an opening and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval
- No person, organization, association or youth sports group shall transfer or sublet any ice allocation for the value or otherwise. If any person, organization, association or youth sports group transfers or sublets any ice allocation, their facility rental permit shall be terminated without notice and the Township shall refund the permit fee on a prorated basis

5.13 ICE TIME AMENDMENTS AND CANCELLATIONS

The Township of King has the right to control all ice distribution and use at Township owned facilities for the duration of the ice contract. The Township has the responsibility to manage the negative impact that returned ice has on the Township and the user groups. In order to control this, the Township will apply the following regarding unused, returned, amended and cancelled ice.

Permanent/Full Season Cancellations

1. Permanent seasonal ice cancellations will only be accepted until August 30 without penalty. The following cancellation fees will be applied in all other circumstances:
 - a. Ice cancelled before September 30 a 20% fee will be charged unless the ice is sold.

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- b. Ice returned before October 15th a 30% cancellation fee will be charged.
 - c. Any ice cancelled after October 15th may not be returned unless justified through written notice and under the following conditions: extremely low registration numbers or organization financial constraints agreed upon by both parties. Regardless of the justification, a 20% cancellation fee may be applied for each hour affected.
2. Youth organizations may turn back ice once playoff schedules are confirmed with three (3) days written notice. A cancellation fee of 20% for each hour affected by the cancellation request will be applied if a refund is requested. If the organizations opts to leave the returned ice as a credit on their account, for future rentals, there will be no administrative fee applied.
 3. In the event of inclement weather, the Township has the right to close facilities. Where this occurs a credit will be applied to the permit contract. If the organization chooses to cancel due to inclement weather, a credit will be applied to their account minus a 10% cancellation fee.
 4. There will be no cancellations for September ice
 5. Organizations interested in avoiding specific days or blocks of time within the booking period must request such exceptions when submitting applications for ice. Requests do not guarantee approval.
 6. Staff reserves the right to negotiate the hours given back, cancelled or amended ice by user groups.

Single or Occasional Use Cancellations

1. After a contract is signed, single or occasional use cancellations will be permitted only if initiated by the contract holder and under the following conditions;
 - a) With a minimum of fourteen (14) days written notice being provided to the Booking & Events Coordinator. A cancellation fee of 20% for each hour affected by the cancellation request will be applied if a refund is requested. A 10% fee may be charged for any cancelled ice where a credit is requested.
 - b) If less than fourteen (14) days notification of cancellation is given, no refund or credit will be issued.

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Tournament and Special Event Cancellations

Tournaments or Special Events cancellations will be subject to the following conditions:

1. Cancellations for tournaments and special events scheduled to take place in the first half of the fall/winter season (prior to January 31st), must be received by October 20th
2. Cancellations for tournament and special events scheduled to take place in the second half of the fall/winter season (after January 31st) must be received by December 15th.
3. Tournament and event ice cancelled after the above listed dates will be subject to the following fees:
 - a. 25% administration fee when the ice cannot be re-sold to another user or;
 - b. 5% administration fee when the ice can be re-sold to another user.

Re-sale of Ice

The Township will make best efforts to resell any returned ice including possible subsidization of rates up to 30%.

5.14 CONFLICT RESOLUTION

In the event of a conflict over allocation, or where a group is interested in changing arena locations and/or permit times, groups agree to attend a meeting arranged by staff to negotiate a compromise. In the event a compromise is not reached, the Township of King's decision will stand. Consideration factors will include:

- User group historical ice allocation
- The degrees in which the user groups ice time requests have been met, from the ice time request in conflict
- The age of the user group as it relates to the period of ice time in conflict
- Sport(s) requirements of the groups involved. This would include requirements of governing sports bodies and logistics involved in the sport
- Other applicable Township of King policies

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5.15 EMERGENCY FACILITY CLOSURES

The Parks, Recreation & Culture Department will allocate sufficient time for ice maintenance activities to ensure ice surfaces are maintained to industry standards. This schedule will include daily, weekly, monthly and annual ice maintenance initiatives. In the event of an unplanned facility closure the Parks, Recreation & Culture Department will act to redistribute ice permits so that all ice users are universally impacted while certain types of ice users are protected from cancellation over others. The Township will apply ice booking priorities identified in the Ice Allocation Policy. The Township reserves the right to make all final decisions regarding emergency ice cancellations and redistribution.

5.16 ANNUAL POLICY REVIEW

The ice allocation policy will be reviewed biannual and if warranted, any recommendations for adjustments in the policy will be discussed with impacted groups and presented to Township Council for approval.

6 RELATED DOCUMENTATION

6.1 NOT APPLICABLE

7 APPROVAL AUTHORITY

<u>Council</u>	<u>N/A</u>	<u>Original Signed</u>	<u>April 23, 2018</u>
Authority	By-law	Township Clerk	Date