

ICE ALLOCATION POLICY

PURPOSE

To detail the policies and procedures for the allocation of ice time at the Township's owned facilities, both the Douro Community Centre, and the Warsaw Community Centre. It is the intent through this uniform policy that the Township of Douro-Dummer will maximize usage of ice time in a fair and equitable manner that is justifiable to user groups and municipal taxpayers.

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 Parks & Facilities Department regarding ice allocation and utilization.
- To ensure a system of ice allocation that provides the opportunity for requests related to new, emerging initiatives and / or growth within existing groups.

DEFINITIONS

Prime Time Ice:

Monday to Friday, 5:00 pm to 11:00 pm

Saturday and Sunday, 7:00 am to 11:00 pm

Including All statutory holidays

Non Prime Ice:

Monday to Friday 7:00 am – 5:00 pm

Ice Blocked Season:

Consecutive weeks throughout the Fall/Winter/Spring

Generally 26 to 28 weeks, between September 15 through March 31

POLICY

1. The authority to book and assign ice time shall be the responsibility of the Township of Douro-Dummer Parks and Facilities Department. Specifically, the Manager of Parks and Facilities shall administer the ice booking process.
 2. Ice time is the property of the Township of Douro-Dummer and 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 through the ice booking process.
 3. Ice time will be allocated utilizing the following order of priority:
 - a) Municipal Programs
 - b) Tournaments and Special Events
 - c) Minor Sport Users / Youth Programming
 - d) Adult User Groups
 - e) School Groups
 - f) Non – Resident Groups
 - g) Occasional Rentals
- a) Municipal Programs:
A group or organization whose program is operated and administered by the Township of Douro-Dummer. These programs provide low or no cost access to recreational skating opportunities organized through the Parks and Facilities Department. Opportunities include public skating, senior skates, parent and tot skate and shinny hockey. Programs are provided in response to resident demand.
- b) Tournaments and Special Events:
Tournaments and Special Events that occur annually, as well as one time major special events that bring recognition to, or increase the public profile of the Township of Douro-Dummer. For example, hockey tournaments (Minor Hockey, Old-timers), or Figure Skating Carnival.

c) Minor Sport Users / Youth Programming:

Township of Douro-Dummer based youth user groups where 75% of the participants are 18 years of age or younger. For example, Warsaw Figure Skating Club, and Douro Minor Hockey.

d) Adult User Groups:

Township of Douro-Dummer based user groups whose program participants are 18 years and above and utilize the ice on a weekly basis. For example, Men's Recreation Hockey team(s), Women's Recreational Hockey team(s)

e) School Groups:

Ice rentals booked by Township of Douro-Dummer schools, including public and private, for curriculum based programs, special events or extracurricular activities. For example, high school hockey teams, and physical education classes.

f) Non Resident User Groups:

User groups, youth or adult, where the organization, group or individual request reoccurring regular ice use. For example, regional Peterborough Minor Hockey, Sledge Hockey

g) Rentals:

Occasional use rentals not booked as a recurring or regular user group permit.

4. The Township of Douro-Dummer 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 Douro-Dummer will consider allocation of historical ice time provided ice schedules do not negatively influence operational or program efficiencies and resident demands. 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.

5. When reasonable, the Township will recognize a new ice organization or emerging ice sport and will make reasonable effort to allocate ice time to enable the establishment of its' programs and services in the Township.

PROCEDURE / GUIDELINES

1. User Groups, committed to an Ice Block Season will submit an Ice time Request Form to the Parks & Facilities Department by April 1st each year.
Exceptions to the Ice Block Season commitment may be made when the Township is unable to supply ice for distributions to regular ice time and emergency closures.
2. On an annual basis, the Manager of Parks & Facilities will organize a meeting with ice facility user groups to review, define or confirm the Township's ice season, hours of operation, ice pad use and restrictions, cancellation policies, and expectations. The meeting will include a draft of the ice schedule and address any conflicts/changes. Ice time will be allocated by the Manager of Parks and Facilities. The final draft of the Ice Schedule will be distributed, and Contracts must be signed.
3. Outstanding Accounts;
Any User Group or individual whose account with the Township is past due at the time of the final draft ice schedule is confirmed for the following season, will not receive ice allocation for the upcoming season.
4. Blocked Ice time will be confirmed by late August each year.
5. Conflict Resolution;
Should a conflict arise, the Parks & Facilities Department staff will attempt to resolve the conflict in a manner consistent with the Policy Guidelines above. The conflicts identified will be brought to the attention of each specific group that is affected. 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:

- i. user group historical ice allocation
- ii. the degree in which the user group ice time requests have been met, apart from the ice time request in conflict
- iii. 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.