

ICE ALLOCATION POLICY

PURPOSE: The purpose of this policy is to assist the Department of Parks, Recreation & Culture (PRC) in the allocation of ice time in a fair and judicious manner.

KEY PRINCIPLES: There are many key principles in the determination of ice time allocation such as age, gender, residency, universality, economic impact, revenue generation, number of hours requested, time of year, customer history, special events and extraordinary cases.

PRIORITIES: The ice allocation procedure is based on the needs of each group, with consideration given to facility use. (i.e. dressing room requirements and facility maintenance) Ice time shall also be allocated to maximize the utilization of the facility. Historical precedent will be a principle of the allocation system to give due consideration to the allocation of ice according to previous years. Significant changes to previous year's ice shall be based on changes to registration levels, registration composition or to emerging needs.

This policy applies to Winter Ice (September 1 to March 31). Summer Ice considerations are based on first-come-first-serve basis, number of hours and amount of rentals.

The scheduling of ice time will be based on the following hierarchy:

Prime Time Hierarchy

Major Events and Municipal Programs (e.g. Public Skating)

Kemptville 73's

Organized Group – Youth

Organized Group - Adult

NG Organized Group – New

Private Rentals – Residents

Non-Residents

Any organized group – youth shall be scheduled to commence no later than 9:05pm except at the request of said group.

UNIVERSALITY: The P.R.C. supports the availability of ice time by all of the community, therefore, public skating, sundry rentals, under represented groups and special events shall form part of the ice allocation. Shortages of ice time shall be shared equally across major ice users in order of priority. All Users will be subject to all available hours to ensure ice time distribution is equitable.

PROCESS: Two (2) times per year, (May for the winter season and January for the summer season) the P.R.C. shall request ice times from existing and new groups. All requests must include:

- Start/Finish dates, times, special events.
- For all registrants from last season, a list of names, addresses, the municipalities in which they reside, the specific program in which they are enrolled and the ages of those participants under 20 years.
- The number of registrants that reside outside North Grenville.

All requests received after the deadline will be considered only after all requests received before the deadline have been satisfied.

This information shall be used to prioritize and organize the ice schedule for each season. The P.R.C. may adjust the initial allocation after registration for Resident Youth Groups in order to respond to annual growth or reduction. Organizations interested in obtaining additional ice time for new initiatives must request supplementary ice prior to program development. The P.R.C. may meet with users to discuss the ice time allocations and other facility use guidelines. Any concerns with ice allocation must be submitted in writing to the Director of Parks, Recreation and Culture.

RATES: The rental rates shall be determined through the budgetary process of the North Grenville Municipal Council. Consideration shall be given to the amount of rate increases, timing and phasing of increases in consultation with or consideration of our users.

TOURNAMENTS AND SPECIAL EVENTS: The P.R.C. supports tournaments and special events and each organized group shall be allocated a minimum of one (1) Saturday or Sunday per season for special events. P.R.C. shall have the discretion to pre-empt regular use of the facilities to assist with such an event. These requests, in all efforts, shall be booked in advance of regular bookings. To accommodate tournaments and special events, seasons may start early and/or be extended.

ICE CATEGORY DEFINITION

PRIME TIME: The duration of hours where the ice is in the greatest demand, meaning:

Weekdays	3:30pm until 12.00 midnight
Weekends	7:00am until 12: 00 midnight

NON PRIME TIME: Shall mean weekdays 7:00am until 4:00pm

SPECIAL NON PRIME TIME: Shall mean weekends, 6:00am until 7:00am

ORGANIZED GROUP: Shall mean any not for profit group that has an elected executive, budget, constitution and open registration. The group shall be based in the Municipality of North Grenville, with a minimum of 70% of the registrants being North Grenville residents, or be recognized as an integral part of community activities.

ORGANIZED GROUP – YOUTH: Shall mean any organized group with a minimum of 80% of the registrants under the age of 20.

ORGANIZED GROUP – ADULT: Shall mean any organized group with more than 20% of the registrants being 20 years of age and older.

REGULAR SEASON: Shall commence on the first Sunday in October until the end of March the following year.

SCHOOL: Shall mean any elementary or secondary school located in the Municipality of North Grenville in the Public or Separate School Boards. Post secondary institutions shall be considered "Organized Group – Adult."

SEASON: Winter Ice September 1 to March 31
 Summer Ice April 1 to August 31

ICE HOUR: One (1) hour of ice is fifty (50) minutes in length plus ten (10) minutes of maintenance. An hour and one-half (1 ½) is generally equal to eighty (80) minutes of ice time plus ten (10) minutes of maintenance. However, the P.R.C. has the discretion to add additional floods during ice rentals in order to maintain the integrity and condition of the ice and to ensure participant safety.

GUIDELINES: Ice time at the P.R.C. shall be allocated during the regular season in accordance with the following guidelines:

1. A minimum of 3.0 prime time hours per week shall be set aside for public skating and 1.5 prime time hours per week shall be set aside for family skating.
2. A minimum of 5.5 prime time hours per week shall be set aside for the Kemptville 73's.
3. **ORGANIZED GROUPS – YOUTH** shall receive a maximum of 60% of the available prime time hours. (Prime Time = approx 92 hours) Any one organization can request up to 75% of the Maximum 60% (60% = approx 69 hours) at the North Grenville prime time youth rate. Should more ice time be required all efforts will be made to allocate the requested ice time up to a maximum of 75 hours, but these additional hours will be charged at the Non-Resident rate.