



CORPORATE POLICY
Community Services Division
Ice Allocation Procedure

SECTION OF MANUAL: Operational	EFFECTIVE DATE: May 27, 2019
SUBJECT: Community Services Ice Allocation Procedure	PROCEDURE NUMBER: CS-SALES-004
<p>OBJECTIVE:</p> <p>The Town of Huntsville’s goal is to promote and encourage participation in ice sports to the overall benefit of the community.</p>	
<p>ALLOCATION PROCESS</p> <p>The ice allocation process will be completed annually by June 30 of each year. Written submissions must be received by all groups seeking ice time by May 1st of each year to be considered for the following season’s allotment.</p> <p>PRIORTIY SCHEDULE:</p> <p style="margin-left: 20px;">Priority #1: Community Program Use: For the purpose of conducting Town of Huntsville recreation and leisure programs</p> <p style="margin-left: 20px;">Priority #2: Local Minor Use: Huntsville Minor Hockey Association, Huntsville Girls Hockey Association, Huntsville Skating Club. Minor resident customers</p> <p style="margin-left: 20px;">Priority #3: Resident Use: Resident Adult customers</p> <p style="margin-left: 20px;">Priority #4: School Board: a) In Town b) Out of Town</p> <p style="margin-left: 20px;">Priority #5: Commercial</p>	

**Priority #6:
Non-Resident Minor Use**

**Priority #7:
Non-Resident Adult Use**

MINIMUM BOOKING FOR ICE ALLOCATION PROCESS:

All ice time will be contracted out on an annual basis running September 1 through to March 31. A commitment to 24 of 30 consecutive weeks to be completed between September 1 and the end March is required to be considered in the ice allocation process. Each group is expected to fulfill their contract with minimum cancelled ice time.

TOURNAMENTS AND SPECIAL EVENTS:

Requests for tournaments and special events are to be submitted prior to the annual ice allocation process for consideration of scheduling.

PLAY-OFF ICE:

Groups who require play-off ice are required to submit a separate application no later than November 30th to the Community Service Division. Requested date and times must be limited to those assigned in the current year's schedule.

Playoffs: Representative Team and Additional Entry Team playoff ice for contracted games may be cancelled when a team is officially eliminated from play. Cancellation must be provided in writing to the Community Services Division the first business day following the team being eliminated from play. Any delays in notification or lack of notification will result in a charge at 100% of the rental rate.

SUMMER ICE:

Requests for summer ice are on a first come first serve basis.

Weekly Hours of Entitlement & Distribution:

The number of weekly hours allocated to any affiliated group/organization will be based on justified need. On an annual basis, registration data must be supplied by the groups to the Community Service Division. The Community Service Division will then apply the data to a Standard of Play formula, which will determine the total number of weekly hours each group is entitled to and the distribution of those hours to different age and skill level groups.

Standard of Play Formula:

Minor Hockey (HMHA)	see Section "A"
Minor Hockey (HGHA)	see Section "B"
Figure Skating	see Section "C"
Resident Leagues	30 min/team/week
Individual Resident Rentals	1 hr/team/week
High School Competitive	1.5 hrs/game 1 hr/practice
Junior Hockey	Separate contract

**SECTION "A": MINOR HOCKEY (HMHA) ICE ALLOCATION FORMULA
HOUSE LEAGUE**

Division	Game/Week	Practice/Week
Tyke	15 minutes	30 minutes
Novice	30 minutes	30 minutes
Atom	30 minutes	30 minutes
Peewee	30 minutes	30 minutes
Bantam	30 minutes	30 minutes
Midget or Juvenile	1 hour	0

REPRESENTATIVE, ADDITIONAL ENTRY OR ALLSTAR

Division	Game/Week	Practice/Week
Novice (per team)	1.25 hours	2 hours

Atom	1.5 hours	2 hours
Peewee	1.75 hours	2 hours
Bantam	2 hours	2 hours
Midget or Juvenile	2 hours	2 hours

* The above formula was developed in consultation with HMHA and OMHA. Per Hockey Canada Standards.

**SECTION "B": GIRLS MINOR HOCKEY (HGHA) ICE ALLOCATION FORMULA
HOUSE LEAGUE**

Division	Game/Week	Practice/Week
Tyke	15 minutes	30 minutes
Novice	30 minutes	30 minutes
Atom	30 minutes	30 minutes
Peewee	30 minutes	30 minutes
Bantam	30 minutes	30 minutes
Midget or Juvenile	1 hour	0

Per Hockey Canada Standards.

REPRESENTATIVE, ADDITIONAL ENTRY OR ALLSTAR

Division	Game/Week	Practice/Week
Novice	1 hour (regular season) 1.25 hour (playoffs)	2 hours
Atom	1 hour (regular season) 1.25 hour (playoffs)	2 hours
Peewee	1 hour (regular season) 1.5 (playoffs)	2 hours
Bantam	1 hour (regular season) 1.5 (playoffs)	2 hours
Midget	1 hour (regular season) 1.5 (playoffs)	2 hours

* The above formula was developed in consultation with the HGHA and OWHA. Per Hockey Canada Standards.

SECTION "C": FIGURE SKATING CLUB ICE ALLOCATION FORMULA

Level	Practice/Week
Canskate	1.5 hours
PreJunior/Junior	2.5 hours
Performance/High Performance	3.5 hours
Adult/Powerskating	1 hour
Sunday Ice	1.5 hours

* The above formula per skater was developed in consultation with the Figure Skating Club executive, coaches and the C.F.S.A.

GENERAL TERMS

Ice Rental Agreement:

All organizations and individuals renting ice from the Corporation of the Town of Huntsville must sign the ice rental permit and the terms and conditions form for regular contracted ice and special events with full payment due according to the payment schedule stated on the rental contract or as arranged with the Community Service Division.

Hours of Use:

The Don Lough Arena & Jack Bionda Arena offers rental ice at the Canada Summit Centre between the hours of:

Monday – Friday:	6:30AM - 11:30PM
Saturday:	7:00AM - 11:30PM
Sunday:	7:30AM - 11:30PM

Opening Arena's Outside of Standard Hours of Operation:

The opening the Canada Summit Centre on statutory holidays or beyond the established operating hours, will be considered only if the applicant agrees to pay for the full operational cost for such an opening and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

Ice Rate Structure:

Ice rates will be reviewed and set annually at the time of the Fees and Charges Bylaw updating. All groups will be charged ice rental fees as outlined in the Schedule D of the Fees and Charges Bylaw. Surcharge of \$10.00 per hour use for Arena Debenture on all hours of rental for all categories. All calculations are based on a 60-minute hour. Ice preparation time will be taken out of the allocated time for all groups.

Prime Time:	Monday – Friday 6:30AM-8:30AM & 4:00PM-10:00PM Saturday 7:00AM-11:30PM Sunday 7:30AM-11:30PM	Non-Prime:	Monday – Friday 8:30AM-4:00PM & 10:00PM-11:30PM
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Ice Cancellation:

If needed, the Town of Huntsville and its management reserve the right and authority to cancel, reorganize, and reschedule any individual and or group's rental time.

In the event you cancel your booking, the following cancellation fee will apply:

More than 90 days' notice of cancellation	50% of the contracted revenue
30-89 days' notice of cancellation	75% of the contracted revenue
0-29 days' notice of cancellation	100% of the contracted revenue

A penalty free cancellation period for minor youth organizations to release booking times with no penalty up to 7 days after the organizations scheduling meeting prior to the start of their season.

The applicable rental fee will be charged unless the cancelled ice time has been rented to an alternate client by the Community Service Division.

Unused Ice:

Affiliated customers are not permitted to book ice that will go unused except for the purpose of ensuring that sufficient ice time is available, as a contingency, to prevent a curfew situation for tournament or league/playoff games.

Flood Schedule:

Flood time is included in each booking hour, 60 minutes includes a 10-15 minute flood. For customer groups that book in excess of one hour of ice time, a flood schedule will be determined and communicated to the customer by the Community Service Division.

Curfewed Ice:

The Town of Huntsville reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and will consider the cancellation of any or all permits if the customer does not cooperate in the implementation of this Ice Allocation document. It is the responsibility of customer groups to inform the Community Service Division of any special requirements regarding curfews at the time the schedules are submitted.

Insurance Requirements:

The Customer will be required to obtain and provide confirmation of the proper insurance policy of and maintain throughout the term of this contract General Liability Insurance to provide coverage to the minimum of 5 million (\$5,000,000.00) dollars per occurrence against loss or damage resulting from bodily injury including death, personal injury, property damage including loss of use thereof and contractual liability in connection with or arising out of the function as a result of any negligence of the applicant group. If alcohol is being served, confirmation of insurance shall

include shall include Host Liquor Liability to the full policy limits. The policy is to contain a cross liability/severability of insured clause. The Corporation of the Town of Huntsville is to be added as an additional insured. The policy is to be endorsed to provide the Town of Huntsville with thirty (30) day notice of cancellation and is to be considered primary and not excess of any insurance available to the Town of Huntsville.

ICE ALLOCATION POLICY REVIEW AND UPDATE:

The Ice Allocation Procedure will be reviews on a regular basis, initiated by the Sales and Customer Service department. The Sales and Customer Service department has the authority to adjust procedural items related to timing, process, etc. as appropriate and to respond to Council directions related to revenue achievement and strategic business approaches.

POLICIES AND LEGISLATION:

Strategic Plan 2017 & Beyond:

Health and Wellness

GOAL #3: Ensure Huntsville is seen as a safe, welcoming and inclusive community.

Sustainability

GOAL #2: Integrate sustainability principles into planning and development policies and processes.

Financial Management and Governance

GOAL #1 Apply a strategic approach to budgeting and resource allocation.

GOAL #3: Ensure Municipal operations are streamlined, efficient and effective.

Communications

GOAL #1: Improve access, quality and timeliness of Town communications.

GOAL #2: Engage the Community regularly to in order to build a culture of trust and openness within the Municipality.

APPENDICES:

none