

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Buildings & Property
POLICY NO.	3.5
SUBJECT:	ARENA ICE ALLOCATION
ADOPTED:	June 26, 2013
REVISED:	April 27, 2016 (Resolution No. 2016-08-11)
ADMINISTERED BY:	Public Works Superintendent

Policy: The District of Fort St. James allocates ice time at the arena based on the procedures below.

Objective: To make arena ice time available to user groups in a fair and balanced basis.

Definitions:

Ice Time: Time slot reserved for arena ice use by a specific user

Ice Schedule: The weekly schedule of all ice times reserved by ice users

Prime Time: All ice times except between the hours of 6:00 a.m. and 9:00 a.m. weekdays.

Procedures:

1. By May 1 of each year, the District will determine the ice times required for public skating and any other district-sponsored programs for the subsequent fall and slot them into the draft schedule. This total will not exceed 15% of Prime Time.
2. By May 1 of each year all ice users (including the District) will submit requests for all major special events to the Public Works Superintendent. Each group may have up to 3 major special events in a season.
3. By May 1 of each year, all users must submit their preliminary requests for their weekly ice times for the coming fall. The Public Works Superintendent or designate will attempt to slot these requests into a draft schedule and suggest alternative slots for any that cannot be accommodated, using the attached "Guiding Principles for Ice Allocation."
4. The Public Works Superintendent or designate will host an ice users' meeting in the first week of June of each year to attempt to achieve consensus on the draft schedule for the subsequent fall.
5. If consensus is achieved at the ice users' meeting, the final ice allocation schedule shall be published.

6. If consensus cannot be achieved during the ice users meeting, the Public Works Superintendent or designate, in consultation the Chief Administrative Officer, will finalize the ice allocation schedule using the attached “Guiding Principles for Ice Allocation.” Once finalized, the ice allocation schedule will be published. The Public Works Superintendent or designate will strive to complete and distribute the final ice schedule no later than two weeks after the ice users’ meeting (mid-June).
7. In the event that a User is dissatisfied with the ice times awarded and wishes to dispute them, the group must submit in writing to Council why they are dissatisfied and what solution they would like to see, no later than June 30. Council will impose their decision no later than September 1.
8. After the schedule is published, when additional ice time is needed by a user for any purpose, ice time swaps may be arranged between users on mutual agreement. *Such swaps must be arranged by the users.* The Arena Manager must be notified immediately of all such swaps.
9. Schools will be allocated ice times during the school day at times that are mutually agreeable to the District and the schools. In the event that a paying user wishes ice time during the school day, preference will be given to the paying user.
10. Seven days’ notice must be given to the Arena Manager to cancel a regular ice time. Failure to give sufficient notice will result in full billing for ice time as scheduled. The Arena Manager will attempt to re-book time cancelled on short notice; however, if the cancelled time cannot be booked the regular user will be charged.
11. Thirty days’ notice must be given to the Arena Manager to cancel Special Event ice time. Failure to give sufficient notice will result in full billing for ice time as scheduled.
12. The Arena Manager will publish a revised weekly ice schedule each week.
13. Policy review meetings may be held with all user groups as necessary.

GUIDING PRINCIPLES FOR ICE ALLOCATION

1. The District recognizes the following categories of ice time uses. The priority for allocation of ice times must, where practicable, follow the order below:
 - (a) Special Events: Tournaments, Jamborees, Carnivals, Minor Hockey Games, Competitions, Regional Training and Testing, Coaching Clinics, Sport Demonstrations.
 - (b) District Programs: Public Skating, Tiny Tots, etc.
 - (c) Youth Groups: Groups who have a minimum of 75% youth component participating in the ice usage sessions (e.g.: Minor Hockey, Speed Skating, Figure Skating).
 - (d) Adult Groups: Groups who have less than 10% under 18 year olds participating in the ice usage sessions (e.g.: Adult Rec Hockey Ladies' Hockey, etc.)
 - (e) Independent Users: Independent Groups and Individuals. Confirmation of seasonal allocation may be delayed due to the above priorities.
 - (f) School use.

Change in priority ranking system.

2. No single user may monopolize arena ice time at the expense of any other user.
3. Except for special events, no user may book a weekly ice time longer than four (4) consecutive hours
4. As Mondays and Fridays are often travel/recovery days for competitive ice user groups, effort will be made when allocating ice times to allow each competitive ice user group to have at least 50% of their weekday ice times on Tuesdays, Wednesdays and Thursdays.
5. The District of Fort St. James may decrease the number of arena operating hours or days when there is not enough ice time booked to warrant having 7 days of ice use. Friday closure will be the first option considered.
6. The following will be considered when allocating ice times:
 - Number of kids involved
 - Distance travelled
 - Priority by age group
 - Competitive vs. non-competitive sport
 - Set up and take down of equipment