

Ice Time Allocation Policy

Guidelines for the Allocation of Ice Time

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Ice Time Allocation Policy

It is recognized and understood that the Municipality has a responsibility to provide ice time to meet the needs of the entire community. It is further recognized that these needs vary and that a system should be established to determine the best utilization of the ice time available to the community.

Ice time allocation should also represent a balance of activities which may change as trends and demands for other activities develop in the community.

A: Rental Categories

There shall be four rental categories as outlined below.

(a) Minor Sports Groups: Shall include Minor Hockey, Skating Clubs, Sledge Hockey etc.

Criteria for Eligibility of a Minor Sport Group:

1. be non profit
2. be guided by a constitution and bylaws governed by a Board of Directors.
3. actively providing a program of activities for children 19 years and younger.
4. at least 40% of registrants that are 19 years and younger within the group must be residents of the municipality

(b) Municipal Groups: Shall include those groups or individuals whose participants consist of 75% of Municipal residents or persons employed within the municipality.

(c) Non-Municipal Groups: Shall include all groups or individuals whose participants consist of less than 75% municipal residents or persons employed within the municipality.

(d) School Groups: Shall include students that attend primary or secondary schools.

B: Time Categories

(a) Prime Time: Shall be considered as follows:

Monday to Friday, 4:00 pm to 11:00 pm

Saturday and Sunday, 8:00 am to 11:00 pm

*Prime time ice is allocated for the regular season from Oct 1 to March 31.

Any time outside of the regular season is considered to be off-season ice time.

C: Ice Time Allocation – Priorities

- (a) Priority #1: Municipal Activities such as public skating, parents and tots program, etc
- (b) Priority #2: Shall be given to Municipal Minor Sports Groups including Elgin-Middlesex Canucks and Synchro-Precision teams to a combined maximum total of 75% of all prime time hours. (Note: an exemption from the minor sports group ice allocation is applied to the Elgin Middlesex Canucks due to contractual obligations)
- (c) Priority #3: Municipal Groups.
- (d) Priority #4: Non Municipal Groups.

Note: Schools will receive priority for non-prime time hours for student use.

D: Ice Allocation for Minor Sport Groups

The following factors will be considered in determining the base ice allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of ice time hours for certain groups.

- age of participants
- availability of coaching staff
- hours that best suit after school program
- game times vs practice times
- best utilization of ice time
- total minor sport prime and non-prime hours available
- total registration for minor sport groups
- total registration for each minor sport group
- residency within the municipality

E: Ice Allocation – Historical Precedent

It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

F: Ice Allocation – Contracts

All Prime Time Ice rentals will require a signed contract. Further, those groups or individuals who book more than two ice rentals at a time for non-prime time ice will also be required to sign a contract.

G: Ice Allocation – Sub-Letting of Ice Time

No group or individual may sub-let any ice.

H: Ice Allocation – Cancellation Policy

The applicant may return ice to the Municipality by providing two weeks written notice. The municipality may then in turn try to rent the ice; however, in the event this is not possible, then the applicant will be responsible to pay for any ice that is not re-rented.

I: Ice Allocation – Public Skating

The municipality will encourage public skating (family skate and open skate) during the regular ice season and will schedule such activities for both facilities.

J: Ice Allocation – Tournaments and Special Events

Requests for the allocation of ice time for tournaments and special events shall only be considered if received in writing from the sponsoring group.

The exact dates for these events should be submitted with the ice time request of each group by March 31st of each year (see item K) and will be confirmed before the beginning of each season.

Requests for tournaments and special events will be considered on an individual basis and will take into consideration the following criteria:

1. Sponsoring Group
2. Time and Date of Event
3. Amount of Ice Time Required
4. Activity
5. Benefit to the Community
6. Purpose of Event
7. Designation of proceeds or profits from event

K: Ice Allocation – Allocation Schedule – Guideline

The normal date for submission of all ice time requests (tournaments, special events, leagues etc.) will be March 31 of each year. The allocation process will be completed before June 1 of each year.

L: Ice Re-Allocation

Refers to the re-allocation of ice-time that is no longer required by a seasonal contract rental group (e.g., an Oldtimers hockey team folds, Skating Club registrations decrease).

Seasonal Contract: Ice time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy.

All non-contracted ice time will be booked on a first come first serve basis to any rental category.

M: Ice Time Distribution

Ice time allocated to all Minor Sports groups including the Elgin Middlesex Canucks and the Synchro Precision teams shall not exceed 75% of all Prime Time hours available.

N: Ice Rental Rates

(a) Ice rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments made to council for approval.

(b) Rental rates will be based on the following:

Minor Sports Group rate is 90% of the prime rate.

The non-prime rate is 60% of the prime rate.

Off Season rate is 105% of the prime rate.

Table of Revisions

Date of Revision	Summary of Changes
May 10, 2022	Updated template for AODA Compliance Updated logo Update name of Elgin Middlesex Canucks