

## CITY OF MOOSE JAW ICE POLICY

<b>POLICY TITLE</b> <i>Ice Policy</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>May 5, 2008</i>
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### 1. POLICY STATEMENT

In accordance with Bylaw #4743, the Parks and Recreation Advisory Board shall recommend to City Council, the policies for the programming and scheduling of all city-owned indoor ice arenas.

The Parks and Recreation Department shall co-ordinate the scheduling of all city-owned indoor arena facilities. Ice schedules are to be prepared by the Parks and Recreation Department in accordance with the policies recommended to and set by City Council. The Civic Centre is to be primarily the adult arena and the Kinsmen Arena and Pla-Mor Palace are to be primarily minor arenas.

### 2. SCHEDULING TIME-TABLES

#### 2.1 Ice Allocation Timelines:

January  
(3<sup>rd</sup> Tuesday)      Advertise and mail Ice Application Information Packages which include the following:

- Annual Ice Policy Review – Submission Request
- Reminder of Hockey Play-Off Schedule for current season
- Civic Centre Special Events Requests for the next season
- Regular, Special Event, September, March 16 – 31 and April 1 – 15 Ice requests for next season
- Previous year's ice allotment for use in requesting ice next season
- Tentative Rental Rates for the next season

January 15      Tentative summer ice schedule completed; forward formal agreement to groups for signing.

60 days      20% rent due before rental  
30 days      80% rent due, less \$100 deposit before rental

February  
(3<sup>rd</sup> Tuesday)      Deadline for return of signed agreements of Spring Ice & Summer Ice allocations. A meeting to be held on this date with all summer user groups to finalize ice times.

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- February 15      Deadline for submissions for annual Ice Policy Review.
- February 28      Deadline for submissions for Special Events at the Civic Centre.
- February          Advisory Board appoints ice policy review committee.
- March             Appointed Ice Policy Committee reviews submissions from groups and makes recommendations to Advisory Board.
- March/April      Advisory Board reviews recommendations of the Ice Policy Committee and make recommendations to City Council.
- April 15          Deadline for groups to submit ice requests for next season.
- April/May        City Council considers the recommendations of Advisory Board and establishes policies.
- May                Based on new policies the Department develops schedules for next season.
- May 31            Distribution of Ice Allocations for upcoming season (September, Regular Season, September, March 16-31, April 1-15, and a tentative Special Events Schedules) are distributed to groups.
- September      Meeting to be held to review returning of ice for minor organizations.**  
**(Following minor sport mall registration)**
- September 15    Deadline to return ice for current season.
- October  
(3<sup>rd</sup> Tuesday)    Meeting to be held on this date to review Special Event pre-emptions and to confirm make-up dates.
- November 1      Advertise and mail spring and summer ice applications.
- November 30     Spring/Summer Ice application deadline with \$100 non-refundable deposit.

### Application Deadline

All groups wishing ice time for the upcoming ice season shall forward requests to the Parks and Recreation Department prior to April 15 of each year. Organizations shall forward requests for any major special events at the Civic Centre prior to February 28 of each year.

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### Notification of Deadline

The Parks and Recreation Department shall ensure all groups and individuals who had ice time the previous year are notified in writing of this deadline. Deadline for applications shall also be published in the local media.

#### 2.4 Ice Schedule Draft & Board Approval

After the April 15 deadline, the Parks and Recreation Department shall prepare schedules for the City-owned indoor ice arenas according to the established policies of the Parks and Recreation Advisory Board and City Council.

#### 2.5 Confirmation of Ice Allocation

The Parks and Recreation Department shall advise all groups in writing by May 31 of their tentative allocation as follows:

February	Advisory Board appoints Ice Policy Review Committee
March	Appointed Ice Policy Committee reviews submissions from groups and makes recommendations to Advisory board.
May	Based on new policies the Department develops schedules for next season.
May 31	Distribution of Ice Allocations for upcoming season (September, Regular Season, September, March 16-31, April 1-15, and a tentative Special Events Schedules) are distributed to groups.

When requested, the Parks and Recreation Department will issue a tentative special events schedule to groups prior to the May 31 deadline.

Where applicable, the ice will be allotted based on the previous year's registration numbers. The Parks and Recreation Department has the right to re-allocate ice time if there are any large swings in registration numbers.

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### 2.6 Dressing Rooms

There will be one dressing room per user group that is scheduled for ice time. There will also be access to the referee/coaches room if required. These rooms are available to the user groups one-half hour prior to each ice booking and one-half hour to vacate their dressing room after their ice time is finished. If this policy is not adhered to, there could be a charge which the user group will be responsible for.

### 3. PROGRAMMING POLICIES

#### 3.1 City Sponsored

Programs directly sponsored by the City of Moose Jaw Parks and Recreation Department shall have first priority in all city-owned indoor ice arenas.

#### 3.2 School Sponsored

School Division sponsored programs shall have priority following the City of Moose Jaw in the Kinsmen Arena and Pla-Mor Palace from 9:15 a.m. to 11:45 a.m. and 1:15 p.m. to 4:00 p.m. on school days.

#### 3.3 Public Skating

Public Skating will be scheduled a minimum of seven (7) hours per week at all City owned and operated ice arenas. This will include one (1) hour of adult public skating and one (1) afternoon weekday public skating time at the Civic Centre.

#### 3.4 Minor Ice Time

Minor organizations shall be allowed to use ice time at the minor rental rates during the following times:

Kinsmen Arena/ Pla-Mor Palace	Weekdays	9:00 a.m. - 11:00 p.m.
	Weekends	8:00 a.m. - 11:00 p.m.
Civic Centre	Weekdays	4:00 p.m. - 6:30 p.m.
	Weekends	8:00 a.m. - 12:00 p.m.

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Ice time at the Civic Centre on weekends before 12:00 Noon, not booked by an adult group by the April 15th application deadline will be included in the formula for minor ice allocation.

### 3.5 Definition of a Minor

A minor shall be considered as 19 years of age and under.

### 3.6 Definition of a Minor Organization

A minor organization is an organization having all their participants nineteen (19) years of age or under as of December 31, of the current season. Coaches and instructors may be adults.

### 3.7 Five Calendar Days

Ice time not designated as minor time at the Civic Centre may be booked by a minor organization or individual minor group within five (5) calendar days of the ice time date. The applicable minor organization or individual minor group rates will apply.

### 3.8 Minor Hockey

All ice time designated for Minor Hockey will be assigned directly to the M.J.M.H.A. through their designated ice co-ordinator. (This includes AAA Midget and Junior C time).

### 3.9 Minor Teams/Individual

Individual coaches may rent ice time if it becomes available. Coaches will prepay directly to the Kinsmen Sportsplex cashier at the individual minor group rate.

### 3.10 Assigned Ice in All Arenas

Where practical, all minor groups shall be allotted ice time at the Kinsmen Arena and Pla-Mor Palace.

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### 3.11 M.J. Warriors Home Games

The Moose Jaw Warriors shall have first option for selecting home games. Major special events may take precedence.

#### a) Submit Schedule

The Warriors shall submit their regular league schedule to the Parks and Recreation Department within ninety-six (96) hours of their league-scheduling meeting.

#### b) Re-scheduled Home Games

If it becomes necessary to re-schedule a Warrior regularly scheduled home game, it should be re-scheduled around other organizations league games involving out-of-town teams.

#### c) Warrior Play-off Games

Play-offs should be booked around other league or play-off games already booked, notwithstanding that if a conflict in dates occurs, the Warriors request shall prevail.

### 3.12 League Schedules

All leagues wishing to utilize the Civic Centre for regular season home games shall submit a copy of their team(s) league schedule to the Parks and Recreation Department within ninety-six (96) hours of completion of their league scheduling meeting.

### 3.13 Civic Centre Home Games Conflicts

In the event of conflicting requests for home games when initially scheduled for the season, the following priority shall pertain.

- 1) Tier I Hockey
- 2) Minor Hockey

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### 3.14 Civic Centre Home Games Re-scheduling

Re-scheduling of home games by all organizations should be kept to a minimum and one (1) week written notice is required.

### 3.15 Adult Activities

Adult weekly activities at Kinsmen Arena and Pla-Mor Palace should be scheduled to end the day's activities. At no time should a minor organization be regularly scheduled after an adult weekday activity.

Adult programming (excluding Public Skating) at the Kinsmen Arena and Pla-Mor Palace will be scheduled after 9:00 p.m. on weekdays.

### 3.16 Subletting

Organizations are not allowed to sublet ice time.

### 3.17 Unused Ice

When an organization or individual does not show up for ice time and the ice sits idle, the organization will be billed at the unused ice rate for all time booked and not used. Minor groups who cannot use their ice time will be able to return the said ice time back to the City, providing they give the City one week's notice and a letter comprised of one signature from each of the minor organizations' ice co-ordinators and two adult groups stating that they are not interested in using the said ice time. If no other group wishes to use the ice time, then the group that the ice has been allotted to will only be charged the regular minor rate and not the unused rate. If an adult group wishes to use the said time, then the adult group will be charged the adult rental rate.

The Parks and Recreation Department will investigate any extenuating circumstances before assessing the rate.

Organizations will be reminded that they are responsible for entering the ice surface at the beginning of their scheduled time and to leave the ice surface immediately at the end of their ice time.

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### 3.18 Trading or Exchanging

Groups will be allowed to change or trade ice time with other groups provided they immediately inform the Department of their intentions. If the Department is not notified, the group originally scheduled will be invoiced for that ice. Minor groups can only trade with minor groups.

### 3.19 Returning Ice

Organizations are responsible for insuring that the ice time they book each year is used for the entire year (October 1 – March 31). At the beginning of the season (prior to September 15), groups may return for the season a maximum of 50% of their ice they cannot use on an ongoing basis. That is one-half of late-night hours (9:00 – 11:00 p.m.) on weeknights, one-half of the hours on weekends, one-half the hours between 4:30 – 9:00 p.m. weekday ice. After September 15<sup>th</sup>, any groups that return ice will be required to return it for the entire season. It will be returned according to that time which the Department determines to be most marketable.

## 4. SPECIAL EVENTS

### 4.1 Special Events

All organizations regularly utilizing the Civic Centre, Kinsmen Arena and Pla-Mor Palace shall be permitted to hold one (1) special event per year utilizing any portion of the four (4) arenas. In addition, Figure Skating will be allowed one (1) special event using one (1) ice surface and four (4) test days, 3 – 5 hours each using one (1) ice surface with a maximum of two (2) test days on weekends. Minor Hockey will be allowed to host two (2) special events using three (3) ice surfaces, two (2) special events using two (2) ice surfaces and one (1) special event using one (1) ice surfaces.

A provincial **or** national special event in addition to the above can be submitted with ice application and will be reviewed for approval by the Department.

Special Events will be evenly distributed throughout the year. The Department will develop a schedule that will even out the number of times a group is pre-empted for special events. The Parks and Recreation Department will work with the groups to trade ice time, so an organization that has requested a special event can trade their regularly scheduled ice time with the group they are displacing. If the ice is traded, it would not be

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considered pre-empted time and the organizations regular rental rate would be assessed accordingly. The third week of October at the regular Ice Coordinator's meeting the user groups will review the Special Event schedule and work with the each other to minimize displacement of their group's ice times. **If a Special Event is cancelled at an arena, the Department shall be notified immediately. Ice must be first offered back to the regularly scheduled users and any remaining ice will be responsibility of the special event group.**

#### 4.2 Booking

Groups wishing to host a special event must submit an application including dates, exact times and format by April 15th.

#### 4.3 Take Priority

In all cases, Special Events take priority over regular scheduled programs.

#### 4.4 Pre-emption

All organizations are to be notified in writing of the ice time that was pre-empted from them in order for the facility to accommodate a special event.

### 5. ICE ALLOTMENT GUIDELINES

#### 5.1 % Of Registrants

The ice allocated to minor organizations will be based on the previous year's registrations submitted to their Sport Governing Body for each organization. Where possible and if feasible, organizations will also be allotted their blocks of time based on percentage of registrants. "i.e." 70% of early evening weekday time 4:30 – 9:00 p.m., 70% of late evening time 9:00 – 11:00 p.m., and 70% of weekend time".

#### 5.2 Figure Skating

Moose Jaw Figure Skating Club shall be allotted a minimum of twenty-five (25) hours/week, based on a percentage of registrants, at Kinsmen Arena and Pla-Mor Palace.

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5.3 Speed Skating

The Speed Skating Club shall be assigned a minimum of 6.25 hours per week at Kinsmen Arena in a minimum of two (2) hour blocks. Fifteen (15) minutes immediately before and immediately after their usage shall be set aside for the club to put out and return their mats.

5.2 Ringette

The Ringette League shall receive a minimum of four (4) hours per week in a minimum of one (1) hour blocks.

5.3 Minor Hockey

M.J.M.H.A. shall receive no less than ninety-five (95) hours of ice time per week. This will include AAA Midget practice and game times.

5.4 Adult Recreation League

A maximum of sixteen (16) hours/week shall be allotted to adult league(s) activities prior to 11:00 p.m. at the Pla-Mor Palace and Kinsmen Arena.

5.5 M.J. Warriors

Practice hours as per current Agreement.

5.6 S.I.A.S.T.

A minimum of 2.75 hours per week.

5.7 Oldtimers

A minimum of twelve (12) hours/week if requested.

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### 5.8 Other Groups

For all organizations or teams not previously covered, they shall have their request dealt with utilizing the following priority list.

- 1) League Game and Practices
- 2) Teams not in Leagues
- 3) Individual teams in Leagues

## 6. SPRING & SUMMER ICE

### 6.1 Spring & Summer Ice Season

The Spring Ice season will be April 16 – 30. The Summer Ice season will be the months of July and August. Summer Ice shall never be subsidized more than winter ice.

### 6.2 September Ice

September Ice will be considered as part of the winter season and the cost will be borne equally by summer and winter users.

### 6.3 Application Fees

A \$100.00 application deposit will be collected before a request for spring ice or summer ice is considered. This deposit will be credited towards the organization's last payment, if the request is accepted, and forfeited if the organization decides they do not wish to rent the ice they requested.

### 6.4 Agreements

In order to insure that the groups that book time will use it, each organization will be required to sign an agreement indicating that they will be responsible for paying for the ice regardless of whether or not it is utilized.

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### 6.5 Time Lines

- a) November 1      Mail applications
- b) November 30    Application deadline with \$100 non-refundable deposit
- c) January  
    (3<sup>rd</sup> Tuesday)    Tentative schedule completed; forward formal agreement to groups for signing
- d) February  
    (3<sup>rd</sup> Tuesday)    Deadline for return of signed agreements of Spring Ice & Summer Ice allocations and a meeting to be held on this date with all summer user groups to finalize ice times.
- e) 60 days            20% rent due before rental
- f) 30 days            80% rent due, less \$100 deposit before rental

### 6.6 Priority of Allocation

Spring Ice & Summer Ice will be allocated as follows:

- a) Groups that have booked ice in past spring(s) or summer(s) will be given the option to book similar week(s) and number of hours.
- b) Groups that have booked ice in past spring(s) or summer(s) will be given the option to expand their program.
- c) New programs.

At all times, the Parks and Recreation Department reserves the right to amend an organization's request to facilitate a more efficient program.

## 7. RUSH ICE

### 7.1 Times Available

Rush Ice will be available Monday to Friday between the hours of 9:00 am and 4:00 pm.

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### 7.2 Booking

Rush Ice will be booked a minimum of one hour in length and no earlier than 48 hours in advance with the condition of the ice being “as is”. Rush Ice will not be booked for more than two hours straight without a break.

### 7.3 Rate

Rush Ice will be at the “Individual Rate”, and charged to every individual that is on the ice per hour excluding coaches. This fee will be due prior to using the ice and must be paid to the Kinsmen Sportsplex cashier.

### 7.4 Activity

The first individual that books the ice will determine what activity will take place (figure skating, hockey, etc.). Maximum number of figure skaters on the ice will be six.

### 7.5 Arena

Rush Ice is available at all three arenas.

### 7.6 Supervision

All participants under the age of 18 must have a supervisor over the age of 18 on the ice with them. The supervisor must have knowledge of the activity that the participant is performing.

## 8. OTHER

### 8.1 Annually

Civic Centre -	July/August (Summer Ice) September 1 to April 15 (Regular Season) April 16 to April 30 * (Spring Ice)
Bert Hunt -	October 1 to March 15
Wally Boshuck -	October 15 to March 15
Kinsmen Sportsplex -	October 1 to March 31

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\*1) The rental rate for all hours used during this time be equal to the existing adult rental rate.

\*2) A minimum of 62.5 hours per week must be booked.

### 8.2 Holidays

Groups that book ongoing ice times are expected to use it from the first day of operation until the rinks close in the spring. However groups will not be booked to use ice on December 24, 25, 26, 31 or January 1 or Good Friday unless they specifically request it and the arenas are open.

## 9. PROCEDURE FOR FLOODING ICE ARENAS

To ensure we continue to provide safe, quality and cost effective recreational ice arenas, it is recognized that proper time be allocated to ensure regular ice maintenance resurfacing in all ice facilities.

### 9.1 Maintenance Procedure for Each Flood:

- 5 to 10 minutes prior to flood- turn on exhaust fans
  - Start ice resurfacer to warm up
  - Open gates at end of ice booking and remove nets if necessary
  - **\*\*Wait for group to exit ice\*\***
  - Complete ice resurfacing
  - Shovel snow off ice, squeegee excess water away from gate area
  - Put nets out if necessary and close gates
- a) If Group Does Not Exit Ice Surface as per schedule.....
- Honk horn 2x and give verbal notice to vacate ice surface
  - Wait until group exits ice
  - Begin flood
- b) If Group Still Does Not Exit Ice .....
- Wait until group exits ice
  - Begin flood
  - Immediately report the delay in writing to the Kinsmen Sportsplex Administration for further action
  - Loss of ice time or late charges will be invoiced to the user causing the delay

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- c) If Users Enter Ice Surface while resurfacer is in operation.....
- Honk horn 2x and give verbal notice to vacate ice surface
  - If problem persists.... stop flood and exit ice surface until users stay off the ice
  - If time permits, complete flood
  - Immediately report the delay in writing to the Kinsmen Sportsplex Administration for further action

Loss of ice time or late charges will be invoiced to the user causing the delay.

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