

# CITY OF MOOSE JAW ICE/NON-ICE POLICY

<b>POLICY TITLE</b> <i>Ice Policy</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>May 4, 2015</i>
<b>ORIGIN</b> <i>Parks &amp; Recreation Dept.</i>	<b>RESOLUTION #</b>	<b>PAGE #</b> Page 1 of 15

**1. POLICY STATEMENT**

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

The Parks and Recreation Department shall co-ordinate the scheduling of all city-operated indoor arena facilities. User schedules are to be prepared by the Parks and Recreation Department in accordance with the policies recommended to and set by City Council.

**2. SCHEDULING TIME-TABLES**

**2.1 Ice Allocation Timelines:**

- |                                      |   |
|--------------------------------------|---|
| January<br>(3 <sup>rd</sup> Tuesday) | Advertise and mail Ice Application Information Packages which include the following:<br><br><ul style="list-style-type: none"> <li>- Annual Ice Policy Review – Submission Request</li> <li>- Special Event, Regular &amp; March 16 – 31 ice requests for next season</li> <li>- Previous year’s ice allotment for use in requesting ice next season</li> <li>- Tentative Rental Rates for the next season</li> </ul> |
| February 15                          | Deadline for submissions for annual Ice Policy Review.  |
| February                             | Advisory Committee appoints ice policy review committee.  |
| March                                | Appointed Ice Policy Committee reviews submissions from groups and makes recommendations to Advisory Committee.   |
| April 15                             | Deadline for groups to submit ice requests for next season.   |
| May                                  | Advisory Committee reviews recommendations of the Ice Policy Committee and make recommendations to City Council.  |
| June                                 | City Council considers the recommendations of Advisory Committee and establishes policies.  |
| June                                 | Based on new policies the Department develops schedules for next season.  |

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- June 15            Distribution of Ice Allocations for upcoming season (Regular Season, March 16-31, 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.

2.2    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.

2.3    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 & Committee Approval

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

2.5    Confirmation of Ice Allocation

The Parks and Recreation Department shall advise all groups in writing by June 15 of their tentative allocation as follows:

- February        Advisory Committee appoints Ice Policy Review Committee
  
- March            Appointed Ice Policy Committee reviews submissions from groups and makes recommendations to Advisory Committee.
  
- June              Based on new policies the Department develops schedules for next season.

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June 15      Distribution of Ice Allocations for upcoming season (Regular Season, March 16-31, 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 June 15 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.

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 following the booking to vacate their dressing room and/or facility 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-operated 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 in total at all City operated ice arenas. This will include one (1) hour of adult public skating and one (1) afternoon weekday public skating.

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### 3.4 Minor Ice Time

Minor organizations shall be allowed to use ice time at the minor rental rates during the regular season at 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.

### 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 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).

### 3.8 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.

### 3.9 Adult Activities

Adult rentals 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.

### 3.10 Subletting

Organizations are not allowed to sublet ice time.

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### 3.11 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.

### 3.12 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. Trades or exchanges will not be considered final until groups receive written confirmation from the Recreation Program Supervisor. If the Department is not notified, the group originally scheduled will be invoiced for that ice. Minor groups can only trade with minor groups.

### 3.13 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.

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## 4. SPECIAL EVENTS

### 4.1 Special Events

All organizations regularly utilizing the Kinsmen Arena and Pla-Mor Palace shall be permitted to hold one (1) special event per year utilizing any portion of the three (3) 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 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, Department-Approved Special Events booked by April 15<sup>th</sup> 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.

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## 4.5 Hours of Events

The City of Moose Jaw has standard opening and closing times for all facilities. It is recognized that tournaments or special events may be scheduled outside of these times. It is the requirement of the user group or event coordinator to request approval from the City Ice Booking Co-coordinator for earlier or later hours of operation at least 7 days prior to the event to appropriately schedule staff. Every attempt will be made to accommodate these requests however dependent on extenuating circumstances not all requests may be fulfilled.

The user or group will be responsible to pay for all additional labour costs for any and all staff required outside of the normal scheduled hours to accommodate these events. This will be charged at the standard overtime rates as per the current CUPE collective agreement plus administration charges.

## 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

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

### 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.

### 5.4 Ringette

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

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5.5 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.

5.6 Adult Leagues (including Moose Jaw Warriors, SIAST, Recreational, Old-timers)

A maximum of sixteen (16) hours/week may be allotted to adult league(s) activities prior to 11:00 p.m. at the Pla-Mor Palace and Kinsmen Arena, provided criteria of 3.9 is met.

5.7 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. **SUMMER ICE (as required)**

6.1 Summer Ice Season

The Summer Ice season will be the month of August at the Kinsmen Arena. Summer Ice shall never be subsidized more than winter ice.

6.2 September Ice

September Ice will not be considered as part of the regular season.

6.3 Application Fees

**A 10% application deposit of the value of ice requested with the minimum deposit being \$200.00 and the maximum being \$500.00** will be collected before a request for 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.



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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.

6.5 Time Lines

- a) November 1      Mail applications
- b) November 30    Application deadline with non-refundable deposit **as per (6.3)**.
- 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 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 deposit before rental

6.6 Priority of Allocation

Summer Ice will be allocated as follows:

- a) Groups that have booked ice in past summer(s) will be given the option to book similar week(s) and number of hours.
- b) Groups that have booked ice in past 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.

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**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.

7.2 Booking

Rush ice may be booked in person or over the phone. In person customers will receive priority for booking times. (i.e. two people want the same time: one is at the desk, one is on the phone – the person at the desk shall get first opportunity to book the time).

Rush ice will be booked a minimum of one hour in length and a maximum of two hours in length and no earlier than 48 hours in advance with the condition of the ice being “as is.”

Fees must be paid PRIOR to ice usage, for each skater on the ice (excluding coaches). Proof of payment will be given in the form of a receipt from the Kinsmen Sportsplex reception staff, and presented to the arena staff.

Rush Ice will not be booked for more than two hours straight without a break, after which time 15 minutes of maintenance time will be reserved; actual floods will be performed based on the maintenance staff’s evaluation of the ice.

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 at the Kinsmen Sportsplex reception desk.

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.

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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 Bert Hunt - October 1 to March 15  
 Wally Boshuck - October 15 to March 15  
 Kinsmen Arena - Mid-September to March 31  
 (September Ice will not be considered as part of the regular season.)

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.

8.3 Damages to property or equipment:

It is the responsibility of each user group to ensure that appropriate supervision is provided for all participants and users under their programs while utilizing these facilities. Any and all vandalism, damages and/or excessive cleanliness issues found during or after use may result in the following:

- Removal or Suspension from the Facility
- Financial Penalty/actual replacement/repair costs plus administration charge billed to Ice Contract user.
- Cancellation of current and future Rental Contracts
- Charges as deemed necessary by the City of Moose Jaw Police

Users are encouraged to play their part in cleaning up dressing rooms after use by picking up any garbage, tape, etc. off the floors so it is ready for the next group.

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8.4 Rules and Regulations: (signed in each rink.)

Welcome to the City of Moose Jaw Ice Rinks! In an effort to ensure that everyone has a safe and enjoyable experience, we ask that you comply with the following guidelines:

- 1) City of Moose Jaw Facilities are harassment-free environments for all participants, referees, coaches and employees. Please be an enthusiastic and positive spectator. Air horns are prohibited in our facilities.
- 2) Please be respectful of your community facility. Place garbage in receptacles and use recycling containers. Report any property damage to the Rink Attendant immediately.
- 3) For everyone’s safety, we ask that all children under 12 years of age are accompanied by a responsible caregiver and supervised at all times.
- 4) Inappropriate or foul language will not be tolerated.
- 5) Outside food and beverages are not permitted. Please visit the concession or vending machines for all your refreshment and munchie needs.
- 6) Alcoholic beverages, smoking/tobacco products and sunflower seeds are prohibited within City of Moose Jaw Facilities.
- 7) Skaters must wait to access the ice surface until the Ice Resurfacer doors are closed.
- 8) User Group coaches and on-ice supervisors are encouraged to inspect the playing surface area and change rooms before each use to identify any immediate safety concerns and advise participants and the Rink Attendant accordingly.
- 9) Dressing rooms are available 30 minutes prior to ice time and must be vacated within 30 minutes after each ice time.
- 10) The City of Moose Jaw is not responsible for lost or stolen items. Leave valuables at home and secure personal items by locking the dressing rooms.
- 11) All participants are encouraged to take reasonable steps to ensure that all necessary protective equipment be worn for the appropriate sport. Protective full head and facial protection, including a helmet and mouth guard is recommended as well as any further equipment as required. Play safe...have fun!
- 12) All visitors and participants are reminded that non-compliance of these guidelines may impact your continued use of City of Moose Jaw Facilities. It is at the discretion of the City of Moose Jaw, to determine any course of action that may include:
  - Removal or suspension from the facility
  - Financial Penalty
  - Cancellation of current and future Ice Rental Contracts

Help us care for your community facility. Please report any safety, cleanliness or maintenance issues that require immediate attention to the Rink Attendant on duty.

\*For more information on City of Moose Jaw Parks and Recreation Programs and Services\*

[www.moosejaw.ca](http://www.moosejaw.ca)      Facebook      Twitter  
 Phone: 306-694-4447    Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

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**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
- 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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## 10. INDOOR ARENA FLOOR USAGE

### 10.1 Indoor Floor Usage Season

The Indoor Floor Usage season will be mid-April to July/August at the Kinsmen Arena, based on requests received at the beginning of the season, and dependent on the production of ice for the upcoming ice season.

### 10.2 Time Lines

- a) February 1            Mail applications
- b) February 28        Application deadline.
- c) March  
    (3<sup>rd</sup> Tuesday)        A meeting to be held, regular weekly schedule completed and forwarded to groups. Schedule for the laying of the Sport Court to be determined.
- d) April 1              Deadline for return of any regular weekly floor times booked and not needed for the season.

### 10.3 Priority of Allocation

Indoor Floor Usage will be allocated as follows:

- a) Groups that have booked the floor in past season(s) will be given the option to book similar week(s) and number of hours.
- b) Groups that have booked the floor in past season(s) will be given the option to expand their program.
- d) New programs.

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## 10.5 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.

## 10.6 Adult Activities

Adult rentals on the floor at the Kinsmen Arena should be scheduled to end the day's activities. At no time should a minor organization be regularly scheduled after an adult weekday activity.

## 10.7 Subletting

Organizations are not allowed to sublet floor time.

## 10.8 Unused Floor Time

When an organization or individual does not show up for floor time and the floor sits idle, the organization will be billed at the unused floor rate for all time booked and not used.

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

## 10.9 Dressing Rooms

There will be one dressing room per user group that is scheduled for floor 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 following the booking to vacate their dressing room and/or facility 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.