



POLICY No. 2007-01

Facility Booking and Ice Allocation Policy

Originating Department CL-LS-06-2007

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1. PURPOSE

Haldimand County values, relies on and supports community partners to provide recreation programs and services for individuals in our community. The County is responsible for managing its recreational facilities in an equitable manner to meet current and future demands while also supporting community organizations in the delivery of programs.

2. POLICY

The policy outlines facility booking guidelines to assist in consistency and efficiency with the rental of County recreational facilities. The policy will also establish formulas and standards that will help allocate minimum requirements of ice time to all users within the County. ~~Both~~ As well, the facility booking and ice allocation policy ~~are-is~~ intended to maximize the ~~potential use~~ of all County recreational facilities. Circumstances not addressed in this policy or exceptions to this policy will be addressed on a “case by case” basis by County staff with final authorization from the General Manager of ~~Planning and Economic Development~~ Community and Development Services.

Operating Principles

Haldimand County has the following operating principles:

- Excellent customer service
- ~~Reasonableness in the~~ Fair and consistent administration of this policy
- Customer focus/consultation and support for user groups
- ~~Accessibility of services to all~~
- ~~Equality to include age and gender~~
- Safety standards maintained, and

- Responsible fiscal management

Seasonal Allocation Priorities

Haldimand County programs and rentals will be scheduled in County facilities in the following order:

- County Programs – (These programs are being offered to ensure that opportunities exist for all residents to utilize these public facilities. It is not the intention of the County to duplicate the programming of any other available community programgroup.)
- Tournaments or Special Events
- Regular User Sport Group:
 - Youth groups
 - Recreational youth groups within the County
 - Adult regular users and leagues within the County
 - Youth Skills Development Programs
- All other County user groups or residents
- Non-resident groups and individuals

Open Time

~~Open available~~Available rental time is scheduled on a “first come, first served” basis after seasonal requests are finalized.

County Facilities

Haldimand County owns and operates the following facilities available for rental:

- arenas (including ice pads and community rooms)
- outdoor pools
- ball diamonds
- park areas/pavilions/bandshellsspaces and amenities

~~This list represents only those facilities that the County rents out to the public. There are additional facilities that, although owned by the County, are maintained and booked by community associations. Policy only applies to those facilities that the County rents out to the public.~~

Booking Requirements

Failure to comply with any of the booking requirements may result in the immediate cancellation of the permit or future permits by for the applicant or event.

- All facility rentals must be made through the County Facility Booking ~~office-Clerk~~ and applicants must complete a Facility Rental Application-~~form~~ for each rental. ~~Applicants must advise the Facility Booking office of various rental particulars outlined on the form, including food and beverage service or sales.~~
- Once an application has been reviewed and a permit created, the rental is considered firm and subject to the cancellation restrictions in this Policy.

- Applicants must be a minimum of 18 years of age, and all rentals require that a representative of the applicant who is 18 years of age or older be on-site during the rental. Rentals with approved alcohol require the applicant to be a minimum of 19 years of age.
- Organizations ~~must~~ may provide ~~the Facility Booking office with contact information for~~ a maximum of two (2) individuals contacts with authority to book or amend a rental permit.
- Applicants are not permitted to sublet any facility to another person or organization. If an applicant wishes to reschedule a rental with another person or organization they must contact the Facility Booking ~~office~~ Clerk to make these arrangements.
- The Facility Booking ~~office~~ Clerk will prepare a ~~Facility Rental Contract~~ permit outlining the rental details. The ~~contract permit, once firmed,~~ must be signed by the applicant and returned by the date specified to the ~~by the~~ Facility Booking Clerk. ~~in person, via e-mail or by facsimile prior to the first rental date. Rentals on a firm contract cannot be guaranteed without a signature.~~ Failure to return the signed permit will result in access to facilities being denied.
- The applicant shall be personally responsible for any costs resulting from damages caused by accidents, negligence or malicious damage to any part of the facility and/or equipment therein by any person or persons connected with the function. Additional charges will be applied to the permit for excessive clean up and will be invoiced directly to the permit holder. Future rentals may require damage deposits.
- ~~Failure to vacate the premises as specified in the applicable rental contract will result in additional charges being added to the contract.~~
 - ~~First occurrence — contract holder will receive a written warning.~~
 - ~~Second occurrence — contract holder will be invoiced in the amount of the applicable rental fee equal to one hour.~~
 - ~~Third occurrence — contract holder will be invoiced in the amount of the applicable rental fee equal to two hours.~~
 - ~~And so on.~~

~~These charges will be invoiced directly to the applicant as per the User Fees and Service Charges By law.~~
- For staffing reasons, minimum booking times (i.e. four (4) consecutive hours minimum per day for ice rentals and arena floor) or other restrictions may be set for any of the County facilities.
- Community rooms in arenas are only available for rental when the facility is otherwise open for ice/or floor rentals.
- Facilities will not be scheduled for use on Christmas Day and New Year's Day. On Christmas Eve and New Year's Eve, the facilities will not be scheduled for use after 3:00 p.m. Rentals on the remaining statutory holidays will be considered when the minimum hours booked is four (4) hours, as outlined above.
- ~~Applicants must advise County after hours emergency contact number or contact the Facility Booking office immediately of any concerns with respect to their rental.~~

Insurance/Legal Requirements

All renters must provide a valid Certificate of Insurance to the County showing proof of \$2,000,000 (two million dollars) in general liability insurance from an insurer licensed to conduct business in the Province of Ontario, the County must be named as an additional insured on the policy or purchase this coverage through the Facility Users Insurance Program.

Rental Rates

- Fees and rental rates are established through User Fees and Service Charges By-law ~~annually~~ and approved by Haldimand County Council. Staff do not have authorization to amend any Council-approved rates.
- Fees and rates are effective May 1st of each year.
- ~~• All hours booked by a youth group to provide programming opportunities for adults will be charged at the applicable adult fee or rate.~~
- ~~• Staff do not have authorization to amend any Council approved rates.~~
- Where facilities are available, rental rates for youth groups will be waived for the arena halls/rooms provided it has been pre-booked and the facility is open for a paid rental. If another rental request for the arena hall is received more than seven (7) days prior to the booking, the user group will have the opportunity to rent the room at the current applicable rental fee, reschedule or cancel their booking.
- ~~• All other seasonal ice users will have use of the community rooms, when available, at no charge for the duration of the ice rental, including those where alcohol will be served.~~ Additional hours, if requested, will be charged at regular rates. Serving of alcohol is permitted up to one (1) hour after an ice rental is complete, but no later ~~not permitted later~~ than 1:00 a.m. Users will be required to vacate the premises one (1) hour after the serving of alcohol has ceased.
- Free room rentals associated with tournaments and special events will not be required to pay, reschedule or cancel if a paid rental request is received.
- Special event ~~Set-up~~ time for “seasonal ice users” ~~special events~~ will be no charge on the day of an event or one day prior, ~~provided the facility has rentals and is open.~~ For any set-up time used in excess of this limit, the applicable fee or rate will apply.

Uses Not Permitted

- Events commonly known as “stag & does” are not permitted on the arena floors or in the arena community rooms.
- Haldimand County reserves the right to disallow rentals if the rental jeopardizes public safety, permits discrimination or violates municipal, provincial or federal laws or regulations.

Payment Terms

(Payment Terms are in effect until Accounts Receivable Policy is established and approved by Council.)

- All payment terms must be consistent with County approved processes and policies.
- Seasonal user groups must make payments as per the instalments outlined on the facility rental ~~contract~~ permit.

- The following applies to applicants with contracts-permits that indicate “charges are due on the last day of the month.” ~~Any accounts not paid by this date will be forwarded to the Finance Division for invoicing and collection. Fees and charges that have been imposed in accordance with the Haldimand County User Fees and Service Charges By-law that remain unpaid 30 days after the invoice date shall be subject to the Council approved interest rate.~~ For example:
 - ~~A B~~balance due November 30th but not paid within thirty (30) days (i.e. by the end of December); ~~will be sent to Finance December 1st — an invoice will be issued immediately to be paid within 30 days~~ have interest charges applied on account on January 1 and a statement will be issued.
 - ~~If the balance due is not paid within 30 days (i.e. by the end of December) interest charges will be applied on account on January 1st and a reminder notice will be issued.~~
 - If the balance due is not then paid within ten (10) days (by January 10th), services will be discontinued.
 - If the balance due remains unpaid thirty (30) days after the ~~reminder notice~~statement is issued (i.e. end of January), the ~~contract-permit~~ will be cancelled and, as per the User Fees and Service Charges By-law:
 - The balance due including interest for an applicant will be applied to the property taxes of the individual who assumed personal responsibility for the contract-permit if they own property in the County, and if not, it will be sent to collections.
 - The balance due for a Minor or Junior sports association will be sent to collections.
- Prior to the start of a season, all Seasonal User Group accounts will be reviewed. If an account has ~~been sent to taxes or collections in the previous season, the group will be required to prepay for a period of two years. At the end of this two year period, if the account has not~~ remained in good standing, the prepayment condition will be rescinded in the prior year, the group may be required to prepay monthly for future bookings.
- In the event that an applicant experiences unforeseen financial difficulties, the applicant will have the opportunity to discuss the issue(s) with the Manager of Community Development & Partnerships to develop an agreement in regards to future rentals.
- Future rentals will not be permitted for any applicant with an overdue account until their account is current or they have developed an agreement with the Manager of Community Development & Partnerships. (This includes any balances that were transferred to taxes or collections.)
- In order to provide sufficient time to amend the facility schedule, accounts that require prepayment will need to be paid a minimum of thirty (30) days prior to each month’s rentals. For example, the payment for rentals for the month of October would be due by September 1st.
- All other users must sign a firm rental contract-permit and make payment a minimum of ten (10) business days prior to the rental. If booking is made with less than ten (10) business days’ notice, a signed contract-permit and payment are due immediately.

- ~~Any seasonal user group accounts that remain outstanding thirty (30) days prior to the start of the applicable sport season will not be entitled to any future rentals until the account is paid in full.~~

Contract Amendments

- ~~Contracts may be amended by the County for emergency or maintenance.~~
- ~~Once the applicant directs the Facility Booking Office to forward a firm contract, the Facility Rental contract may only be amended or cancelled by the applicant for extraordinary circumstances as determined and approved by the County unless otherwise indicated in this policy i.e. Inclement weather.~~

Rescheduling

- ~~If an applicant wishes to reschedule a rental, they must contact the Facility Booking Office to make these arrangements. These reschedules are to be considered on a “case by case” basis and approval is not guaranteed due to advanced scheduling and availability of staff. A rescheduled booking must take place within the same booking season as the original booking.~~

Cancellation Staffed Facilities

- ~~All seasonal Minor and Junior sport ice users are permitted to cancel ice rentals after Feb 15th. Notice of at least five (5) business days must be provided to the Facility Booking Office regarding these cancellations, in order for a credit to apply. If proper notice is not provided, regular rental charges will apply.~~
- ~~Following a cancellation by a Youth Group, groups scheduled on the same day may have the opportunity to re-adjust their scheduled time in an effort to create staffing efficiencies. In this situation, additional fees will not be applied to an amended contract.~~
- ~~Any open ice time that is created after a cancellation by a Youth Group will be available for rental at the applicable non-prime rate. All such rentals must be for additional ice, not a substitution for ice previously booked.~~

Non-Staffed Facilities

- ~~Notice of cancellations for ball diamond rentals must be provided to the Facility Booking Office five (5) business days prior to the rental. If proper notice is not provided, regular rental charges will apply.~~
- ~~For cancellation of outside facility rentals (i.e. ball diamonds or parks) due to inclement weather, the Facility Booking Office must receive notification no more than five (5) business days after the rental. If proper notice is not provided, regular rental charges will apply.~~

- ~~In the event of inclement weather (which is determined by Haldimand County Senior Management Team), facility rental contracts will be honoured when the facility remains open. Users may choose to cancel their ice time if they deem weather conditions make it unsafe to attend and the applicable rental fees will be removed from their account. Where possible, users should contact the booking clerk during business hours to cancel. After hours, the arena staff should be contacted directly and the booking clerk advised by the next business day in order for the credit to be applied. If the facility is closed, applicants are given the option of receiving a refund, credit or rescheduling the rental. Applicants are responsible for notifying their participants if the facility is closed.~~

~~Cancellation of Ice Time~~

- ~~Ice time is reserved, not guaranteed and the County retains the right to adjust, cancel, withdraw, or reschedule any and all allocated ice time. This will be necessary only in the event of tournaments, special hockey games/events or in case of an emergency or unforeseen circumstance. All reasonable efforts will be made to advise effected groups as early as possible.~~
- ~~Organizations that do not comply with other policies as established through the County (smoking, alcohol infractions, non-compliance with “For Sake of Sport Policy” or subsequent policy may have their contract cancelled.~~

~~Special Circumstances~~

- ~~Events and Festivals held on County property requiring regulatory approvals for activities such as alcohol, charging admissions, tents, etc. fall under the Special Events Guidelines and require a separate application and approval process.~~
- ~~Serving or selling of food and beverages or services must be approved by County staff.~~
- ~~A joint use agreement allows school boards to use the County facilities free of charge or at a reduced rate during school hours, provided no other users are renting the facility. In return, Haldimand County and affiliates may use the school gymnasiums free of charge or at a reduced rate for their programs.~~
- ~~Haldimand County programs will not be cancelled for tournaments booked in conjunction with joint use agreements.~~
- ~~School boards will be charged the non prime rate for cancelled and/or rescheduled facility bookings unless a minimum 3 business days’ notice has been provided.~~

~~Seasonal Ball Allocation~~

Requests due by: _____ March 15

Confirmed by: _____ April 15

Signed/Returned by: _____ April 30

~~Special event and new tournament requests will be considered on a “case by case” basis. User groups are encouraged to apply as early as possible.~~

Seasonal Ice Allocation

- ~~• Haldimand County is responsible for calculating each regular user group’s ice allocation, including figure skating, minor sport organizations (ringette, minor hockey), junior hockey, adult hockey and other structured leagues/organizations as ice time is requested, on an annual basis utilizing the formulas in this policy.~~
- ~~• In order to provide for a “balance” of prime time between user groups, it is recommended as a working principle that adults be assigned priority for prime time after 10:00 p.m. and that the municipality attempt to provide for their own programs prior to 5:00 p.m., leaving the remaining prime time for youth.~~
- ~~• Hours returned from original allotments will be offered according to the seasonal allocation priorities.~~

Prime Time Ice

~~Prime Time Ice is defined as follows:~~

~~Monday to Friday (5:00 p.m. to 11:00 p.m.)~~

~~Saturday and Sunday (7:00 a.m. to 11:00 p.m.)~~

~~Statutory holidays (24 hours – all day) – requires a four hour minimum booking; refers to all recognized statutory holidays~~

Non-Prime Time Ice

- ~~• Non Prime Time Ice is defined as the remaining time that the arena is open.~~

Cancellation and Rescheduling of Rentals

- ~~• Permits may be amended by the County for emergencies, required maintenance and/or unsafe facility conditions.~~
- ~~• Ice time is reserved, not guaranteed, and the County retains the right to adjust, cancel, withdraw or reschedule any and all allocated ice time. This will be necessary only in the in case of an emergency or unforeseen circumstance. All reasonable efforts will be made to advise affected groups as early as possible.~~
- ~~• Organizations that do not comply with other policies as established through the County (i.e. Public Conduct on Haldimand County Property) may have their permit cancelled.~~
- ~~• In the event of inclement weather, facility rental permits will be honoured when the facility remains open.~~
- ~~• Arena users may choose to cancel their rentals if they deem weather conditions make it unsafe to attend and the applicable rental fees will be removed from their account. Where possible, users should contact the Facility Booking Clerk during business hours to cancel. After hours, the facility staff should be contacted directly and the Facility Booking Clerk advised by the next business day in order for the credit to be applied. If the facility~~

is closed, applicants are given the option of receiving a refund, credit or rescheduling the rental. Applicants are responsible for notifying their participants if the facility is closed.

- Cancellation of outside facility rentals (i.e. ball diamonds or parks) due to inclement weather, the Facility Booking Clerk must receive notification no more than five (5) business days after the rental. If proper notice is not provided, regular rental charges will apply.
- If an applicant wishes to reschedule a rental, they must contact the Facility Booking Clerk to make these arrangements. Rescheduling will be considered on a “case by case” basis and approval is not guaranteed due to advanced scheduling and availability of staff. A rescheduled booking must take place within the same booking season as the original booking.

Staffed Indoor Facilities

- Cancellations and rescheduling will be subject to operational requirements such as maintaining minimum rental hours and avoiding large gaps in scheduling.
- Tournaments and Special Events will be subject to a cancellation fee equal to 20% of the rental charges; this will apply to bookings cancelled with a minimum of thirty (30) days’ notice. Cancellations are not permitted with less than thirty (30) days’ notice.
- For all other rentals, a cancellation fee equal to 20% of the rental charges will apply to bookings cancelled with a minimum five (5) business days’ notice (not including date of booking). Cancellations are not permitted with less than five (5) days’ notice.
- After February 15th, all seasonal Minor and Junior sport ice users are permitted to cancel ice rentals with no fee. Notice of at least five (5) business days (not including date of booking) must be provided to the Facility Booking Clerk regarding these cancellations, in order for a credit to apply. If proper notice is not provided, regular rental charges will apply.
- Following a cancellation by a Youth Group, groups scheduled on the same day may have the opportunity to re-adjust their scheduled time in an effort to create staffing efficiencies. In this situation, additional fees will not be applied to an amended permit.

Staffed Outdoor Facilities

- Pool rentals will be subject to a cancellation fee equal to 20% of the rental charges, provided a minimum of five (5) days’ notice is provided. Cancellations are not permitted with less than five (5) days’ notice.

Non-Staffed Facilities

- Park facilities (i.e.: picnic shelters, gazebos, etc.) will be subject to a cancellation fee equal to 20% of the rental charges, provided a minimum of thirty (30) days’ notice is provided. Cancellations are not permitted with less than thirty (30) days’ notice.

Tournaments and Special Events

- Tournaments and Special Events and outdoor tournaments held on County property requiring regulatory approvals for activities such as alcohol, tents, etc. fall under the Special Events Approval Guidelines and may require a separate application and approval process.
- Serving or selling of food and beverages or services must also be approved by the Haldimand-Norfolk Health Unit.

Joint Use Agreements

A Joint Use Agreement allows School Boards to use County facilities free of charge or at a reduced rate during school hours, provided no other users are renting the facility. In return, Haldimand County and affiliates may use school facilities free of charge or at a reduced rate for their programs.

- Haldimand County programs will not be cancelled for tournaments booked in conjunction with joint use agreements.
- School Boards will be charged the non-prime rate for cancelled and/or rescheduled facility bookings unless a minimum three (3) business days' notice has been provided.

Arena Ice

- Prime Time Ice is defined as follows:

Monday to Friday (5:00 p.m. to 11:00 p.m.)

Saturday and Sunday (7:00 a.m. to 10:00 p.m.)

Statutory Holidays (24 hours/all day) – requires a four (4) hour minimum booking; refers to all recognized statutory holidays.

- Non-prime Time Ice is defined as the remaining time that the arena is open.

Ice Hour

- One hour of ice is defined as fifty (50) minutes in length plus a ten (10)-minute flood.
- An hour-and-a-half (1.5½ hours) equates to eighty (80) minutes of ice time and a ten (10)-minute flood time.
- ~~However,~~ Haldimand County may create mixes of ice time activity and flood time that would accommodate the user and still maintain the excellent quality and condition of the ice.

Summer Ice

- ~~Spring and summer ice April 1 to August 31st.~~

~~The demand for ice in the spring and summer is not dependent upon the availability of rental time, it is determined by whether the facilities are open and operating and whether sufficient demand warrants (based on economic factors) the facility being in operation.~~

Allocation Time Lines

Haldimand County Programs

- Haldimand County has a responsibility to all tax payers and therefore supports the equal availability of ice time within the community. Programs will be available at all of the arenas and shall have access to the arena during prime time as they are a priority for the community.

Seasonal Ball Allocation

- All requests due by March 15th.
- Firmed permits will be created by April 15th, to be signed and returned by April 30th.

Special events and new tournament requests will be considered on a “case by case” basis.

These events may require a Special Event Application.

Fall/Winter Ice (mid-August-March)

- All requests due by April 15th;

Preseason (mid-August to September Ice) Permits

- Firmed by August 1st, signed and returned by August 10th.

October-March Ice Permits

- Firmed by September 15th; signed and returned by September 30th.

Spring Ice (April-May)

- All requests due by February 1st.
- Firmed permits by March 1st; signed and returned by March.

Seasonal Ice Allocation

- Haldimand County is responsible for calculating each regular user group’s ice allocation (including figure skating, minor sport organizations (ringette, minor hockey), junior hockey, adult hockey and other structured leagues/organizations) as ice time is requested, on an annual basis utilizing the formulas in this policy.
- In order to provide for a fair and “balanced allocation” of prime time ice between user groups, it is recommended as a working principle that adults be assigned priority for prime time after 10:00 p.m.
- Whenever possible, community user groups will be allocated ice at the arena that denotes their affiliation.
- All regular user sport groups will be required to absorb non-prime time in order to ensure that all groups have an equal share in prime time ice. This percentage of reduction would be calculated after the base allocation formula has been calculated.
- Hours returned from original allotments will be offered according to the seasonal allocation priorities.

Historical Ice Allocation Precedent

- Preference in the allocation system will be given to established regular users, which have had a seasonal ~~contract-permit~~ up to a minimum of ~~3~~two (2) years previous.
- New users will be considered within the allocation system provided that ~~there are~~ sufficient ice time is available. However, accommodating new groups at the expense of the existing groups will be considered only in cases where a program is being introduced into the area for the first time and no other program of this nature is available. Haldimand County encourages new recreational opportunities, especially to the ~~non~~under-served segments of the population.
- The development of new programs or the expansion of existing programs into other areas should be encouraged to be extensions of organizations already established (i.e. creating umbrella organizations).
- Historical users may be required to accommodate the expansion of other users. Necessary consultation will take place with all associated parties~~-associated~~.
- When a conflict arises between ~~tournament-Tournament~~ and ~~carnival-Special Event~~ requests, and historical precedent can-not be used to clearly determine the allocation of ice time, the seasonal allocation priorities will be used as the final determining factor.

Tournaments and ~~Carnivals-Special Events~~

- Haldimand County supports ~~special programs such as t~~Tournaments and ~~carnivals~~Special Events. Priority will be given to these ~~events-activities~~ and they will be scheduled in the ice allocation calendar first (after ~~municipal Public Skating~~County Programs have been scheduled). Public Skatesing will not be cancelled during ~~adult—Adult~~ ~~tournaments~~Tournaments; ~~However, rescheduling may be possible.~~ ~~public~~Public skates may be cancelled for ~~carnivals, y~~ ~~tournaments-Tournaments~~ ~~or other events that require on ice set up~~ and Special Events.
- Existing tournaments as of the 20119/12-2020 ice season will be grand-fathered ~~for~~ theirbased on existing dates. The tournaments grandfathered are as follows:

Caledonia Minor Hockey Challenge Cup

Caledonia Skating Club Carnival

Cayuga Minor Hockey Rep Tournament
Local League Tournament

Dunnville Figure Skating Carnival

Dunnville Jr. C Mudcats Adult Tournament

Dunnville Minor Hockey Midget LL Tournament
Novice/Atom LL Tournament

Hagersville Skating Club Carnival

Hagersville Minor Hockey Murray Johnson Tournament

Hagersville Oldtimers Rock City Adult Tournament

~~Hootersville Hockey Adult Tournament~~

~~Sunday Morning Hockey Canuck Tournament Caledonia Minor Hockey
Challenge Cup
Koocher Tournament~~

~~Caledonia Oldtimers Adult Tournament~~

~~Caledonia Ringette Brian Gagnon Classic
Lyndsay Claxton Tournament~~

~~Caledonia Skating Club Carnival~~

~~Cayuga Minor Hockey Atom House Tournament
PeeWee House Tournament~~

~~Dunnville Figure Skating Carnival~~

~~Dunnville Industrial League Adult Tournament~~

~~Dunnville Jr. C Mudcats Adult Tournament~~

~~Dunnville Minor Hockey Albert Schram Tournament~~

~~Dunnville Mudcat Oldtimers Adult Tournament~~

~~Fire Station #10 Firefighters Adult Tournament~~

~~Hagersville Figure Skating Carnival~~

~~Hagersville Minor Hockey Novice/Atom/Pee wee LL Tournament
Novice/Atom/Pee wee Rep Tournament~~

~~Hagersville Oldtimers Rock City Adult Tournament~~

~~Haldimand Girls Hockey River Cats Girls Tournament~~

~~Hootersville Hockey Adult Tournament~~

~~Sunday Morning Hockey Cayuga Canuck Tournament~~

- The Expansion of existing tournaments to additional facilities and any new ~~tournament~~Tournament/~~carnival~~Special Event applications will be considered on a “case by case” basis.

- In the event that a grandfathered tournament is not held for two (2) consecutive years, historical precedent will no longer apply. The request to book a ~~tournament~~ Tournament after an absence of two (2) or more years will be considered a new application and will be considered on a “case by case” basis.
- The first sixty (60) ~~tournament~~ Tournament hours requested will not impact the user groups’ seasonal allocation of ice. Additional hours will be deducted from allotments, after excluding hours that would have normally been held by the group and any weekday non-prime hours. This would be based on the previous season’s weekly ice schedule.
- All tournament ~~contracts-permits~~ (arena ice, floor or ball diamond) must be firmed at least thirty (30) days prior to the tournament.

Insurance/Legal Requirements

- ~~• All user groups or individuals renting ice, facilities and/or using the community rooms to host special events must provide a valid Certificate of Insurance to the County showing proof of \$2,000,000 in general liability insurance from an insurer licensed to conduct business in the Province of Ontario. The County must be named as an additional insured on the policy. The certificate must be submitted to the County at the time the rental contract is signed. All laws related to the Liquor Licence Act must be complied with for such events.~~

Ice Allocation Deadlines

- ~~• All confirmations and signed contracts are due to Booking Office by deadline. Failure to submit signed contracts will result in denial of access to ice surface.~~

Fall/Winter Ice (September-March)

- ~~• All requests due by April 15th~~

September Ice Only Contracts

- ~~• Firmed by August 1st, signed and returned by August 15th~~

October-March Ice Contracts

- ~~• Firmed by September 15th, signed and returned by September 30th~~

Spring/Summer Ice (April-August)

- ~~• All requests due by February 1st.~~
- ~~• Firmed contracts by March 1st, signed and returned by March 15th.~~

Allocation Formula

- Haldimand County will calculate each regular user’s “base ice allocation” from a formula. This base allocation will be the minimum ice time to be allotted for the organization prior to any re-allocating of surplus ice hours. This calculation will be based upon registration data gathered from their previous year and applied to a formula that denotes a standard for each of the teams, age groups, levels, house leagues or travel teams.
- Once base allocation has been determined for each minor sport organization, their entitlement will be distributed with 95% in prime time and 5% in non-prime time hours.

- Data verification may be required through the governing body.
- Figure skating – number of participants per program.
- Minor hockey/ringette – number of participants per program or number of teams per division.
- Where fall winter user groups experience significant changes and require a variation in ice time based on the initial request, these will be treated as exceptions and will be dealt with, pending available ice time. Changes must be identified to the Facility Booking **Office Clerk** by July 1st.

Ice Allocation Formula for Minor Hockey ~~(including Girls)~~ & Ringette

- The formula for allocating hours to minor hockey and ringette organizations will standardize the number of participants per team and the number of games and practices per week. In these calculations, all time allocation will be rounded to the nearest half-hour.
- ~~Teams appear to be divided into either house league teams, local league teams or travel teams (Rep & AE– Major and Minor). Ringette and women's hockey can receive hours allocated in house league, local league or travel, if the organization can justify the status of the team in question.~~
- ~~The standard numbers of players per team is approximately 15 skaters with all teams having one practice and one game per week. While house league and local league teams share the ice with another team during practice, a travel team and a junior team occupy the full ice.~~
- ~~—~~
- **Skill Development**
- ~~Each minor hockey and ringette association (excluding Junior clubs) will be provided with skill development hours for the following age groups:~~
- ~~Minor hockey: Tyke, Novice, Atom and Pee Wee~~
- ~~Ringette: Bunnies, Novice, Petite and Tween~~
- ~~—~~
- ~~The skill development allocation will be 5% of the annual base entitlement per organization.~~

The age groupings are defined ~~traditionally~~ as follows:

HOCKEY:	<u>RINGETTE: AGES</u>
<u>U5</u>	<u>FUN 1 & 2 (ages 4-7)</u>
<u>U6</u>	<u>U7</u>
<u>U7</u>	<u>U9</u>
<u>U8</u>	<u>U11</u>
<u>U9</u>	<u>U13</u>
<u>U10</u>	<u>U15</u>
<u>U11</u>	<u>U18</u>

U12 Open (18+)

U13

U14

U15

U16

U18

U21

~~Mite & Tyke~~ ~~4-6~~

~~Novice~~ ~~7-8~~

~~Atom~~ ~~9-10~~

~~Peewee~~ ~~11-12~~

~~Bantam~~ ~~13-14~~

~~Midget~~ ~~15-17~~

~~Juvenile~~ ~~18-19~~

RINGETTE **AGES**

~~Bunnies~~ ~~4-7~~

~~Novice~~ ~~8-9~~

~~Petite~~ ~~10-11~~

~~Tween~~ ~~12-13~~

~~Junior~~ ~~14-15~~

~~Belle~~ ~~16-18~~

The ice allocation formulas that will be used to calculate ice time entitlement have been updated as follows:

Local League Hockey

U5: Development – 1 hour/30 participants

U6-U7: 1 x 60 minute shared ice game and 1 x 60 minute shared ice practice/week

U8-U13: 1 x 60 minute game, 1 shared ice 60 minute practice/week

U15-U21: 1 x 75 minute game, 1 60 minute practice/week

Other: 1 hour/week will be allocated to accommodate the on ice set-up now required for the U5 and U6-U7 age groups where applicable

Rep Hockey:

U10-U11: 1 x 70 minute game, 1 x 70 minute practice/week

U12-U15: 1 x 75 minute game, 1 x 75 minute practice/week

U16: 1 x 85 minute game. 1 x 85 minute practice/week

U18-U21: 1 x 90 minute game, 1 x 90 minute practice/week

Ringette (All LL):

FUN1: Development – 1 hour/30 participants

FUN2: Development – 1 hour/30 participants

U7-U18: 1 x 60 minute game, 1 shared ice 60 minute practice/week

U21: 1 x 60 minute game/week (no practice)

*Note: time for game/practice includes 10 minute flood.

Junior Teams: A team will have six (6) hours allocated.

Adult Groups/Leagues:

- A group will have one (1) hour allocated.
- A league will have one (1) hour allocated per 2 teams.

Ice Allocation Formula for Figure Skating:

Pre CanSkate & CanSkate: 1 hour/30 participants/week

Pre Star Skate and Star Skate Junior: 3 hours allocated/week

Star Skate Senior: 4 hours allocated/week

Pre Power, Power levels 1 – 2, Power levels 3 - 6: 1 hour/25 participants/week

~~The formula will be calculated as follows for minor hockey, adult hockey and ringette:~~

~~**House League (Mite, Tyke, Bunnies):**~~

- ~~• The formula is developed and applied using the average number of games and practices that a respective age group experiences in each of the organizations. For a game calculation it is considered that two house league teams share the ice. A Mite, Tyke or Bunnies team plays one game/practice per 50 minute period shared (1.0 hour allocated).~~

- A team, which has one 50-minute game and one 50-minute shared practice per week, will have 1.0 hour allocated.
- A team, which has one 50-minute game and one 80-minute shared practice per week, will have 1.5 hours allocated.

Local League (Novice and above):

- This formula is based on using the average number of games and practices that a respective age group experiences in each of the organizations. For a practice it is considered that two teams share the ice and for a game calculation one team hosts the ice.
- A team, which has one 50-minute game and one 50-minute shared practice, will have 1.5 hours allocated.
- A team, which has one 80-minute game and one 50-minute shared practice, will have 2.0 hours allocated.

Rep & AE Teams:

- A team, which has one 50-minute game and one 50-minute full ice practice per week, will have 2.0 hours allocated.
- A team, which has one 80-minute game and one 50-minute full ice practice per week, will have 2.5 hours allocated.

Junior Teams:

- A team, which has one 3-hour game and two 80-minutes full ice practices, will have 6.0 hours allocated.

Adult Teams House League:

- A team, which has one 50-minute game and no practices per week, will have 1.0 hour allocated.

Ice Allocation Formula for Figure Skating:

- The formula for allocating hours to figure skating organizations will standardize the number of participants and frequency of times per week for skaters on the ice. For the programs located in Haldimand County, Skate Canada has established two categories.
 1. Learn to Skate/Recreational Can Skate.
 2. Figure Skating.

Learn to Skate / Recreational Can Skate:

- This program is the learn to skate program for beginners of all ages and is tailored to each user group (for example, pre school, youth, adult). Participants earn badges while learning fundamental skating skills. The coach to student ratio is a maximum of 1:10. Skaters progress at their own rate.

Some class names within Can Skate are as follows:

Pre-Can Skate: A class is comprised of 15 skaters once per week for 30 minutes. Share ice. This would have a 0.25 hour allocation.

~~Adult Skate: A class is comprised of 15 skaters once per week for 30 minutes. Share ice. This would have a 0.25 hour allocation.~~

~~Can Skate: A class is comprised of 50 learn-to-skate participants on the ice for a one-hour session. This would have a 1.0 hour allocation.~~

~~Senior Can Skate: A class is comprised of 30 skaters once per week for 1.25 hours. This would have a 1.25 hours allocation.~~

~~Can Power Skate: Program stresses balance, power, agility, speed and endurance skills and is available to all skaters. Classes within Can Power may be grouped as follows: Pre-Power Skate, Power Skating and Can Power. All classes are comprised of 25 skaters for one hour once a week. This would have a 1.0 hour allocation.~~

~~Can Synchro Skate: Program teaches people of all ages the basics of synchronized team skating. Although this program is not available in the County, the ratio would be 24 per team with two practices per week. This would have 2.0 hours allocated.~~

Figure Skating:

~~STAR Skate: Program offers opportunities to develop basic figure skating skills. Skaters may be taught in a group or private lesson format and may choose to take tests, which are evaluated by Skate Canada evaluators. Ice Allocation ratio is same as Competitive Skate.~~

~~Competitive Skate: Program incorporates a series of tests and other training opportunities to help competitors with potential to advance. Junior (20 skaters 3x/wk) will have 4.5 hours allocated/week~~

~~Intermediate (15 skaters 4x/wk) will have 6 hours allocated/week~~

~~Senior (10 skaters 5x/wk) will have 10 hours allocated/week~~

Ice Allocation Formula for Special Groups

- Special interest groups ~~occupy time and~~ provide ~~for~~ excellent recreational activity for residents and also require facility time. An example of such a group in the County would be the Haldimand Curling Club.
- The Haldimand Curling Club requires a block of time at one arena. The number of players and the category of their play have no bearing on the ice allocation. The amount of allocation would be fixed to the numbers of hours required to attract membership and allow the Arena staff to set up for the program. In addition, preparation time is required and this should be, requested and scheduled. The rental fee charged will be based only on hours used.

Conflict Resolution

Conflicts that arise during the ice allocation process will be evaluated by the Facility Booking Clerk. The conflicts identified will be shared with the groups affected. Individual discussion will occur between the Facility Booking Clerk and each user group to find a resolution to the situation. The Facility Booking Clerk will act as a mediator to monitor the discussions. In the event that no resolution can be reached with mediation, each group will submit in writing the rationale for the

requirements of the conflicted ice time. Along with the information provided, consideration will be given to the following factors:

- The success in which the user group ice time requests have been met, apart from the ice request in conflict;
- Sport(s) requirements for the groups involved including requirements of the governing sports bodies and logistics involved;
- User group historical ice allocation;
- The age of the user groups as it relates to the period of ice time in conflict; and,
- In the event that the conflict cannot be resolved, the final decision will fall to the CDP Division.

Community Arena Access & Ice Shortages

- ~~Community user groups will receive prime time ice allocation at the arena that denotes their affiliation. However, through the normal registration and allocation process, the demand for prime time ice at certain facilities may exceed the amount of actual time available. In such cases, each organization, regardless of arena affiliation, will share a percentage of a reduction of their prime time ice allotment.~~
- ~~This would be a fair and equal distribution of time, whereby all Regular User Sport Groups would be required to absorb non prime time in order to ensure that all groups have an equal share in prime time ice. This percentage of reduction would be calculated after the base allocation formula has been calculated.~~
- ~~In calculating this percentage of reduction that Regular User Sport Groups would be required to absorb, it is important to ensure that all Regular User Sport Groups end up with the same percentages of prime time and non prime time. Consequently, once the base allocation numbers are calculated, each organization regardless of arena location will be required to absorb at least 5% of that required reduction of ice time in non prime time hours.~~
- ~~This may require some organizations to “give up” their prime time allocation hours in order to absorb these non prime time hours.~~

~~In the spirit of this policy, it is important to have all the associations in the County experience “equal and fair” ice allocation regardless of location and proximity to the arena. This allocation of non prime hours is to be distributed between Figure Skating, Minor Hockey and Ringette.~~

3. DEFINITIONS

- 3.1. The Corporation of Haldimand County: Referred to as the “Corporation” or “the County”.
- 3.2. “Adult League”: three (3) or more teams.
- 3.3. “Applicant”: To enter into a rental permit, the applicant must be:
 - a) a designated representative of a recognized Minor or Junior sports association;
 - b) legal entity or corporation; or
 - c) an individual who assumes personal responsibility for the contract permit.
- 3.4. “County Programs”: Defined as programs offered by Haldimand County.

~~3.5. “Grandfathered Event”: An event that has been scheduled three (3) consecutive years with consistent dates.~~

~~3.6.~~3.5. “Home Arena”: Where the majority of seasonal hours are scheduled.

~~3.7.~~3.6. “Non-resident”: Applicant or organization that reside or are based outside of Haldimand County.

~~3.8. “Not-for-Profit Organization”: Organizations who offer local community based activity or service locally and/or who are a registered charity or registered as a not-for-profit or a community group.~~

~~3.9. “Recreational Facilities”: Recreational facilities rented by Haldimand County. Referred to as the “facility” or “facilities”.~~

~~3.10.~~3.7. “Recreational Youth Group”: All other groups where the majority of participants are youth (17 and under). Applies only to Haldimand County residents.

~~3.11.~~3.8. “Regular User Sport Group”: Resident or non-resident sport organizations that rent facilities on a weekly basis for their applicable sport season.

~~3.12.~~3.9. “Resident”: Applicant or organization where the majority of its members reside that reside Haldimand County.

~~3.13.~~3.10. “Seasonal User Group”: Resident or non-resident applicants that rent facilities on a weekly basis for a season.

~~3.14.~~3.11. “Tournament/~~Carnival~~Special Event”: An event defined as one or more consecutive days.

~~3.15.~~3.12. “Youth Group”: Minor and Junior Sports organizations affiliated with a recognized resident sport association.

~~3.16.~~3.13. “Youth Skills Development Programs”: Commercial youth programs for minor sport skill development.

4. RESPONSIBILITIES

4.1. Haldimand County is responsible for calculating each regular user group’s ice allocation including figure skating, minor sports organizations (ringette, girl’s hockey and minor hockey), junior hockey, adult hockey and other structured leagues/organizations as ice time is requested, on an annual basis.

5. REFERENCES

5.1. Accountability and Transparency Policy No. 2007-05

5.2. Facility Booking and Ice Allocation Policy No. 2007-01

5.3. For the Sake of Sport Policy No. 2003-08

5.4. Parks and Recreation Ontario – Affordable Access Policy Framework

5.5. Parks and Recreation Ontario – Affordable Access Best Practices

Municipal Benchmarking – Facility Allocation Policies

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
CLS-LS-06-2007	28-May-07	28	25-Jun-07	805-07	Rescinded and replaced Haldimand County Policies No. 2004-01 and 2001-10
PED-COM-02-2012	5-Mar-12	2	19-Mar-12	45-12	Rescinded and replaced earlier version of policy approved in June, 2007
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	