



TOWNSHIP OF
WELLESLEY

ICE ALLOCATION POLICY

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RATIONALE:

Township of Wellesley owns and operates two ice surfaces for the Township of Wellesley Community use. For many years, the Township of Wellesley has allocated ice time in such a way as to promote and encourage participation in ice sports to the overall benefit of the community. This ice allocation policy provides Recreation staff with guidelines and procedures to ensure that this facilitative role is maintained, and that ice time is allocated according to fair and consistent practices.

1.0 DEFINITIONS

Minor Sport Organizations: (see subsection 8.3 for definitions)

In order to be considered a minor sport organization for the purposes of this policy, the following criteria must be met:

- Shall be a non-profit.
- Shall be guided by a constitution and by-laws and provide a copy to the Township of Wellesley.
- Hold general membership meetings at least once per annum and supply minutes to the satisfaction of the Township of Wellesley.
- Organization must be prepared to share financial reports including income statements and balance sheets and be able to supply them, if requested, to the Township of Wellesley. This request is per council for all groups who receive subsidized rates.
- Have an elected Board of Directors who serves without remuneration except for reasonable expenses incurred in the carrying out of their duties as Directors.
- Have majority of participants reside in the Township of Wellesley and surrounding area.
- Must be associated with a Minor Hockey Association (OMHA, OWHA and Skate Canada) and less than 21 years of age during designated minor ice times.
- Proof of Director and Participant Insurance

Prime Time:

Prime Time for the purposes of this policy is defined according to the table below and is generally considered to be time that is practical for children and youth to access.

Dates	Day	Times
Approximately September 1 to March 31	Monday – Friday	5:00pm to 11:00pm
	Saturday and Sunday	8:00 am to 10:00 pm

2.0 TOWNSHIP PROGRAMS

The Township of Wellesley reserves the right to allocate ice time to Township operated programs in order to serve neighborhood and community needs or for special events and activities that the Township deems is beneficial to the local community.

3.0 PRIORITY FOR WINTER PRIME TIME ICE

All Winter Prime Time Ice time shall be allocated to *Township* operated programs, eligible *Minor Sports Organizations* and adult or special needs groups that have rented ice time for at least two consecutive years except in the following situations:

- 3.1 Where the Minor Sports Groups/Organizations have demonstrated a need for an increase in ice allocation allotment. Priority consideration will be given to those minor groups and sporting organizations within the Township.
 - Twin Centre Minor Hockey Association
 - Twin Centre Hericanes
 - Wellesley Skating club
- 3.2 Where the Department determines that it is appropriate to provide ice time for a particular program because of a special need.
- 3.3 Junior teams representing Township of Wellesley shall be allocated ice time within the defined Prime Time based on one (three-hour) game and one (1½ -hour) practice times per week, on average.

4.0 JUNIOR TEAMS REPRESENTING TOWNSHIP OF WELLESLEY

Junior Teams representing Township of Wellesley do not have priority status over other minor ice users and shall be allocated time according to the overall interests of the community. It is recognized that special needs may arise due to playoff schedules and that Township will endeavor to accommodate needs so long as an unreasonable hardship is not imposed upon regular ice users.

5.0 NEW MINOR ORGANIZATIONS

New organizations may be included in the system, if it is demonstrated through a registration process that there are sufficient participants to qualify for ice time allocations and if there is surplus ice time available. The registration process must include the payment of a registration fee to the organization.

Accommodating new groups by reducing the number of hours available to existing groups will be considered only in cases where:

- 5.1 A program is being introduced that will provide service to a previously un-served segment of the population, or;
- 5.2 Where a new program is being introduced that is not available through an existing organization, or;
- 5.3 Where a program is being introduced that provides new or innovative features that are not otherwise available to the community.

Where new organizations are accommodated resulting in a reduction of hours available to existing organizations, all organizations including the new organization will absorb a proportionate portion of the reduction.

6.0 HISTORICAL PRECEDENT

It will be a principle of the allocation system to give **due consideration** to the allocation of ice according to previous years. Significant changes to previous year's ice shall be based on changes to registration levels, registration compositions or to emerging needs. This includes section 7.0 Tournaments/Special Events.

7.0 TOURNAMENTS/SPECIAL EVENTS

The Township of Wellesley recognizes the economic and community benefits that accrue from sport tourism initiatives. Tournaments and other competitions shall receive priority consideration for weekend use (Thursday/Friday through Sunday) at Township-owned facilities, according to the criteria below and subject to the limitations as listed below in subsection 7.2:

7.1 Priority

1. Historical Minor/Junior Sports Tournaments/Competitions
2. Historical Adult Tournaments/Competitions
3. Events of an International, National or Provincial Significance
4. New Minor Sports Events
5. New Community Sports Events
6. New Entrepreneurial Sports Events
7. Other Events

7.2 Booking/Returning Tournament Ice Time

An organization may book tournament ice as "firm" with the conditions in subsection 8.5 when returning non utilized ice.

Please be conscientious of your historical ice usage when booking ice for tournaments. This will assist you in reducing over booking or under booking ice.

7.3 Limitations

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The Township shall not endeavor to allocate tournaments or special events on three consecutive weekends during the winter season or more than 50% of the total number of weekends during the winter season. There shall be no limitations on special event use of the facility during the summer season.

Notwithstanding the limitations specified in subsection 7.3 or the priority criteria expressed in subsection 7.1, the Township recognizes that there will be occasions where high-profile events may require exemptions to the policy.

7.4 Adjustments to Tournament Times

Once the Township has confirmed tournament bookings, no expansion of the tournament schedule will be made except by the consent of rental groups who may be affected by the adjustments.

8.0 MINOR ICE ALLOCATION

8.1 Base Program Allocation:

If a significant increase in ice is requested the Director of Recreation will consider all adjustments to regular season allocations. A decision will be made accordingly and with the consultation of the affected groups.

Organizations may be required to provide detailed registration lists to the Recreation Department in order to confirm registration levels. Organizations should inform participants that the information provided to the organization might be shared with the Recreation Department. The Recreation Department will use the information for no other purposes than to confirm registration levels and to monitor registration trends.

Please refer to section 11.0 for ice/arena floor allocation deadlines.

8.2 Enhancement Program Allocation:

An organization may request additional prime time ice time for specialty programming (power skating, hockey development, goalie clinics, etc.). Ice time for specialty programming will be allocated only after base programming ice needs have been met and with the approval from the Director of Recreation. Registration must be available if requested. This is to ensure that the participants are part of the organization that is doing the special programming. If accepting participants from outside their organization, they will be required to pay full rates, and provide the appropriate proof of insurance.

8.3 Minor Program Definitions:

- **Hockey/Ringette Township Representative:** Teams comprised of players who have been selected by try out or draft and are based in a Township-wide organization that travels outside the Township for league play against teams that have been selected on a similar basis.
- **Hockey Development:** This is a program designed to improve the skill of hockey players and is available to the community at large. A player enrolled in hockey development can also be enrolled in other hockey/ringette categories.
- **Skating Instruction:** These are group instruction programs.
- **Competitive Skating:** Skaters who are participating in Skate Canada testing and who skate regularly in competitions.
- **Synchronized Skating:** A team of synchronized skaters that compete regularly.
- **Power Skating:** A program designed to improve the skating of hockey or ringette players and that is fully available to the community at large.
- **Goalie Clinic:** A program specifically designed to assist goaltenders to develop skills.

8.4 Minor Ice Distribution:

8.4.1 Weekend (Saturday and Sunday) to Weekday (Monday to Friday) Ice Distribution:

All organizations will share weekend and weekday ice.

8.5 Minor Ice – Returning Ice Time Not Utilized:

- 8.5.1 If, **prior** to the September deadline, an organization determines that it does not require its entire allocation, it may identify the number of surplus hours to the Township. The Township will then re- distribute the ice time among other users at its discretion.
- 8.5.2 Prime Time allocated ice that has been firmly booked by October 15 each year and that occurs up until the end of February each season may be returned but are subject to the conditions specified in subsections 8.5.3 and 8.5.4.
- 8.5.3 Any returned ice **3 weeks or greater** of the rental date after the September 15th deadline will be reimbursed in full as long as group has not paid that month's permit. If a payment was made, \$25.00 fee will apply. Ice returned **within 8 days to 3 weeks** of the rental date will be at a cost of \$25.00 per booking and if cancelled **within 7 days** of the rental date, \$102.00 will be applied. If the cancellation is due to weather and the inability to travel safely, **NO cancellation** fee will apply, but it will be the responsibility of the organization to relay the information to the Recreation Dept. at their earliest opportunity. If a cancellation results from elimination in playoffs, **NO cancellation** fee will apply but it will be the responsibility of the organization to relay the information to the Recreation Dept. at their earliest opportunity.
- 8.5.4 The organization may occasionally return booked ice to the Department by providing written notice but will be responsible to pay fees as stated in subsection 8.5.3 of the returned ice that is not rebooked by the Department. If the ice being returned is traditionally another user's ice that user will be given first right of refusal. If the ice is traditionally not occupied by any particular user, then emails will be sent to all organizations and the ice will be sold on a first come first serve basis.
- 8.5.5 An organization does not have the right to assign its facility permit or any of the allocated ice time or related facilities to another group or individual outside of their organization. The reselling of ice will solely be done through the Recreation Department.

8.6 Additional Ice/Ice for Non-eligible Organizations:

An organization wishing to contract ice time beyond allocated base needs or does not meet the eligibility requirements for consideration in the allocation process, may do so providing that surplus ice time is available.

Priority will be given to minor ice users.

9.0 SEASONAL ADULT ICE PERMITS

- 9.1 Priority is given to users who have held a seasonal permit the previous year**. The ownership of the permit may be transferred, providing the majority of the participants are the same as the previous year. Permits will be awarded on a first come first served basis to residents of the Township of Wellesley provided that written notice is received by the Recreation Scheduling Administrator. Request must be renewed each year. Residents will be given first right of refusal for ice to be rented. Non-Residents adult groups will be able to book ice after September 15th each year for the winter season.

****Due to the pandemic, the 2019-2020 season schedule will be considered as the previous year's usage.**

- 9.2 The Township reserves the right not to renew a permit at its discretion.
- 9.3 For evening permit renewals:
 - In the event that a permit is not renewed at a particular facility, the group that was contracted for the next latest ice time at the same facility will be given first right of refusal for the vacant ice time. This process will continue until all vacant ice time is filled. New users will then be permitted to book the remaining ice time.
 - **Exception:** The Township reserves the right to allocate the vacant ice time for a special need or program at its discretion.
- 9.4 Once a permit is signed, **3 weeks or greater** of the rental date after the September 15th deadline will be reimbursed in full as long as group has not paid that month's permit. If a payment was made,

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\$25.00 fee will apply. Ice returned **within 8 days to 3 weeks** of the rental date will be at a cost of \$25.00 per booking and if cancelled **within 7 days** of the rental date, \$102.00 will be applied. If the cancellation is due to weather and the inability to travel safely, **NO cancellation** fee will apply, but it will be the responsibility of the organization to relay the information to the Recreation Dept. at their earliest opportunity. If a cancellation results from elimination in playoffs, **NO cancellation** fee will apply but it will be the responsibility of the organization to relay the information to the Recreation Dept. at their earliest opportunity.

10.0 PAYMENT OF FEES

In order to maintain good standing, seasonal users must pay for their ice rentals before the end of their current month.

10.1 Seasonal users that have not paid ice time according to this schedule will have their ice time suspended until such time as their monthly payment is made. Suspended ice time must be paid for by the organization/individual in order to maintain good standing and not move to a pre-paid payment schedule. *(Example: October ice would have to be paid for by the second Friday of November)*

10.2 Casual users will be required to make payment prior to their rental time.

- Cancellation for Pay before you play plans: Once a permit is approved and paid, any returned ice **2 weeks or greater** of the rental date will be reimbursed in full less the \$25.00 administrative fee. Ice cancelled within **7 days** of the rental date regardless of full payment received, \$102.00 will be applied. If the cancellation is due to weather and the inability to travel safely, **NO cancellation** fee will apply, but it will be the responsibility of the organization to relay the information to the Recreation Dept. at their earliest opportunity. If a cancellation results from elimination in playoffs, **NO cancellation** fee will apply but it will be the responsibility of the organization to relay the information to the Recreation Dept. at their earliest opportunity. If proper notification is not given for playoff game cancellations, an administrative or cancellation fee may be applied.

10.3 If a special payment plan is required, a plan can be submitted in writing to the Recreation Scheduling Administrator for review with the Director of Recreation for approval.

10.4 At the end of your seasonal contract, all outstanding credits will be paid out via refund cheque or refund to credit card depending on method of original payment. Credits will **no longer** be carried over to the following season for any reason.

11.0 WINTER ICE ALLOCATION SCHEDULE (September 1 to Approximately March 31)

The normal date for submitting all winter ice placeholder requests, tournament requests, special ice requests, and registration information will be around July 15th, and in conjunction with the ice allocation meeting each year. The exception for any changes that may result from registration increases or decreases in the current year which can be firmed up by the September deadline. The Recreation Department will confirm allocated ice times back to the user by the Tuesday after Labour Day each year. This will be considered your allocated ice times. Non-Residents will be able to book remaining ice starting September 15th each year.

12.0 MINOR AND PERMIT HOLDERS BOOKING PROCEDURES

12.1 The Ice Convener or a designated alternate approved in writing by the user group from each Association or the private permit holder shall be **the only person recognized** to authorize bookings or changes to bookings. An updated list of approved booking agents shall be provided to the Recreation Scheduling Administrator with their designated role. Anyone not on the list, will be responsible for payment of the ice and providing or purchasing insurance. Additional members can be added to have the ability to view all permits such as treasurer or president for example

12.2 The Recreation Scheduling Administrator is the responsible party for the booking of permits. The Director of Recreation is the responsible party for all final authorization and allocation of all minor ice, junior ice, and adult permits.