



## Purpose:

This policy is intended to set guidelines for the effective and fair allocation of ice times at Zorra Township arenas, including the Embro Zorra Community Centre and the Thamesford District Recreation Centre. Ensuring that access to municipal facilities is determined by: a user groups service to the community, the groups ice needs along with financial viability of the facility.

## Definitions:

**Prime time Ice hours:** Monday to Friday 5pm to close; Saturday & Sunday 8am to close and all ice from March 31 to September 1.

**Non-Prime Ice Hours:** Monday to Friday before 5pm; Saturday & Sunday 6am to 8am from September 1 to March 31.

**Minor Sports Organization:** to be eligible for minor sports status groups must meet the following criteria:

- a) be a non-profit.
- b) be guided by a constitution and bylaws governed by a Board of Directors.
- c) actively providing a program of activities for children 19 years and younger.
- d) at least 40% of registrants that are 19 years and younger within the group must be residents of the Township of Zorra.

Included are the following groups:

- a) Embro Minor Hockey Association
- b) Thamesford Skating Club
- c) Thamesford Minor Hockey Association
- d) West Oxford Inferno Girls Hockey Association
- e) Zorra Skating Club

## Policy:

### 1.0. Administration

- 1.1. In the Township of Zorra, the Recreation Department has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization and participation patterns.
- 1.2. The Recreation Department is responsible for the implementation of this policy as outlined.

### 2.0. Ice Allocation Request Procedure

- 2.1. The Township may request group member information e.g. name, address or phone number, to determine the proper allocation of ice for. Failure to provide the registrant information in a timely manner, if requested, may result in loss of preferred times or the allocation of less than desired times.



- 2.2. By May 31 of each year, all potential users of either Zorra arena shall be required to submit their request for ice time to the Recreation & Facilities Manager using Ice Request Form. This request should include the users preferred ice schedule along with secondary preferences.
- 2.3. By June 15 of each year, a draft ice schedule will be forwarded to the user groups for comment. If there are conflicts regarding ice time(s) that cannot be resolved amicably, an ice allocation meeting with the effected user groups shall be held by the Recreation & Facilities manager to resolve conflicts
- 2.4. A final draft of the ice schedule will be sent to each user group by July 1 of each year.

### **3.0. Scheduling Structure**

- 3.1. Township of Zorra staff will allocate all ice in this order of preference:
  - a) Zorra Recreation Skating Programs
  - b) Minor Sports Organizations
  - c) Trojans Hockey Club
  - d) School Use
  - e) Returning groups/leagues
  - f) New users and any other request
- 3.2. Past years allocation will be evaluated and used only as a starting place to build the schedule. In a case where 100% of allocation is not possible, no one minor sports organization will be allocated more prime time ice proportionately than another minor sports organization.

### **4.0. Contract Ice Users**

- 4.1. All contract ice users must have their signed contracts returned to the Recreation Staff by Aug 1 of each year. Failure to do so may result in the loss of their preferred allocated time.

### **5.0. Ice Cancellations**

- 5.1. User group have until September 15 each season to submit, in writing, all required blackout dates to the Recreation and Facilities Manager. These times and dates will be removed from the group's contract at this time and the group not be charged for them. Users will be charged for all ice times on their signed contract after the September 15 deadline unless another renter can be found.
- 5.2. The Township of Zorra will when reasonable and agreeable to all parties effected, cancel ice or modify schedules to accommodate tournaments, competitions and special events. In the event of a cancellation the Township will provide a minimum of 30 days notice to the effected group's designated contact.

5.3. Any cancellations caused by storms, floods, power failures, acts of God or mechanical failure, will be considered unavoidable and the group/organization will not be charged for the cancellation. Nor will the Township be held responsible for any losses, whatsoever, arising from the cancellations for circumstances outlined in this section.

#### **6.0. Regular Season and Playoffs**

6.1. Regular ice season and schedules will run from October 1 to March 31.

6.2. From March 15 to the end of the season groups may return unneeded ice free of charge by providing written notice five days in advance. During this time the schedule may be modified to accommodate playoff hockey provided all effected groups agree to the modification.

#### **7.0. April Ice Requests**

7.1. Requests for April ice rentals will be considered if received in writing by September 15 for either of Zorra's arenas. Volume of April ice requests received will be considered against the financial implications of an extended ice season to determine if requests will be granted.

#### **8.0. Tournaments & Competitions**

8.1. Groups requesting to hold a tournament or competition outside their regular assigned ice schedule must make a request in writing to the Recreation & Facilities Manager outlining the required times before August 15. Competitions and Tournaments may result in a blackout dates to other users which will be identified in their ice contract at the beginning of the season.

#### **9.0. Outstanding Accounts**

9.1. Any user group or individual whose account with the Township remains past due at the time the final draft ice schedule is confirmed for the following season, will not receive any ice allocation time for the upcoming season.

#### **Next revision date:**

September 2024.

#### **Accessible Formats:**

If you require this document to be in an accessible format, please contact the Director of Corporate Services at [clerk@zorra.ca](mailto:clerk@zorra.ca) or 519-485-2490 ext. 7228.