

THE CORPORATION OF THE CITY OF WINDSOR

Service Area:		Policy No.:	
Department:	Recreation and Culture	Approval Date:	December 21, 2015
Division:	Arenas	Approved By:	B29-2015
		Effective Date:	December 21, 2015
Subject:	Ice Allocation Policy	Procedure Ref.:	Yes
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1. **POLICY**

1.1 This policy is to ensure the fair distribution of ice time amongst users of the City of Windsor Arenas.

2. **PURPOSE**

2.1 The goal of the policy is to establish a process for the development of the guidelines and formulas that would determine the priority and amount of prime ice hours each group would receive for a season.

3. **SCOPE**

3.1 This policy applies to all City of Windsor Arena ice users.

3.2 This policy will not apply to prime ice hours under the following circumstances:

- Agreements which have prime ice hour commitments (i.e. Windsor Spitfires, Windsor Express, University of Windsor, etc...)
- Council approved Major Events which have prime ice hour commitments (i.e. FINA, CARHA, etc...)

4. **RESPONSIBILITY**

4.1 The CAO will support the Ice Allocation Policy and its implementation

4.2 The Community Development and Health Commissioner will support the Ice Allocation Policy and mediate any disputes regarding its implementation, should any arise

4.3 The Executive Director of Recreation and Culture:

- 4.3.1 Is responsible to direct a review of this policy annually.
- 4.3.2 Shall carry out the role as decision maker under this policy in good faith and in a timely and expeditious manner.

4.4 Manager of Arenas

- 4.4.1 Is responsible for meeting with the Ice Allocation Association Members semi annually to review, clarify and update the Ice Allocation rules
- 4.4.2 On an annual basis in August, the Manager ensures the Ice Allocation process occurs and ice time is allocated to each association for the upcoming season. Following the meeting, the manager ensures that the final permits are sent to all users.
- 4.4.3 Will be responsible for implementing the policy and providing suggestions in revising the guidelines as required

4.5 The Manager of Arenas and Supervisors of each Arena shall ensure that all employees who are directly involved with ice bookings are aware of this policy

4.6 Each applicable employee is expected to adhere to the policy

5. **GOVERNING RULES AND REGULATIONS**

5.1 ICE ALLOCATION MEMBERS

The City of Windsor's Ice Allocation Association Members are comprised of City of Windsor Manager of Arenas and a representative from each group of ice users that rent a minimum of 5 hours of ice per week. The groups that chose to be part of the Ice Allocation Members in conjunction with the City of Windsor developed the Ice Allocation Guidelines which govern this policy.

5.2 ICE ALLOCATION FORMULA

The primary rule in ice allocation is that each group will receive the ice times they had the previous year given their registration numbers or number of teams does not decrease. To ensure fairness a formula factor was developed and agreed upon by the Ice Allocation Association Members for each type of ice users (i.e. House league, Travel, Non-Competitive Skater, Power Skater, etc...) that determines the minimum amount of ice time that should be allotted to each user group.

6. **RECORDS, FORMS AND ATTACHMENTS**

- 6.1 Ice permits will be filed and retained by the Arenas Division.
- 6.2 Ice Allocation Guidelines