



Purpose:

To define the process for allocating and managing ice resources in a fair and equitable manner and to optimize the usage and programming of prime-time ice in a way that reflects municipal directives, minimizes risk, and benefits the whole community.

Definitions:

Equity-Deserving Groups shall mean groups of people who have been historically disadvantaged and underrepresented.

Ice Hour shall mean a one (1) hour block of ice time shall be defined as fifty (50) minutes of ice time play. The remaining ten (10) minutes of time shall be utilized by facility operations staff for ice maintenance purposes.

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 youth 19 years and younger.
- d) at least 40% of registrants must be residents of the Township of Zorra or within reasonable percentage for minor local organizations servicing equity-deserving groups (ie. girls' hockey) or providing unmet community needs (ie. para ice hockey)

Included are the following groups:

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

Municipal Groups shall mean groups whose participants are comprised of more than 75% Zorra Township residents.

Non-Municipal Groups shall mean groups whose participants are comprised of less than 75% Zorra Township residents.

Non-Prime Ice Hours shall mean Monday to Friday before 5pm.

Prime time Ice hours shall mean Monday to Friday 5pm to close; Saturday & Sunday 8am to close and all ice from September 1 to April 30.

Zorra Recreation Skating Programs shall mean the Township ensures residents have low-cost access to recreational skating opportunities through drop-in programs that are open to the public (ie. public skate, adult skate, parent & tot skate and shinny).

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. Unused booked time will be tracked by township staff. Groups who average two (2) or more unused booked ice times per month from the start of the season will not have priority access to this timeslot in future allocations.
- 1.2. The Recreation Department is responsible for the implementation of this policy as outlined.

2.0. Residency Requirements

- 2.1. The Township recognizes the tax-based contribution provided by its residents toward the development and operation of recreation and sport facilities and recognizes that residents will receive priority over non-residents in the allocation of facility time.
- 2.2. On an annual basis, registration data from the prior season of play shall accompany all ice allocation requests. Registration information must be supplied, in an approved format (age category and full address including postal code), by all Minor Sport Organizations and Contract Ice Users. Failure to provide the registrant information in a timely manner may result in loss of preferred times or the allocation of less than desired times.
- 2.3. The Recreation and Management Department will use the information for no other purposes than to confirm registration levels and to monitor registration trends.
- 2.4. As a recognized community asset, the Thamesford Trojans Junior C hockey team is granted priority ice time, despite not being local to the Township.

3.0. Ice Allocation – Historical Precedent

- 3.1. It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and need

4.0. Ice Allocation Request Procedure

*or closest business date to the dates outlined throughout the policy

- **May 31st** – Ice Request Form to be completed and submitted by all groups prior to this date.
- **June 15th** – Draft ice schedule will be distributed to groups.
- **June 20th** - Ice allocation meeting to review draft ice allocation, seek efficiencies with the schedule and allow for ice time swaps/trades.
- **July 1st** – Final ice schedule will be sent to each user group.
- **August 1st** – Rental contracts detailing their respective approved ice time(s).



- **August 15th** – Signed contracts due.
- **February 1st** – April ice allocation request form to be completed and submitted by groups
- **February 15th** – April Ice schedule will be sent to user group

4.1. Organizations may provide a maximum of two (2) individual contacts with the authority to book or amend a rental permit.

5.0. Scheduling Structure

5.1. Township of Zorra staff will allocate all ice in this order of preference:

- a) Zorra Recreation Skating Programs
- b) Minor Sports Organizations
- c) Thamesford Trojans
- d) School Use
- e) Municipal Groups
- f) Non-Municipal Groups

5.2. 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.

6.0. Conflict Resolution

6.1. The preliminary ice schedule will highlight any conflicts. Recreation Staff will inform affected groups and mediate to resolve them. If mediation fails, each group must submit a written rationale for their ice time needs. Recreation Staff will then evaluate factors such as fulfillment of ice requests, sport-specific requirements, historical allocation, and ice-time optimization when making their decision.

7.0. Ice Cancellations

7.1. User groups must submit blackout dates in writing to the Recreation and Facilities Manager by September 15 each season. These dates will be removed from the group's contract and not charged. After the deadline, the group will be charged for all ice times unless another renter is found.

7.2. The Township of Zorra may cancel or modify ice schedules for tournaments, competitions, and special events, when feasible and agreeable to all parties. A minimum of 30 days' notice will be given to the affected group's contact.

7.3. Cancellations by Zorra Township due to storms, floods, power failures, acts of God, or mechanical failure are unavoidable, and the group will not be charged.



8.0. Arena Schedule, Regular Season, and Playoffs

- 8.1. EZCC: Will be open early October to end of April
TDRC: Will be open early September to middle of April
- 8.2. Season user group contracts will run from September 8 (if September ice is requested/allocated) to March 31.
- 8.3. From March 15 to March 31, contract user 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. The Township reserves the right to reduce available ice blocks during this period to maximize scheduling efficiency. Ice cancellations between April 1 to facility closure are subject to the same conditions as 7.1.

9.0. Tournaments & Competitions

- 9.1. Groups requesting to hold a tournament or competition outside their regular assigned ice schedule must make a request in writing to the Recreation & Facilities Coordinator outlining the required times before August 15. Competitions and Tournaments may result in a blackout date to other users which will be identified in their ice contract at the beginning of the season.
- 9.2. Staff will objectively evaluate tournament and special event ice time requests, based on their past success, impact on the community, impact on departmental operations, existing schedules and resources, and availability of ice.

10.0. Outstanding Accounts

- 10.1. 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.

11.0. Insurance Requirements

- 11.1. All groups require proof of \$5 million dollars general liability insurance naming the "Township of Zorra" as an additional insured.

12.0. Last Minute Bookings

- 12.1. To optimize the utilization of ice-time the Township will permit last-minute bookings at a discounted rate when the facility is open, and the available ice is not booked. Last-minute bookings will only be accepted under 48 hours before the scheduled time and are only available between 8:00 a.m. to 5:00 p.m. on weekdays.

Next revision date: (every five years)

June 2031.

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