



## APPENDIX B

# Proposed Ice Allocation Policy

## Draft – June 26, 2003

The objectives for the Vancouver Park Board's Ice Allocation Policy are:

- C to operate the ice services and facilities in an equitable, cost-effective and fiscally sustainable manner;
- C to balance local services and needs with those of the City as a whole;
- C to provide rink users and stakeholders the opportunity to influence policy implementation;
- C to meet current and future demands for both organized and casual participants.

These objectives are in alignment with the Service Delivery, Strategic Alliances and Sustainability initiatives as outlined in the Park Board's Strategic Plan.

### GUIDING PRINCIPLES

The following principles served as the framework for developing the Allocation Policy and should continue to be considered when implementing and/or interpreting the various policy statements:

**Access and Equity:** policy to ensure fair and equitable access to ice in terms of allocation as well as in the application of fees and charges.

**Efficiency:** given the limited supply of ice, policy to ensure the effective and efficient use of facilities, both in terms of time and space.

**Diversity:** policy to provide for a wide range of opportunities (balanced program).

**Youth Sport Development:** in recognition of the role municipal rinks play in the development of minor sport, special consideration to be given to accommodating youth activities.

**Partnership:** policy to recognize the importance of partnerships in the delivery of rink based activities (minor sport and community associations).

**Financial Sustainability:** fee and charges structure must be within the financial limitations of the Park Board.

It is recognized that resident and user group ice “needs” and/or “demands” may change over time, thus the Ice Allocation Policy requires periodic review and updating. It is recommended that Ice Allocation Committees be involved in this process.

## **ICE ALLOCATION COMMITTEES**

Two ice allocation committees consisting of management staff, recreation programmers, community association representatives and a cross section of rink user groups are to implement the Park Board’s ice allocation policies:

West:	Kerrisdale, Kitsilano, Riley and Sunset
East:	Killarney and Trout Lake (possibly Britannia, Agrodome and West End)

The ice allocation committees operate under a consensus model with membership, composition, organizational structure outlined in a terms of reference.

## **PRIORITY FOR ICE ALLOCATION**

The priority for ice allocation is:

First Priority	Public Skating and Programs
Second Priority	Minor Sport/Children and Youth Programs
Third Priority	Adult Sport Groups
Fourth Priority	Commercial Groups

Allocated ice can only be used for intended purpose – i.e., ice allocated for minor hockey can only be used for minor hockey games or practices.

Definitions:

### **Public Skating and Programs**

Public programs are either drop-in skate programs (parent & tot, family, adult drop-in hockey) or learn to skate programs which are open to the public or targeted group. These programs can be offered by either the Park Board or a Community Association.

### **Minor Sport/Children and Youth Programs**

Children and youth programming includes minor sport activities and school programs organized primarily for children residing in Vancouver. User groups must have 80% of membership under 19 years of age to qualify as a youth group. In addition, participation in the group or association must be open to the general population.

## Adult Sport Groups

Adult sport groups are groups with members over the age of 18 years or groups which participate in adult sport leagues.

## Commercial Groups

Rental groups which operate on a for-profit basis.

## ICE ALLOCATION ENTITLEMENTS

Ice entitlements are formulas used to allocate the ice time required to meet the basic requirements for an activity. Entitlements are expressed through a ratio of ice time per team or number of skaters and differ based on a sport's activity requirements and caliber/level of play.

### ICE ENTITLEMENTS BY SPORT

Sport	Allocation	Definition
Minor Hockey  Hockey 1 to 4 Atom Pee Wee Bantam to Juvenile Rep - Atom/Pee Wee Rep – Bantam Rep - Midget	  1.00 hour per week per team 1.75 hours per week per team 2.25 hours per week per team 2.75 hours per week per team 2.50 hours per week per team 2.75 hours per week per team 2.75 hours per week per team	  Team defined as 14 players as registered with Pacific Coast Minor Hockey Association.
Figure Skating	1.00 hour per week per 14 skaters	Skaters registered with Skate Canada
Ringette  Bunnies Novice to Petit Tween to Open	  1.00 hour per week per team 1.25 hours per week per team 1.625 hours per week per team	  Team defined as 11 to 14 players as registered with Ringette BC.
Speed Skating	1.00 hour per week per 14 skaters	Skaters registered with Sport Governing Organization
Women's Hockey  Girls Hockey	  0.75 hours per week per team for adult groups Same allocation ratios as per minor hockey divisions	  Girls Hockey - Teams defined as 14 players as registered with Pacific Coast Minor Hockey Association

Note: 1. Allocations to include all ice cleans required during block booking of ice time.

2. Entitlements will be based on team/skater registration for applicable session of play – i.e., fall/winter (participate between September to March) or spring/summer (participate between April and August).

Ice time entitlements to groups which are eligible for subsidized ice time will include ice time at Park Board facilities as well as ice time at Britannia and Agrodome rinks (at subsidized rates).

### Prime and Non Prime Allocation

To ensure a fair and equitable distribution of ice times, a proportion of a group's entitlement will be at non prime time (10% at minimum).

Allocations beyond a sport's entitlement will be at non prime time.

Programs for younger children to receive priority over older youth and adults when allocating weekday early evening ice time.

Groups may be allocated additional time beyond the entitlement at non prime time if this time is available.

Groups are responsible for the distribution of ice time to teams or members.

## **PROCESSING OF ICE ALLOCATIONS**

### Deadlines for Application

Fall/Winter Session:

Applications for fall/winter ice must be received by June 1<sup>st</sup> of the current year; the committee will allocate fall/winter ice by July 1<sup>st</sup> of the current year.

Spring/Summer Session:

Applications for spring/summer ice must be received by January 15<sup>th</sup> of the current year; the committee will allocate spring/summer ice by February 15<sup>th</sup> of the current year.

Applications received after these deadlines will be processed on a first-come first served basis. These applications will only be considered after those applications received prior to the deadline have been allocated ice time as per their entitlement.

### Processing Priority

The priority for processing ice time requests is:

1<sup>st</sup> Renewal: existing user requests are reviewed and approved annually based on the ice entitlement - allocation policy.

2<sup>nd</sup> Increased Ice: existing users request for increased ice time will be considered only if ice is available and demand can be demonstrated.

3<sup>rd</sup> New: Requests only considered if ice is available and demand can be demonstrated.

### Tournaments and Special Events

Ice allocation committees are to advise the Park Board with regard to the scheduling of tournaments and special events. The review will focus on the impact the event will have on existing ice users as well as the event's financial impact on rink operations.

### Cancellations and Refunds

Rental groups are required to give two weeks notice in order to receive a refund. No groups are permitted to sublease their ice time (violates insurance coverage) and unused ice reverts back to the Park Board.

The Vancouver Park Board reserves the right to cancel programs of user groups for special city-wide events and/or building maintenance. When this occurs, the Board will attempt to provide alternate accommodation. In all cases substantial notice should be given to Community Associations and to field staff.

### **ALLOCATION OF FREE ICE TIME**

The allocation of free ice time is granted under the following criteria:

- economic need;
- community benefit;
- fund-raising opportunities.

The granting of free ice is subject to the District Recreation Manager's approval.

### **SPRING/SUMMER ICE ALLOCATION**

Priority for ice allocation during the spring/summer months will follow the fall/winter criteria although priority will be given to accommodating city-wide rather than local users needs.

The Park Board will annually conduct a cost/benefit analysis for the provision of ice facilities during the spring-summer months. The number of ice surfaces provided will reflect demand, revenue generation and cost of operation during this period.

### **ANTI VIOLENCE POLICY**

All minor sport user groups of Park Board facilities are encouraged to adopt an anti violence policy as per Sport BC's Sportsafe program.

## **INSURANCE REQUIREMENTS**

Rental groups must obtain Comprehensive General Liability Insurance protecting the City of Vancouver, Vancouver Board of Parks and Recreation and the Vancouver Police Board against liability for bodily injury, death or property damage, arising out of the activity. The minimum limits shall be \$ 2,000,000 inclusive per occurrence, maximum deductible \$ 500 per occurrence, with a cross liability clause. Acceptable proof of insurance must be received by the Board of Parks and Recreation prior to the use of any facilities covered under the rental agreement.

Note: the foregoing satisfies the City's minimum insurance requirements – the City does not warrant that this insurance is adequate for the rental group's needs.

**To be determined in the Fall and incorporated into the Ice Allocation Policy:**

**Designation of Prime and Non Prime Time as per the Fees and Charges Review.**