

## Attachment B. Current Arena Usage Policy

### City of Moose Jaw ARENA USAGE POLICY



<b>POLICY:</b>	<i>Arena Usage Policy</i>	<b>POLICY NO.:</b>	<i>PR-001-2020POY</i>
<b>POLICY Owner</b>	<i>Department of Parks and Recreation</i>	<b>Approved on:</b>	<i>October 5, 2020</i>
<b>Approved by:</b>	<i>City Council Resolution #2020-10-05-373a</i>	<b>Effective Date:</b>	<i>October 13, 2020</i>
<b>Last Reviewed:</b>	<i>June 11, 2018</i>	<b>Next Review:</b>	<i>February each year</i>

#### 1. Policy Statement

In accordance with Bylaw #5374, the Parks and Recreation and Facilities Advisory Committee shall recommend to City Council, policies, rules, and regulations concerning the use of lands set aside of parks, cemeteries, or recreation purposes.

Arena usage and scheduling is prepared by the Parks and Recreation Department in accordance with the policies recommended to and set by City Council.

#### 2. Definitions

- 2.1 Department  
City of Moose Jaw Parks & Recreation Department Staff.
- 2.2 Arena Ice  
Surface during the winter season from September to March for hockey, speedskating and figure skating.
- 2.3 Arena Sport Court  
Surface during spring and summer from April to August for lacrosse, inline and pickleball.
- 2.4 Special Event  
An event where multiple participants are brought together to watch or participate, occurring for a limited or fixed duration that impacts the community.
- 2.5 Minor Organization  
An organization having all their participants eighteen (18) years of age or under as of December 31, of the current season. Coaches and instructors may be adults.
- 2.6 Pre-empted Time  
Ice time that has been removed from the regular user's schedule and used by another user for a special event.
- 2.7 Provincial Sport Governing Body  
Provincial organizations that foster, develop, promote, and regulate the playing and officiating of their sport.
- 2.8 Flood Credit  
Fifteen (15) minute invoice credit given to users booking four (4) consecutive hours of ice.

### 3. Scheduling and Annual Timelines

#### 3.1 Arena Seasons

Ice season availability will be:

- **Bert Hunt – Beginning of October to Mid-March**
- **Wally Boshuck – Mid-October to Mid-March**
- **Kinsmen Arena – Mid-September to End of March**

The Kinsmen Arena September schedule is not considered part of the regular season and prime time rates apply.

Sport Court availability will be:

- **Kinsmen Arena – Mid-April to Mid-August**

#### 3.2 Notification of Requests

The Department will ensure all groups and individuals who had ice time and sport court time in previous years are notified by email of deadlines. Deadline for applications shall also be published at [www.moosejaw.ca](http://www.moosejaw.ca). Applications received after the deadline will be processed on a first come, first-serve basis.

#### 3.3 Ice Allocation Timelines

##### **January**

The Department will advertise the ice request deadlines for the upcoming season on the City of Moose Jaw website and in City facilities. The Department will also email the Ice Application Information Packages to current ice users which includes the following:

- Special events, September & regular season requests.
- Previous year's ice allocation.
- Rental Rates for the upcoming season.

##### **April 15**

Deadline for groups to submit ice requests and special events dates for the upcoming season.

##### **April 16 – June 14**

The Department will prepare schedules for the ice arenas as per the Arena Usage Policy.

##### **June 15**

The Department will distribute the following ice allocations for the upcoming season to user groups.

- September ice
- Regular season ice
- March 16 – 31 ice
- Preliminary special event schedule

Where applicable, the ice will be allotted based on the user groups previous year's registration numbers. The Department has the right to re-allocate ice time if there are any large changes in registration numbers.

### **August – Third Week**

The Department will organize a meeting with user groups to review the process of returning ice.

### **September 1**

Deadline to return ice. Organizations may return a maximum of 50% of their unused overall ice allocation prior to September 1.

All ice must be returned in bookable time slots.

### **September 15**

The Department will schedule a meeting to review special event dates and to confirm make-up dates for user groups impacted by these special events.

## 3.4 Sport Court Allocation Timelines

### **February 1**

The Department will advertise the ice request deadlines for the upcoming season on the City of Moose Jaw website and in City facilities. The Department will also email the Ice Application Information Packages to current users which includes the following:

- Special events & regular season requests.
- Previous year's allocation.
- Rental Rates for the upcoming season.

### **February 28**

Deadline for groups to submit sport court requests and special events dates for the upcoming season.

### **March**

The Department will prepare weekly schedules for the ice sport court as per the Arena Usage Policy and will determine the timelines for the installation of the sport court.

### **April 1**

Deadline for user groups to return any regular times for the upcoming season.

## 3.5 Holidays

Groups will not be scheduled on December 24, 25, 26, 31, January 1, Good Friday, July 1, and Saskatchewan Day.

## 3.4 Minimum Booking Length

All regular bookings must be a minimum of sixty (60) minutes long. Rush ice bookings must be a minimum of thirty (30) minutes.

#### **4. Programming Priority**

##### **4.1 Ice Booking Priority**

Ice programming schedules will be prioritized as follows:

##### **City Sponsored**

Programs directly sponsored by the Department shall have priority in all arenas.

##### **School Sponsored**

Local School Division sponsored programs will have priority at the Kinsmen Arena between 9:15 a.m. to 11:45 a.m. and 1:15 p.m. to 4:00 p.m. on school days.

##### **Public Skating**

Public Skating will be scheduled a minimum of seven (7) hours per week in total. This will include one (1) hour of adult public skating and one (1) weekday afternoon public skating session.

##### **Minor Organizations**

All ice time designated for Minor Organizations will be assigned directly through their designated ice co-ordinator.

Minor rental rates only apply during the regular ice season during the following times:

- Weekdays 9:00 a.m. to 11:00 p.m.
- Weekends 8:00 a.m. to 11:00 p.m.

##### **Minor Teams / Individuals / Adult Activities**

Individual minor teams may rent ice time if it becomes available and will prepay at the individual minor group rate.

Adult rentals should not be regularly scheduled before a minor organization during weekdays.

##### **4.2 Sport Court Booking Priority**

Sport Court programming schedules will be prioritized as follows:

- a) Groups that have booked the sport court in previous seasons will be given the option to book similar times.
- b) Groups that have booked the floor in past season(s) will be given the option to expand their program.
- c) New groups.

At all times, the Parks and Recreation Department reserves the right to amend an organization's request to facilitate a more efficient schedule.

Adult rentals on the Sport Court should be scheduled to end the day's activities. At no time should a minor organization be regularly scheduled after an adult weekday activity.

#### 4.3 Subletting

Organizations are not allowed to sublet their scheduled time. Minor users are permitted to change or trade scheduled time with other minor groups provided they immediately inform the Department of their intentions.

#### 4.4 Unused Ice and Floor Time

When an organization or individual does not show up for a scheduled time and the facility sits idle, the organization will be billed at the unused booking rate for all unused time. The Department will investigate any extenuating circumstances before applying the rate.

### **5. Special Events**

#### 5.1 Special Events

All organizations regularly utilizing the Kinsmen Arena and Pla-Mor Palace shall be permitted to hold special events utilizing any portion of the three (3) ice surfaces. All special events will be confirmed in the ice allocation process.

A provincial or national special event can be submitted with an ice application and will be reviewed for approval by the Department.

If a special event is cancelled, the Department shall be notified immediately. Ice must be first offered back to the regularly scheduled ice users and any remaining ice will remain the responsibility of the special event user.

#### 5.2 Hours of Events

It is recognized that special events may be outside regular schedules. It is the responsibility of the user group to request approval for earlier or later hours of operation at least two (2) weeks prior to the event to appropriately schedule City staff. Every attempt will be made to accommodate these requests.

All pre-empted times due to special events are assessed the adult prime or non-prime time rates. If the ice time is traded, it will not be considered pre-empted time.

The user will be responsible to pay for all additional labour costs for any additional City staff or staff required outside of the normal scheduled hours to accommodate these events. This will be charged at the standard overtime rates as per the current CUPE Collective Agreement plus a 15% administrative fee.

### **6. Ice Allotment Guidelines**

#### 6.1 Percentage of Registrants

The ice allocated to minor organizations will be based on the previous year's registrations submitted to their Provincial Sport Governing Body for each organization. Where possible and if feasible, organizations will also be allotted their blocks of time based on

percentage of registrants. For example, if an organization has 70% of the total minor organizations' registrants, 70% of time between 4:00pm – 10:00pm will be allocated to that organization if possible.

#### 6.2 Moose Jaw Skating Club

Moose Jaw Skating Club shall be allotted a minimum of 25 hours/week, based on a percentage of registrants.

#### 6.3 Moose Jaw Kinsmen Speed Skating Club

The Kinsmen Speed Skating Club shall be assigned a minimum of 6.25 hours per week at Kinsmen Arena in a minimum of 2-hour blocks. Fifteen (15) minutes immediately before and immediately after their usage shall be set aside for the Club to set up and take down their mats at no charge.

#### 6.4 Moose Jaw Minor Hockey

Moose Jaw Minor Hockey will be allotted 95 hours of ice time per week.

#### 6.5 Other Users

For all organizations or teams not previously covered, they shall have their request dealt with utilizing the priority list on a first come first serve basis.

### **7. Rush Ice**

#### 7.1 Available Times

Rush ice will be available at the Kinsmen Arena, Monday to Friday between the hours of 9:00 a.m. and 4:00 p.m. based on availability.

Bookings must be a minimum of thirty (30) minutes with a maximum of six (6) participants on the ice.

#### 7.2 Rush Ice Rate

The Rush Ice Rate will be set the same as the hourly Early Morning Rate. Payment is required at the time of booking.

#### 7.3 Supervision

All minor participants must have an adult on the ice and the adult supervisor must have knowledge of the activity that the participants are performing.

### **8. Ice Resurfacing**

#### 8.1 Procedures

To ensure the City provides safe, quality, and cost-effective arenas, it is recognized that proper time will be allocated to ensure regular ice maintenance resurfacing in all arenas. Floods requested during an organization's scheduled time will be provided

between regularly scheduled floods. In the event of a conflict, the priority of flooding at the Pla-Mor Palace will be the Department scheduled flood between each scheduled user groups.

At no time are any participants to be on the ice when ice resurfacing occurs.

Flood credits will be established in the Department's annual Rates and Fees Schedule.

## **9. Dressing Rooms**

### 9.1 Allocation

There will be two (2) dressing rooms per user group for each scheduled time. There will also be access to an additional room, referee or coaches' room if required. These rooms are available to the user groups one hour prior to each booking and half hour following the booking.

### 9.1 Cleanliness

Users are required to clean dressing rooms after use by picking up any garbage, tape, or other items off the floors, so it is ready for the next group.

## **10. User Responsibilities**

### 10.1 Damages to Property or Equipment

It is the responsibility of each user group to ensure that appropriate supervision is provided for all participants and users under their programs while utilizing these facilities. All vandalism, damages and/or excessive cleanliness issues found during or after use may result in the following:

- Removal or suspension from the facility.
- Financial penalty/ actual replacement/repair costs plus administration charge billed to contract user.
- Cancellation of current and future rental contracts.
- Criminal charges as deemed necessary by the City of Moose Jaw Police.

### 10.2 Signage

The Department will provide signage in each arena to reflect current safety practices and Department contact information.

### 10.3 Insurance

All organizations sanctioned with a sport governing body and all special event organizers are required to keep in full force and effect a 5 Million Commercial General Liability insurance policy with the City of Moose Jaw listed as an additional insured and provisions that the City will be notified in writing of cancellations or changes to the policy at least thirty (30) days prior to such cancellation or change.

All non-sanctioned individuals and teams are responsible for obtaining their own Commercial General Liability insurance policy in respect to their usage and activities.

## **11. Annual Policy Review**

### 11.1 Timelines

#### **December 15**

Deadline for public and user group feedback for the annual Arena Usage Policy Review.

#### **January**

Parks, Recreation and Facilities Advisory Committee reviews feedback received on the Arena Usage Policy and makes recommendations to City Council if necessary.

#### **February**

City Council considers the recommendations of the Parks, Recreation and Facilities Advisory Committee and policy changes are implemented immediately after the amended policy is adopted.

## **12. Rates and Fees Review**

### 12.1 Timelines

#### **August**

The Department conducts a review of arena rates and fees and prepares a report with recommendations on fee increases to the Parks, Recreation and Facilities Advisory Committee.

#### **September**

The Parks, Recreation and Facilities Advisory Committee reviews the report and makes a recommendation to City Council.

#### **October - December**

The rates and fees schedule for the following season is approved and adopted by City Council as part of the annual budget deliberations.

#### **January**

The Department informs users of the rates and fees for the upcoming season in the application package. New rates are also posted on the City website.

**APPROVED**

**City Manager's Signature:**

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