

**Policy Title: Arena Ice/Floor Allocation**

**Policy Number: 08-03-03**

Section:	<b>Community Services</b>	Subsection:	<b>Recreation</b>
Effective Date:	<b>April 18, 2018</b>	Last Review Date:	<b>April, 2018</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Sports Unit, Recreation Division, Community Services Department</b>		

## Policy Statement

The City of Mississauga is committed to meeting the community’s recreational needs in a fiscally responsible manner through a comprehensive arena ice/floor allocation policy.

## Purpose

The purpose of this policy is to ensure a fair, transparent and equitable allocation process for City arenas, while ensuring the effective and optimal use of City facilities, at the lowest possible cost to the taxpayer.

This policy outlines the standard ice allocations for each type of user group and the priorities which will be applied in the event of a conflict in ice time requests.

## Scope

This policy applies to all City of Mississauga arenas, excluding:

- Vic Johnson Arena (Streetsville)
- Hershey Centre Main Bowl, and
- All artificial outdoor City rinks

Reference to “ice” during the spring/summer season includes the rental of arena floor space where the ice has been temporarily removed.

## Definitions

For the purposes of this policy:

“Affiliated Sport Provider” means a Mississauga-based group sanctioned by the sport’s governing body which provides organized league-based sport activities and/or services primarily to youth (21 and under) and that have successfully been granted status as an Affiliated Provider in accordance with Corporate Policy and Procedure – Community Group Registry Program. School

groups qualify for the youth affiliate rate when activities are included in the course curriculum or where school representation is required.

“Base Allocation” means the annual number of hours per week calculated for an organization through the allocation formula.

“Championship” means a single sport event, with rights to the event held by the respective City, regional, provincial, national or international sport organization.

“City” means the Corporation of the City of Mississauga.

“Community Sport Provider” means a Mississauga-based sport group that delivers league-based programs and/or services that directly benefit Mississauga Residents and have successfully been granted status as a Community Sport Provider in accordance with Corporate Policy and Procedure – Community Group Registry Program.

“Educational Institutions” means schools within the Peel District School Board and Dufferin Peel Catholic District School Board.

“January Exam Period” means the weekday exam period for Educational Institutions in January of each calendar year.

“Junior Hockey” means any Junior A, Junior B or Junior C hockey team recognized by a sport governing body.

“Member” means each member of the Registered Group as determined by its governing documents, including by-laws, letters patent, articles of incorporation, constitution and/or operating guidelines.

“Mississauga Based Rep Organizations (GTHL)” means any “Rep” competitive Minor Hockey organization that resides in the City of Mississauga and provides a service to Mississauga Residents that is not offered through City programming or by Affiliated Sport Providers.

“Mississauga Resident” means anyone who lives permanently in Mississauga (temporary absences for reasons such as vacation do not affect resident status, as long as the resident’s principal address remains in Mississauga); a student who is registered in an educational institution in Mississauga and who lives and attends school in Mississauga for a period of at least eight months during the calendar year; or a non-resident who is the principal owner of a business in Mississauga and thereby pays Mississauga business taxes.

“Municipal Programs/Leagues” means recreation programs (e.g. Learn to Skate/Hockey; public access programs) and City-run recreation leagues offered by the City to provide an opportunity for community members to utilize City indoor recreation facilities.

“Non-Resident & Commercial” means organizations or individuals that book facilities with the intent of generating positive net income (profit); businesses providing recreational opportunities for their employees; or youth and adult user groups that are comprised of non-Mississauga Residents.

“Registered Group” means a not-for profit community group that has been approved for inclusion in the City’s Community Group Registry Program.

“Registered Participant” means an individual who is a participant or registrant in the programs and services of a Registered Group, free or paid, and not necessarily a Member of the Registered Group.

“Seasonal Ice Entitlement” means the total number of hours per week that an organization is entitled to, calculated by taking the organizations Base Allocation, combined with their participant registration trend over the past 3 years (+/- avg. %), in order to identify their total Seasonal Ice Entitlement.

“Special Event” means any prearranged, organized activity that will be planned by or facilitated with the support and expertise of City staff.

“Sports Unit” means the unit that is responsible for arena ice allocation within the Recreation Division, Community Services Department.

“Tournament” means an annual, single sport, non-Championship event arranged by local sports organizations.

## **Administration**

This policy is administered by the Sports Unit.

## **Residency**

Mississauga Residents must be guaranteed a fair opportunity to register, try-out and participate in Mississauga-based recreational and competitive programs. Membership for recreational (house league) players cannot be closed to Mississauga Residents prior to the start of the organization’s season or, for competitive players, before the end of try-outs if non-residents make up any portion of the membership. The level of play will be determined by the applicable organization and not by the City.

To ensure the sustainability of Mississauga based ice organizations, Affiliated Sport Providers that are allocated ice in accordance with this policy must maintain a minimum of 90% of the group's Members and Registered Participants as Mississauga Residents or meet the Registered Participant residency requirements approved annually by the Director, Recreation, Community Services Department.

### **Non-Resident Surcharge**

Affiliated Sport and Community Sport Providers having non-resident participants will be charged an annual non-resident surcharge in accordance with the Recreation Fees and Charges By-Law, as amended.

### **Allocation Priorities**

The City will allocate Fall/Winter seasonal contracts in the following order:

- Municipal Programs/Leagues
- Affiliated Sport Providers
- Educational Institutions (applicable Monday through Friday 6:00am - 4:00pm within school term)
- Community Sport Provider and Mississauga Based Rep Organizations (GTHL)
- Junior Hockey
- Mississauga Resident and non-sport related Community Group Registry Program organizations
- Non-Resident & Commercial

The City is committed to allocating up to 20% of overall prime time ice to Municipal Programs/ Leagues, with the remaining 80% allocated to the subsequent priority users for seasonal contracts. Allocation priority is determined as of the application deadline.

All outstanding debts to the City must be paid in full at the time of allocation, unless an agreement is reached with the City regarding the retirement of any debt.

These priorities will apply to all user groups Base Allocation only; once Base Allocation has been completed for all user groups any further requests must be submitted in writing to the Manager, Sports Unit for approval. Additional requested hours will be managed and assigned in a fair and equitable manner for all interested user groups, regardless of allocation priority position.

The City reserves the right to reduce, reassign or reallocate ice times as required on an annual basis in order to optimize facility utilization and improve arena operational efficiencies. When the demand for ice exceeds availability, ice required will be obtained from groups in reverse order on the 80% priority allocation above. Consideration will be provided for smaller organizations not able to sustain a reduction without seriously impacting their activities.

The Spring/Summer season is not subject to priority allocation, but will be allocated in accordance with the application deadlines communicated by the Sports Unit.

## Seasonal Information

### Seasons

- Fall/Winter – September 1 – April 30
- Spring/Summer – May 1 – August 31

### Prime Time Ice Classification

#### Fall/Winter

- Monday to Friday – 5:00pm –11:00pm
- Saturdays – 7:00am –7:00pm
- Sundays –7:00am –11:00pm

#### Spring/Summer

- Sunday to Friday – 6:00pm to11:00pm

### Seasonal Contract Length

Fall/Winter prime time seasonal contracts must run for a minimum of 26 consecutive weeks, including any weeks with exclusion dates, dependent on availability of ice.

Spring/Summer prime time seasonal contracts must run for a minimum of 12 consecutive weeks, including any weeks with exclusion dates, dependent on availability of ice.

### Seasonal Contract Timelines

#### Fall/Winter

- Applications accepted: February 1 – March 15
- Applications reviewed by City staff: March 16 – April 15
- Draft contracts sent to user groups by: May 15
- Signed Fall/Winter seasonal contracts due: June 1

Note: All contracts not firmed by the seasonal contract due date will be released and the ice time made available for reallocation.

### Affiliated Sport Providers Exception

- For the Fall/Winter season only, Affiliated Sport Providers will have the opportunity to return a maximum of 10% of the total hours of their seasonal contract(s) (excluding Tournaments, Championships and Special Events) by August 31
  - Example: If an Affiliated Sport Provider's total contracted hours for seasonal contracts is 100 hours, the organization can exclude up to 10 hours from their contract. These hours can be excluded from any day within the contract and in any half or full hour combination.

**Spring/Summer**

- Applications accepted: October 1 – November 15
- Applications reviewed by City staff: November 16 – December 31
- Draft contracts sent to user groups by: January 31
- Signed Spring/Summer Seasonal Contracts due: February 15

Note: All contracts not firmed by the seasonal contract due date will be released and the ice time made available for reallocation.

**Exclusion Dates**

All seasonal contracts will exclude the following dates:

- Labour Day Monday
- Thanksgiving Monday
- Christmas Eve
- Christmas Day
- Boxing Day
- New Year's Eve
- New Year's Day
- Family Day Monday
- Good Friday
- Victoria Day Monday
- Canada Day
- Civic Holiday (August) Monday

In addition to the above dates, seasonal contracts for Affiliated Sport Providers will exclude the following:

- Halloween (4:00pm -11:00pm)
- Christmas Period (December 27 to December 30)
- March Break (Saturday through following Sunday)
- January Exam Period (maximum of 50 hours) or up to a maximum of 5% of the total hours of Fall/Winter seasonal contract(s) (excluding Tournaments, Championships and Special Events)
  - Example: If an Affiliated Sport Providers total contracted hours for seasonal contracts is 100 hours, the organization can exclude up to 5 hours from their contract. These hours can be excluded from any day within the contract and in any half or full hour combination.

All exclusion dates need to be identified prior to the finalization or firming up of the contract, in accordance with the Seasonal Contract Timelines.

**Facility Management****Ice Hour**

The City will only book ice time in the following manner:

- 1 Hour Block(s) – i.e. 50 minutes of ice time use, plus 10 minutes of time for ice maintenance purposes by Facility Operations staff
- 1.5 Hour Block(s) – i.e. 80 minutes of ice time use, plus 10 minutes of time for ice maintenance purposes by Facility Operations staff

### Multi-Pad Facilities

Where there are two or more ice pads within the same municipal arena facility complex and those ice pads share an ice resurfacer:

- All rentals for the first ice pad shall commence on the hour or half hour mark, and
- All rentals for the second ice pad shall be offset by 15 minutes, commencing on the quarter or three-quarter hour mark

This will allow appropriate time for ice maintenance between ice pads that share an ice resurfacer, as well as avoid scheduling conflicts.

### Unforeseen Maintenance/Repair

The City will close any facility in the event of an unforeseen need for maintenance/repair. Notification of unplanned closures will be communicated as soon as possible to the permit holder directly and the ice time rescheduled if required.

## Seasonal Ice Entitlement

### Affiliated Sport Providers, Community Sport Providers & Mississauga Based Rep Organizations (GTHL)

The following process will be used to calculate the Seasonal Ice Entitlement for the above noted groups:

- Annual generation of Base Allocation through allocation formula, combined with
- 3-Year registration trend percentage (+/-)

### Allocation Formula

The City will calculate the Base Allocation for all ice users identified in the chart below:

HOCKEY		
Recreational – House League	Age Group	Hours Per Week Per Team (15 players/team)
MHL & MGHL	4 – 11 year olds	1.00 hour per team ( <i>shared practice &amp; game</i> )
MHL & MGHL	12 – 20 year olds	1.50 hours per team ( <i>full practice &amp; game</i> )
Competitive – Rep	Age Group	Hours Per Week Per Team (15 players/team)
MGHL 8 Novice (DS)	8 – 16 year olds	2.00 hours per team ( <i>1 hr. practice &amp; 1 hr. game</i> )

9/10 Atom (DS) 11/12 PeeWee (A,BB,B,DS) 13/14 Bantam (BB,B,DS) 15/16 Midget (B)		
<b>MGHL</b> 11/12 PeeWee (AA) 13/14 Bantam(AA,A) 15/16 Midget (AA,A,BB) 17/18 Intermediate (A)	11 – 18 year olds	2.50 hours per team (1 hr. practice & 1.5 hr. game)
<b>MGHL</b> 17/18 Intermediate (AA)	17 – 18 year olds	3.00 hours per team (1 hr. practice & 2 hr. game)
<b>MHL (A)</b> Minor Novice (7) Novice Gold (8) Minor Atom (9) Atom (10) Minor PeeWee (11) PeeWee (12) Minor Bantam (13) Bantam (14) Minor Midget (15) Midget (16 & 17) U-21	7 – 21 year olds	2.25 hours per team (1 hr. practice & 1.25 hr. game)
<b>GTHL (AA &amp; AAA)</b> Minor Atom (9) Atom (10) Minor PeeWee (11) PeeWee (12) Minor Bantam (13)	9 – 13 year olds	2.25 hours per team (1 hr. practice & 1.25 hr. game)
<b>GTHL (AA &amp; AAA)</b> Bantam (14) Minor Midget (15) Midget (16 & 17)	14 – 20 year olds	2.50 hours per team (1 hr. practice & 1.25 hr. game)
<b>RINGETTE</b>		
<b>Recreational – House League</b>	<b>Age Group</b>	<b>Hours Per Week Per Team (15 players/team)</b>
<b>MRA</b>	4 – 11 year olds	1.00 hour per team (shared practice & game)
<b>MRA</b>	12 – 20 year olds	1.50 hours per team (full practice & game)
<b>Competitive – Rep</b>	<b>Age Group</b>	<b>Hours Per Week Per Team (15 players/team)</b>
<b>MRA</b>	6 – 15 year olds	2.00 hours per team (1 hr. practice & 1 hr. game)



6/7 Bunnies 8/9 Novice 10,11 Petite 12,13 Tween 14,15 Junior		
<b>MRA</b> 16/17 Belle 19+ Open	16 – 21 year olds	2.50 hours per team ( <i>1 hr. practice &amp; 1.5 hr. game</i> )
<b>FIGURE SKATING</b>		
Categories	Hours per Week	
Preschool/Canskate	1 hour per week per 50 skaters	
Jr. A and Jr. B Pre-star Intermediate A & B Intermediate Development Star 1 and 2	1 hour per week per 10 skaters	
Senior Star 3	1 hour per week per 4 skaters	
Senior Senior Advanced Competitive Team	1 hour per week per 3 skaters	
Precision - Synchronized	2 hours per week per team	
Adult	1 hour per week per 20 skaters	

It may be necessary to adjust the allocation formula from time to time due to changing requirements within a sport(s) (e.g. Long Term Athlete Development standards.) The City will consult with user groups in advance. The Director, Recreation or his/her designate is authorized to approve agreed upon amendments.

## Registration Trend

Each organization's Base Allocation will be combined with their participant registration trend over the past 3 years (+/- avg. %) in order to identify their Seasonal Ice Entitlement. Seasonal Ice Entitlement will be adjusted to a minimum or maximum of 5% annually. Any change in ice Seasonal Ice Entitlement will be reviewed by the Sports Unit and the affected user group to identify agreeable hour(s) to be added or subtracted. This ensures optimized facility utilization and arena operation efficiency.

Example:

- If an organization's registration numbers have declined by a 2% average over the past 3 years, the organization's Seasonal Ice Entitlement will have 2% fewer hours than the Base Allocation

- If an organization's registration numbers have increased by an 8% average over the past 3 years, the organization's Seasonal Ice Entitlement will have 5% greater hours than the Base Allocation

### **Educational Institutions, Junior Hockey, Residents, Non-Resident & Commercial**

For all other priority users, ice entitlement will be allocated in accordance with the application deadlines communicated by the Sports Unit, based on the request of the user groups and availability of rental inventory. The City reserves the right to reduce, reassign or reallocate ice times as required on an annual basis in order to optimize facility utilization and improve arena operational efficiencies.

### **Rates and Fees**

Rental rates for all users will be subject to the rates approved in the Recreation Fees and Charges By-Law, as amended.

All hours (Seasonal Ice Entitlement hours or additional hours) secured by Affiliated Sport Providers, Community Sport Providers or Mississauga Based Rep Organizations (GTHL) will be charged at the group's corresponding rate (e.g. Affiliated Sport Provider = Affiliate Rate). In order to qualify, the contract must be under the organization's main account and paid for by that organization.

Individual teams from Affiliated Sport Providers, Community Sport Providers and Mississauga Based Rep Organizations (GTHL) securing supplemental ice time under the coach or manager's name and contact information will be charged the Resident Rate, in accordance with the Recreation Fees and Charges By-Law, as amended.

### **Tournaments, Championships and Special Events**

Tournament, Championship and Special Event requests will be allocated first, prior to creating seasonal ice contracts. The City recognizes the significant positive impacts that Tournaments, Championships and Special Events can provide to the community. The City reserves the right to add exclusion dates to any seasonal ice contracts in order to accommodate these types of events and minimize disruptions to regular programs and league play. Reasonable efforts will be made to accommodate the displaced ice time of seasonal contract holders, in accordance with the allocation priorities outlined in this policy.

Existing and new organizations (sports, recreation, non-sports or other) requesting Tournament, Championship and/or Special Event ice time must submit a request in writing to the attention of the Manager, Sports Unit no later than:

- December 1 for the following calendar Fall/Winter season, or
- June 1 for the following calendar year Spring/Summer season

A maximum of one Tournament, Championship or Special Event per organization per Fall/Winter Season will be considered. Any additional Tournament, Championship or Special Event requests by an organization will need to be achieved through using hours from the organizations' seasonal contracts.

Tournament, Championship and Special Event ice time requests will be evaluated based on historical success; impact on the community and departmental operations; existing schedules and resources; and availability of ice.

### **Pilot Programs/Emerging Sports**

Organizations interested in obtaining additional prime time ice for new initiatives in the form of a pilot project or to gauge interest in an emerging sport must request supplementary ice prior to program development. The group making the request must provide the Manager, Sports Unit with a proposal that includes the required hours of ice; a marketing plan; proposed fees; and a target audience.

Contracts for pilot projects/emerging sports will stipulate that the group may cancel their allocated ice with a minimum two weeks' written notice without penalty.

A program will only be considered a pilot project for the first two years of operation by the same organization.

### **Reselling Unused Seasonal Contract Ice**

The City of Mississauga is the sole permit authority for all ice times. The City must be aware of and able to control the intended use of all ice permitted within its facilities at all times.

If any person, organization, association or minor sports group transfers or sublets/sub-leases, or permits such transfer or sublet/sub-lease, of any ice allocation, in whole or in part, without Recreation Customer Service Centre approval, their facility rental contract shall be terminated without notice and the City shall refund the permit fee on a prorated basis.

Organizations will have the opportunity to resell unused ice through the Recreation Customer Service Centre booking office. A rebooking fee per transaction, in accordance with the Recreation Fees and Charges By-Law, as amended, will be charged to the team selling the ice if the City is successful in reselling it. The purchaser will pay the higher of the rate applicable to their organization or the rate the ice was originally booked at. The organization reselling the ice will be credited with the rate on their original contract, minus any administration/rebooking fee.

The resale or purchase of ice does not impact the calculation of ice allocation for future years.

## Cancellation Penalties

All ice contracts are subject to cancellation penalties, in accordance with Corporate Policy and Procedure – Payment and Refund of Facility Rental Fees and reflected on their facility rental contract.

## Revision History

Reference	Description
GC-137-96 - 1996 02 28	
October 12, 2011	Housekeeping – Volunteer policy renamed to Community Group Support Program GC-0592-2013 – 2013 10 30
April 18, 2018	Scheduled review. Admin revisions to reflect current practices and terminology.