



Ice Surfaces Allocation

Procedure No.: PS-REC-8	Council Resolution No.: N/A
Department: Recreation	Authority: Chief Administrative Officer
Effective Date: November 25, 2019	Revision Date: November 24, 2025
Review Date: December 2028	Repealed Date:
Supersedes: Ice Surfaces Allocation Policy 08/06/2009	
Related Policy No.: PS-REC-8	
Related Policy Name: Ice Surfaces Allocation	

1.0 PURPOSE

- 1.1 This procedure is intended to provide direction in implementing the Ice Surfaces Allocation Policy to balance ice time priorities, availability and user group objectives.

2.0 OPERATING GUIDELINES

- 2.1 Priority of Use Schedule – All existing Ice User groups will have priority over any "new" association that requests ice time. The Town recognizes User Groups' needs according to the following categories. All groups within a category have the same priority rating:
- 2.1.1 Youth Groups.
 - 2.1.2 Taber Minor Hockey Association/Golden Suns Athletic Association.
 - 2.1.3 Taber Figure Skating Club.
 - 2.1.4 School Groups.
 - 2.1.5 Adult Hockey Groups.
 - 2.1.6 Commercial Hockey League.
 - 2.1.7 Taber Fading Sons Hockey Club.
 - 2.1.8 Private Facility Rentals.
- 2.2 Ice User Group Input – Representatives from the ice user groups will be invited to Spring and Fall meetings for the following purposes:



- 2.2.1 To solicit feedback regarding arena operations;
 - 2.2.2 To identify one contact person from each organization who will represent that organization as "Ice Convener"; and,
 - 2.2.3 To request in writing, their organization's large and small ice requests for the upcoming season including practices, games and special events such as tournaments, carnivals, test days and skating competitions.
- 2.3 Definitions of Ice Season:
- 2.3.1 Large Ice:
 - 2.3.1.1 The large ice season will commence on the Monday following the Labor Day Monday;
 - 2.3.1.2 The large ice will close following operations on the fourth Sunday of March for the season; and,
 - 2.3.1.3 Consideration will be given to an extension of ice until March 31 of the following year if demands for ice cannot be met by the fourth Sunday of March. Notice must be given in writing of such requests by February 1 of that season.
 - 2.3.2 Small Ice:
 - 2.3.2.1 The small ice season will commence on the third Monday following the opening of the large ice arena;
 - 2.3.2.2 The small ice arena will close following operations on the third Sunday of March for that season; and,
 - 2.3.2.3 Consideration will be given to an extension of ice until March 31 of the following year if demands for ice cannot be met by the fourth Sunday of March. Notice must be given in writing of such requests by February 1 of that season.
 - 2.3.3 Prime Time Ice:
 - 2.3.3.1 Monday through Thursday 3:30 pm to 12:00 midnight;
Friday: 1:00 pm – 12:00 midnight;
Saturday 8:00 am- 12:00 midnight;
Sunday: 8:00 am – 12:00 midnight.
 - 2.3.4 Non-prime Time Ice:
 - 2.3.4.1 Monday through Thursday: 6:30 am to 3:30 pm.
Friday: 6:30 am – 1:00 pm.
- 2.4 Ice Allocation Guidelines:
- 2.4.1 Every reasonable effort will be made by the booking staff to allocate ice as equitably as possible under the following guidelines:
 - 2.4.1.1 Priority of use schedule;
 - 2.4.1.2 Prime time ice allocations;



2.4.1.3 Early morning ice availability; and,

2.4.1.4 Existing ice user groups will have priority over any new users or associations that requests ice times.

2.5 Bookings and Cancellations:

2.5.1 User groups must book their ice for September by August 1 of the upcoming season. Ice for the remainder of the year must be booked no later than September 15 of the current season. After these deadlines, remaining ice will be made available to Private Block Renters and then to other private renters.

2.5.2 All user groups, excluding individual private rentals, will be charged for all bookings requested from October 31 to February 28 of each ice season. There will be a one-time opportunity to turn back ice on December 1 for the remainder of the season. The Town of Taber will not accept any other turned back ice.

2.5.3 The user groups are responsible for usage and payment for all ice requested as a seasonal charge.

2.5.4 The Town of Taber will attempt to assist users with ice coverage provided that 14 days' notice is provided.

2.5.5 Three days' minimum notice must be provided for game schedule changes. This allows arena operators the ability to plan to meet the needs of the users with regards to dressing room allocations and floods.

2.5.6 User groups may not sell their ice allocations to other users. All changes made to the Allocation must be completed through the Town of Taber.

2.5.7 Unused ice as a result of a no show will be then charged to the group at the regular rate (applies to youth bookings).

2.5.8 Public Programming shall only be impacted to accommodate rentals that are of a Provincial (or higher) level or situations of an emergent nature.

2.6 Floods:

2.6.1 All 15-minute floods following the ice user group's rental will be chargeable to the user group at the rate charged for the rental.

2.7 Appeal Process:

2.7.1 In the event that a user group is not satisfied with their ice allocation through September 30 or for the entire season, the contact person for that group may take up their appeal in writing to the Director of Recreation within two weeks of distribution of the ice user schedule. The Director of Parks & Recreation will consider and respond in writing with a decision to the user group's appeal within three weekdays from the date the written appeal was presented. In reviewing the written

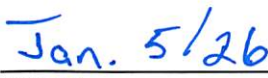


appeal, the Director of Parks & Recreation will consider the group's priorities and ice needs of all user groups.

- 2.7.2 Should the user group be dissatisfied with the decision of the Director of Parks & Recreation, the user group must provide written notice to the Town detailing their position and request the Town of Taber CAO consider their appeal. The CAO will consider the user group's appeal and the Town's Director of Parks & Recreation will provide the CAO's decision in writing to the user group. The CAO's decision will be final and binding.



CHIEF ADMINISTRATIVE OFFICER



DATE

