

Seguin Township Ice Allocation Policy



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Section 1: Introduction

1.1 Purpose

The goal of this policy is to ensure fair and equitable distribution of ice time in a way that maximizes facility use and benefits all residents. This includes establishing a transparent process, prioritizing community needs (especially youth sports), promoting diverse activities, and ensuring the efficient, safe, and fiscally responsible operation of the Humphrey Arena.

1.2 Ice Allocation Responsibility & Ice Facility Operations

The Community Services Department manages the annual allocation and distribution of ice based on population, registration, and participation patterns to optimize usage and reflect strategic goals. Arena staff are responsible for day-to-day operations and ensuring ice maintenance meets industry standards, prioritizing user safety. The Township acknowledges that cancellations or adjustments may occur in ice allocations to accommodate other approved community events. The policy will be reviewed annually and updated as necessary by the Community Services Department.

1.3 Definitions

Prime Hours / Non-Prime Hours:

Prime Hours: Monday–Friday 4:00 p.m.–11:00 p.m.; Saturday–Sunday 8:00 a.m.–10:00 p.m.

Non-Prime Hours: All other operating hours outside the Prime Hours window.

Note: Prime/Non-Prime designations are set by the Community Services Department and may be adjusted annually.

Resident / Local

- Resident: An individual whose primary residence is within the District of West Parry Sound.
- Local Organization: An organization based in the District of West Parry Sound that primarily serves local residents. For roster-based groups, “local” is defined as a majority of participants being residents.

Youth / Minor

- Youth/Minor: Participants 18 years of age and under. "18 and under" is determined as of December 31 of the current ice season unless a sport's governing body dictates otherwise.

Block User

- A group that books and uses a recurring weekly ice time for the full applicable seasonal commitment window (e.g., Fall/Winter 22–24 consecutive weeks; Spring 11–13 consecutive weeks; Summer minimum 7 consecutive weeks).

Occasional User

- An individual or group that books less than 15 total hours in a season (Fall/Winter, Spring, or Summer).

Tournament / Special Event

- A single- or multi-day event with a published schedule or format (e.g., round-robin, playoffs, showcases, holiday skates) that may require blocks of ice beyond a group's regular seasonal allocation and can displace typical week-to-week users. May be hosted by youth, adult, community, or third-party organizers (including for-profit, subject to review).

Grandfathering (Historical Use)

- Status granted to user groups that have held the same or substantially similar weekly ice time(s) for two or more consecutive seasons immediately prior to the current season.
- Not transferable between organizations or teams.
- Lapses if the group disbands or does not apply for ice in consecutive seasons; reapplicants are treated as new users.
- The Township may adjust grandfathered times to address facility closures/restrictions, operational efficiencies, resident demand, or minor sport requirements; staff will make reasonable efforts to offer equitable alternatives.

Section 2: Ice Allocation and Distribution

Key principles for ice time allocation include:

- Age
- Gender equality
- Residency
- Economic impact
- Revenue generation

- Number of hours requested
- Customer history
- Special events
- Extraordinary cases

Ice is allocated according to the following priority groups:

Priority #1: Township of Seguin Programs and Services

- Ensures access to recreational ice through various programs.
 - Programs include public skating, adult skates, and holiday events, organized based on resident demand.

Priority #2: Tournaments and Special Events

- Supports events like youth tournaments and special programs.
- Priority for youth recreational/developmental tournaments.
- For-profit tournaments require staff review and approval.

Priority #3: Minor Sporting Groups

- Focus on youth organizations (under 18) in the West Parry Sound Area.
 - Examples: Muskoka Rock Minor Hockey, Parry Sound Minor Hockey, Humphrey Figure Skating Club, Sunday Night Hockey.

Priority #4: Block Users

- Weekly users throughout the season
 - Examples: men's/women's hockey leagues.
- Grandfathered status maintains historical ice time for groups with two or more consecutive years of use.
- Township may reallocate if necessary for operational needs or to meet other requirements.
- Loss of grandfathered status occurs if not renewed consecutively.

Priority #5: Occasional and Individual Users

- Groups and individuals using ice less than 15 hours per season.
 - Examples: community groups, individuals seeking occasional recreational skating or hockey.

Priority #6: School Board

- School groups with joint-use agreements.

- Uses include physical education, team practices, or recreational skating.
- Rentals must occur Monday – Friday before 3pm, unless other rental times are available.

Section 3: Entitlement and Distribution

3.1 Ice Time Benchmarks

Benchmarks are used by municipalities to allocate ice time based on sport requirements and are expressed as a ratio of ice time per team or skater, varying by activity requirements and level of play. Seguin will provide ice-time benchmarks by sport/level on an annual basis.

3.2 Allocation Principles

- Weekly hours based on justified need.
- Youth recreational programs receive the largest block:
 - No start times past 9 PM for youth programs to ensure access for adults.
 - At least 70% of Prime Time shall be allocated to youth users each season; adults may access remaining Prime Time and Non-Prime.

3.3 Allocation Adjustments

- Organizations cannot exceed previous season hours without documented need.
- Allotment hours are subject to change each year based on requests.
- Adjustments may result in reduced hours or modified schedules.
- Where demand exceeds supply, resident/local users at or above the residency threshold receive priority for Prime Time. Rosters may be requested by the Township.

Section 4: Ice Allocation Commitment

4.1 Efforts and Obligations

The Township of Seguin aims to meet minimum ice hour requirements but is not obligated to do so.

- Additional requests from groups will be accommodated based on ice availability and demand.
- Consistency in scheduling from the previous season will be prioritized.
- Major schedule changes will not occur due to a single request.

4.2 Seasonal Commitment

- **Fall and Winter**
 - Bookings for 22-24 consecutive weeks from the day after Labour Day to March 31.
 - Exceptions to the 22-week minimum:
 - if replacement ice cannot be provided due to disruptions or closures.
 - On-ice camps/schools that concentrate a substantial number of ice hours into a shorter timeframe compared to a full season.
- **Spring**
 - Bookings for 11-13 consecutive weeks from April 1 to June 30.
 - Exceptions to the 11-week minimum:
 - if replacement ice cannot be provided due to disruptions or closures.
 - On-ice camps/schools that concentrate a substantial number of ice hours into a shorter timeframe compared to a full season.
- **Summer**
 - Minimum of 7 consecutive weeks from July 1 to just before Labour Day weekend.
 - Preference for users booking the entire summer season.
 - Exceptions to the 7-week minimum:
 - if replacement ice cannot be provided due to disruptions or closures.
 - On-ice camps/schools that concentrate a substantial number of ice hours into a shorter timeframe compared to a full season.

4.3 Occasional Users

Users unable to commit to the required weeks are considered occasional users.

4.4 Time Period Entitlements and Restrictions

- **Adult Users**
 - Ice time is generally not allocated before 9 p.m.
 - Exceptions for earlier times may occur if a grandfathered status applies.
 - The Township reserves the right to adjust schedules to prioritize youth requirements.
- **Exceptions**
 - May be granted if youth and Township recreational needs are fully met.
 - Additional ice may be allocated to adults if it is available and not required by youth.

4.5 Ice Time Requests

Deadlines for Ice Time Requests and Timing of Allocation for Seasonal Commitments of Block Users (Leagues, clubs, camps, etc.)

Season	Request Deadline	Allocation Date
Fall/Winter (Sept – March)	April 1	May 15
Spring (April – June)	October 1	November 1
Summer (July – August)	October 1	October 15

*Please note: Occasional Users will be allocated ice after seasonal commitments have been confirmed.

Allocation timing is a goal and may be subject to change by the Township.

Each user group will be provided with a rental agreement detailing their respective ice time(s). User groups are required to sign and return the rental permit acknowledging confirmation of their allocated ice time within 7 days of receiving signature request.

All user-groups wishing to cancel ice hours previously confirmed must do so as per the Ice Rental Cancellation Policy/Ice Rental Terms & Conditions document.

Note: No ice time shall be scheduled for a new ice season until all outstanding financial commitments have been paid in full.

Section 5: Conflict Resolution

In the event of a conflict over allocation, or where a group is interested in changing rental times, groups agree to attend a meeting arranged by staff to negotiate a compromise. In the event a compromise is not reached, the Township of Seguin's decision will stand. Consideration factors will include:

- User group historical ice allocation
- The degrees in which the user groups ice time requests have been met
- The age and residency of the user group as it relates to the period of ice time in conflict
- Sport(s) requirements of the groups involved. This would include requirements of governing sports bodies and logistics involved in the sport
- Other applicable Township of Seguin policies

Section 6: Processing and Management of Tournaments and Special Events

6.1 Purpose

The Township recognizes the significant positive impacts that tournaments, special events and championships can provide to the community and is committed to achieving a balance between recreational and tournament/special events throughout the year, including the summer ice season.

Consideration to schedule special events and tournaments:

- Events will be given dates as similar as possible to previous years.
- An existing group can ask for a different date for their event as long as that event does not conflict with another organization's event date.
- Staff will evaluate tournament requests based on the following criteria:
 - Impact on regularly scheduled resident user groups
 - Dates and times requested
 - Overall financial impact to arena operations
 - Economic development for the Township
 - Relationship to the Township

All criteria will be considered, but priority will be given to local organizations.

6.2 Diversity of New Users or Programs

The Township of Seguin will reasonably accommodate new users or programs to provide for unmet or emerging community needs while also meeting other criteria outlined in this policy.

The Township will recognize new organizations and/or emerging underrepresented recreation user groups and allocate ice time to enable these groups to establish their programs and services. The Township of Seguin values diversity and recognizes the value to the community in supporting such groups and opportunities. The Township will use unallocated ice first to meet the needs of a new applicant but reserves the right to reasonably reallocate hours from existing users, if warranted.

6.3 Changes to Signed Rental Agreement

The Township will make every effort to accommodate ice allocation requests in accordance with this policy. Users with overdue accounts may, at the discretion of the Township, have their ice time cancelled and/or lose their grandfathered status. Users must follow the policies outlined in the Ice Rental Terms and Conditions document and the Ice Rental Cancellation Policy document.

The Township of Seguin reserves the right to cancel ice rentals due to:

- holidays, safety concerns, mechanical breakdowns, weather conditions, or a significant event.

6.4 Transferred Ice/Ice Trades/Sub Leased Ice

The Township is the sole authority for all ice times. The practice of transferring, trading or sub-leasing ice between permit holders is NOT permitted unless the Township is contacted and can make the necessary changes to the rental agreement. It is recognized that last-minute changes to the intended use of the ice may occur under infrequent and unforeseen circumstances. The Township must be aware of and be able to control the intended use of all ice permitted within its facilities at all times.

6.5 Inclement Weather

There will be no charges to users if inclement weather occurs causing unsafe travel. Notifications about cancellations due to weather must be given to the Township within three hours prior to the rental.

The Township reserves the right to delay or cancel ice rentals during inclement weather and will inform users of any cancellations or delays concerning their ice rentals.

6.6 General Ice Management

- Assignment of ice time will be based on the previous year's actual registration figures for numbers of teams and/or participants
- To maintain efficient operations and to effectively schedule ice resurfacing, dressing room designations, etc., all user groups are required to provide arena staff with copies of their schedules for games and practices.
- The Township reserves the right to curfew any games, including tournament and playoff games, to maintain schedules. It is the responsibility of the user group to inform the staff of any special requirements regarding curfews at the time of booking ice.
- In the event a group is not utilizing the permitted facility ('no show') the Township of Seguin will issue a notice. Subsequent occurrences may result in reallocation of the booking slot to an alternative organization.

6.7 Signing of Ice Rental Agreement

- No person under the age of 18 shall be the signing authority of the Ice Rental Agreement.
- The individuals who use the facility will conduct their behavior in a positive fashion and be under the immediate supervision and control of the individual who undertakes the responsibility to rent the ice surface.
- The individual signing the Ice Rental Agreement accepts the applicable responsibility of communicating these terms to all persons involved with the user and/or the user's guests or opponents (if applicable).
- The individual signing on behalf of the team / organization must be confirmed authorized signing officers for said team / organization.

Section 7: Ice Rental Terms & Conditions

[Please refer to the Ice Rental Terms and Conditions document](#)



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