

Lacombe Ice Centre Policy Consolidation

Policy Number: 74/224.01 98
Adopted: June 22/98

11 Jul 1988 Resolution No. 88-305
23 Jan 1989 Resolution No. 89-051
29 May 1989 Resolution No. 89-263
12 Nov 1990 Resolution No. 90-542
28 Jan 1991 Resolution No. 91-030
23 Sep 1991 Resolution No. 91-436
05 Apr 1993 Resolution No. 93-165
31 May 1993 Resolution No. 93-276
14 Feb 1994 Resolution No. 94-064
25 Apr 1994 Resolution No. 94-218
14 Nov 1994 Resolution No. 94-569
08 May 1995 Resolution No. 95-227
24 Feb 1997 Resolution No. 97-066
22 June 1998 Resolution No. 98-237
26 May 2008 Resolution No. 08-146

Unless otherwise dated, all clauses were adopted 26 Aug 1985, Resolution No. 85-357.

In This Policy:

- a) "Council" shall refer to the Lacombe Town Council
- b) "Board" shall refer to the Lacombe and District Recreation Services Board
- c) "CSD" shall refer to the Community Services Director (26 May 2008 #08-146)
- d) "Supervisor" shall refer to the Parks and Facilities Supervisor
- e) "Office" shall refer to the Recreation Services Office

1. GENERAL POLICY

The Town of Lacombe and the Board will ensure that the arena is operated and maintained adequately for all activities and functions within.

Rationale of General Policy

The purpose for the creation of operational policies and procedures is to create a better tool of communication between the patrons of the Lacombe Sports and Leisure Center and the Town of Lacombe. It will serve to aid the users in their activities and functions, and will also serve to assist the arena staff and the Office in operating and maintaining a safe and efficient arena facility.

2. OPERATIONAL POLICY

The Town of Lacombe is responsible for ensuring that the arena facility is operated and maintained in a healthful and safe manner.

Operational Policy Procedures - General

- 2.1 The Town of Lacombe will have the sole responsibility for the operation of the arena facility and the contracting out of functions. Also it will ensure that the operation and maintenance is of a high standard. Town Council will be responsible, by resolution, for levying fees and charges.
- 2.2 The arena staff are responsible for the maintenance and operation of the entire arena facility. They will also be responsible for the maintenance, equipment, ice making, start up and shut down procedures. As well, they will be responsible for the security, control and safety at all events unless delegated to a group renting all or a portion of the facility. (11 Jul 1988 #88-305)
- 2.3 Repealed 11 Jul 1988 #88-305.
- 2.4 The Supervisor or Shift Supervisor has the authority to remove an individual's or group's privileges to use the arena and its facilities for a 24 hour period. A suspension for a period longer than a 24 hour period will be presented by the Supervisor to the CSD for ratification. This recommendation will be in the form of a written report. (14 Feb 1994 94-064)
- 2.5 Removal of the privilege to use the arena and its facilities means the individual or group will not be allowed to enter the arena facility at any time during the suspension period when privileges are revoked.
- 2.6 Suspension beyond 24 hours may be appealed to an appointed

committee, which includes a member of Council and two members of the Board. The appeal hearing shall take place no more than five (5) working days after official notification. (14 Feb 1994 #94-064)

Operational Policy Procedures - Maintenance

- 2.7 Fifteen minutes is to be allowed between bookings for ice maintenance where feasible. To ensure that the quality of ice is maintained to an acceptable standard for all users, ice slots of 1.5 hours or more for Bantams to Adults will receive a scrape or a flood. The type of maintenance will be at the discretion of the arena staff. Maintenance for age groups or levels up to and including Pee Wee (12 years of age) will be done no more frequently than every second period. (11 Jul 1988 #88-305)
- 2.8 Repealed 11 Jul 1988 #88-305.
- 2.9 All special arrangements or requirements for special arena use or maintenance are to be made to the Supervisor at least one week in advance.

3. GENERAL USER POLICY

The Town of Lacombe and the Board will be responsible for ensuring that the Lacombe Sports and Leisure Center's operation and equipment provide the opportunity for maximum participation and enjoyment.

General User Policy Procedures - General

- 3.1 a) No one under the age of 18 will be permitted to play, practice or skate with sticks and pucks / rings in an organized or non-organized manner without helmets. (14 Feb 1994 #94-064)
- b) Figure Skating, Ringette and Minor Hockey players will not be permitted on the ice surface for a practice session unless there is a registered coach of that Association on the ice with skates. (However, for the Figure Skating Association an executive board member registered with the Canadian Figure Skating Association (C.F.S.A.) will be permitted to serve the role of coach providing

he/she is supervising at ice level). (25 Apr 1994 #94-218)

- 3.2 All games and activities should be completed by 12 midnight unless otherwise authorized.
- 3.3 For the last booking of the evening, on each ice surface, the participants shall be given a maximum of 30 minutes after their scheduled ice time to vacate the arena facility. If participants stay beyond this time limit they will be charged a minimum of one hour's additional ice time. (11 Jul 1988 #88-305)
- 3.4 Only arena staff will be allowed on the ice surface while ice surfacing equipment is on the ice and, in the case of hockey, while nets are being pegged.
- 3.5 All keys to the arena and to the facilities within will be kept and maintained by the arena staff. The Office will not issue any keys for the arena, except for summer use. (11 Jul 1988 #88-305)
- 3.6 Keys to the facilities within the arena will only be given to a team representative, coach or an individual designated by the organization.
- 3.7 No one under the age of 18 years will be allowed in the dressing rooms until a supervisor, coach or the designated adult obtains the keys and takes the responsibility of supervising the group. Personal (car or house) keys must be left with the arena staff as a deposit on the dressing room key.
- 3.8 All keys must be returned to the arena staff upon completion of the activities within the arena.
- 3.9 No person shall go onto the ice surface without skates on, with the exception of broomball, unless authorized by arena staff.
- 3.10 No food or beverages will be permitted on the ice surface or on the rink boards. The Lacombe Sports and Leisure Center has been designated as a non-smoking facility.
- 3.11 The consumption of alcoholic beverages will not be permitted within the arena without proper Alberta Liquor Control Board licensing.
- 3.12 The Town of Lacombe will not assume responsibility for the loss or theft of any personal property.
- 3.13 There will be no pets allowed in the arena facility, without the express written permission of the Supervisor. (11 Jul 1988 #88-

305)

- 3.14 Repealed 11 Jul 1988 #88-305.
- 3.15 All casual and special event bookings must have their equipment removed from the arena facility within 48 hours. Failure to comply will result in a cleaning charge unless otherwise negotiated by the Supervisor or the Board.
- 3.16 Participants, or their supervisor, are required to inform the arena staff of all accidents immediately so proper documentation can be completed.
- 3.17 Fire exits will be used only in the case of fire.

4. ADMINISTRATIVE POLICY

The Town of Lacombe and the Board will be responsible for the establishment of fair and equitable rates and fees by Council resolution. They will also be responsible for the efficient administration of the arena facility and services.

Administrative Policy Procedures - General

- 4.1 Following the priorities and guidelines established by the Board and Council, the Supervisor, in conjunction with the CSD, will be responsible for the allocation and scheduling of ice time for all user groups. (11 Jul 1988 #88-305)
- 4.2 Annual Barnett Arenas Opening and Closing Dates: Depending on the need of the user groups, Barnett Arena #2 will be open, more or less, from the Thanksgiving weekend to the middle of March. Barnett Arena #1 will open in the middle of September if the facility does not have summer ice. In the event ice is made available early in September, for the month of September, Minor Sport Groups are responsible for ice time during the following time period: Monday - Friday 3:45 pm - 10:30 pm Saturday - Sunday 8:00 am - 11:00 pm (26 May 2008 #08-146)
- 4.3 Ice will be booked using the following guidelines:
 - a) Recreation Services programs will pre-empt other bookings when necessary. (14 Feb

1994 #94-064)

- b) Public Skating times will be booked first. (14 Feb 1994 #94-064)
- c) Monday to Friday - 3:45 p.m. to 9:30 p.m. (Barnett #1) and 3:45 p.m. to 9:00 p.m. (Barnett #2) (must allow time for public skating) ice to be allocated to Local Minor Sport Groups. (26 May 2008 #08-146)
- d) Monday to Friday - 9:45 p.m. to 11:15 p.m. (Barnett #1) and 8:00 p.m. to 11:15 p.m. (Barnett #2) ice allocated to Local Adult Groups. (26 May 2008 #08-146)
- e) Saturday & Sunday - 8:00 a.m. to 6:00 p.m. (must allow time for public skating); Ice allocated to Local Minor Sport Groups (14 Feb 1994 #94-064)
- f) Saturday & Sunday - 6:15 p.m. to 11:15 p.m. Ice allocated to Local Adult Groups. (14 Feb 1994 #94-064)
- g) Non-local Minor and Adult users will be booked into ice slots not allocated or utilized by Local Minor and Adult Groups. (14 Feb 1994 #94-064)
- h) If user groups require a time extension beyond 9:30 p.m. on one of the week days, the user group will have the opportunity to book the ice until 11:30 p.m. or whatever time required to complete their activity. (25 Apr 1994 #94-218)
- i) In return, this user group will have to give up ice time equal to the ice time extension during one of the other week days. (25 Apr 1994 #94-218)

4.4 Repealed 11 Jul 1988 #88-305.

4.5 Repealed 11 Jul 1988 #88-305.

4.6 Repealed 11 Jul 1988 #88-305.

- 4.7 Repealed 11 Jul 1988 #88-305.
- 4.8 Repealed 11 Jul 1988 #88-305.
- 4.9 Minor Sport Groups, up to and including, Dynamite and Novice or Bunny/Novice in Ringette must double up for practices. Practices for all minor and adult groups will be scheduled for Barnett Arena #2, except when groups are willing to practice prior to 8:00 a.m. (25 Apr 1994 #94-218)
- 4.10 To ensure efficient use of both ice surfaces, an attempt will be made to schedule Figure Skating, Ringette and Minor Hockey's requested times equally on the front and back ice surfaces. (14 Feb 1994 #94-064)
- 4.11 The Board retains the right to change or cancel bookings that will not benefit the community as a whole.
- 4.12 The Board will mediate conflicts of priorities and bookings if an agreement cannot be reached between the user and the Supervisor and the CSD. Upon failure to reach an agreement, the Board will have final say. The decision will be based upon the guidelines and criteria outlined above. User groups requesting the Board to mediate a conflict must submit in writing their request to the Board at least three (3) working days prior to the opening of Barnett Arena #2. All conflicts are to be resolved by the Board prior to the opening of the Barnett Arena #2. (14 Feb 1994 #94-064)
- 4.13 Ice scheduling:
- a) Groups requiring occasional rentals shall contact the Lacombe Sports and Leisure Center to book available ice time.
 - b) Weekly schedules will be posted at the Lacombe Sports and Leisure Center.
 - c) Regular user groups must submit an ice booking request form to the Supervisor prior to June 30th of each year. In addition, a representative from each user group or association (Adult and Minor Sport Teams) must attend an ice user's meeting in late September. Failure to attend this ice user meeting will result in loss of ice privileges for the upcoming season. (14 Feb 1994 #94-064)

- d) Weekend special events will be regulated to ensure all user groups are entitled to their fair share of ice time for special events. Weekend special events are to be scheduled around regular bookings or the appropriate measures be taken between the user groups to ensure the regular scheduled user group is compensated for loss of ice time. (14 Feb 1994 #94-064)
- e) Weekend special events are to be restricted to 2 bookings per month. (14 Feb 1994 #94-064)

Administrative Policy Procedures - Rates and Fee Charges

- 4.14 Groups renting ice on a regular basis throughout the normal ice season (set bookings each week / month) will be billed monthly. Any balance owing after 30 days from the date of the invoice will be subject to interest charges pursuant to the Accounts Receivable Policy of the Town. Where an account remains unpaid after 60 days from the date of the invoice, the renter may lose future bookings.

All groups (Minor Hockey Association, Figure Skating Club and Ringette Association are exempt) renting ice on a regular basis throughout the normal ice season (set bookings each week / month) will be required to pay in advance of their first yearly ice allocation an amount equaling an average month of ice charges for the preceding season. This would be a performance bond in the form of a certified cheque. (31 May 1993 #93-276).

The performance bond is required prior to the user group's first ice booking of the season. (14 Feb 1994 #94-064)

- 4.15 Groups renting ice infrequently, or for one-time usage, will be required to pre-pay at the time the booking is made. The receipt must be presented to the arena staff on duty prior to the group using the ice. Bookings are to be made at the Lacombe Sports and Leisure Center. Payments are to be made at the Recreation Services Office (located in the Kinsmen Aquatic Center).
- 4.16 Cancellation of booked ice time is not permitted after a specified date in October. The date will be determined from year to year by the Parks and Facilities Supervisor in consultation with the Minor

Sport Groups. (24 Feb 1997 #97-066)

From the opening date of the Barnett Arena #1 to the end of the ice season, groups will be billed according to the schedule. Groups not able to use specific ice slots may contact the Supervisor a minimum of three full days in advance of the date booked and the Supervisor will attempt to re-book the time in question. Should an alternate group not be found, the original group will be billed for the unused ice slot. (25 Apr 1994 #94-218)

A local minor sport group will be charged 100% of the Hourly Operational Cost for ice time that has been allocated but is unused by that particular local minor sport group. A local minor sport group will only be assessed the 100% Hourly Operational Cost once the minor sport group has exceeded 3% of their total annual allocated ice time from the previous season.

Unused hours below the 3% allowance are to be charged 50% of the Hourly Operational Cost. (25 Apr 1994 #94-218)

Should the Wolf Creek Regional School Division cancel school due to inclement weather conditions, all user groups are allowed to cancel their regular scheduled ice time for that particular day at the Lacombe Sports and Leisure Center and not be charged for it. (28 Jan 1991 #91-030)

- 4.17 Facility Rental (Special Events / Non-Ice Use) - Groups renting any portion of the Lacombe Sports and Leisure Center (Barnett Arena #1, Barnett Arena #2 or the Upper Lobby) for special events or one time bookings, will be required to submit a signed rental agreement, payment and the damage deposit four weeks in advance of the date booked. Failure to do so will result in loss of the booking. Refunds will be available provided a minimum of two weeks notice is received. A damage/clean up deposit of \$200.00 will be required for all rentals, with the exception of Upper / Lower Lobby meetings of a duration of no longer than two hours. Payments are to be made at the Recreation Services Office. (14 Feb 1994 #94-064)

For off season activities (cabarets, flea markets, etc.) using either of the ice surfaces, the lessee will be responsible for: acquiring the necessary tables, chairs, etc. (above the tables and chairs already provided at the arena); stage; set-up; sweeping of the facility; cleaning and returning tables, chairs, etc. Arena staff will ensure that the facility is clean prior to the function; garbage cans, bags, brooms, mops, etc. are available; washroom facilities are clean and stocked. Mopping of the floors and cleaning of washrooms will be handled by the Lacombe Sport and Leisure Center staff after each event. Lacombe Sport and Leisure Center staff will open and close the facility at times arranged with the lessee. (14 Feb 1994 #94-

064)

4.18 The Town of Lacombe retains the right, when necessary, to cancel a group's or individual's ice time. Parties will be notified in advance of the cancellation and, where possible, alternate ice time will be made available.

4.19 All rates and fees must be approved by resolution of Town Council. The ice user fees are based on the cost recovery per hour fee structure as follows:

Local Adult Groups 100% Recovery Cost Per Hour

Local Minor Sport Groups 70% Recovery Cost Per Hour

Non-Local Adult Groups 125% Recovery Cost Per Hour

Non-Local Minor Groups 100% Recovery Cost Per Hour

Recreation Services has the flexibility to negotiate Non-Local Rates to cope with ice openings in the Master Schedule in accordance with the following guidelines:

Non-Local Minor Not less than 65% Cost Recovery Per Hour

Non-Local Adult Not less than 100% Cost Recovery Per Hr (14 Nov 1994 #94-569)

4.20 Repealed 11 Jul 1988 #88-305.

4.21 Repealed 11 Jul 1988 #88-305.

4.22 Use of the facilities within the arena will be charged according to the fee schedule. (11 Jul 1988 #88-305)

4.23 Rates for summer ice for all groups will reflect the full operating cost and must be approved by the Board and Town Council. (11 Jul 1988 #88-305)

4.24 Ice time commences at the user's scheduled time, not when the participants actually begin their activity on the ice. The arena staff are responsible for notifying officials at the end of their scheduled time. All participants must then leave the ice.

5. USER RESPONSIBILITY POLICY

The Town of Lacombe and the Board will be responsible for ensuring that the entire community, as a whole, benefits from arena usage, programs and services.

User Responsibility Policy Procedures - General

- 5.1 Coaches, managers or supervisory personnel will be held responsible for the conduct and control of participants involved in their program before, during and after their scheduled time.
- 5.2 Groups, organizations or individuals will be held financially responsible, on a collective or individual basis, for damages to the arena and facilities within.
- 5.3 Facilities within the Lacombe Sports and Leisure Center will be maintained and returned to a condition which is the same or better than its original state by the users.
- 5.4 Coaches, managers or supervisory personnel will be held responsible for the safety of the participants by ensuring they are properly equipped before going onto the ice.
- 5.5 Groups, organizations or individuals will be responsible for reporting any damages to the arena staff.
- 5.6 The Upper Lobby will be provided to organizations and groups as required for meetings, etc. to a maximum capacity of 50. No stags will be allowed in the Upper Lobby when Barnett Arena #1 is operational. Bookings are to be made with the Supervisor four weeks in advance, with cancellations accepted up to two weeks prior to the booking. The lessee is responsible for removing paper from tables, cleaning tables and ashtrays, and ensuring the bulk of the garbage is in the cans. (14 Feb 1994 #94-064)
- 5.7 The facilities within the arena will not be used for storage of personal equipment unless authorized by the Supervisor and the Board.
- 5.8 Facilities within the arena which are not open to the public are the maintenance rooms, equipment rooms and office. Facilities within the arena which are accessible with permission include the Upper Lobby and dressing rooms.

User Responsibility Policy Procedures - School Use

- 5.9 Wolf Creek Regional School Division schools, covered under the Joint Use Agreement, will be allocated block times between 9:00 a.m. and 3:30 p.m., Monday through Friday, except holidays, in accordance with the current Joint Use Agreement.
- 5.10 During statutory holidays, times allocated to schools will be booked out to minor sport groups. School holidays, such as teachers conventions, will be open to bookings and non-structured activities subject to proper supervision and the Supervisor's approval.
- 5.11 The schools will be responsible for the supervision and control of its participants using the arena facility. All safety regulations must be adhered to.
- 5.12 Proper safety equipment for any participant under 18 years of age is required, and is subject to enforcement by the Supervisor and arena staff (i.e. no sticks and pucks will be permitted unless all participants are wearing helmets).

6. ICE USERS RENTAL CONTRACT

At the Ice User Meeting held in September of each year, each Ice User Group will be presented with an Ice User Rental Contract. Each Ice User Group will be required to sign the contract and return the contract to the Recreation Services Office prior to their initial ice time allocation of the season. User groups not returning their contract will not be allowed on the ice. (23 Sept. 1991 #91-436)

Mayor

DATE: January 9, 2006

Chief Administrative Officer

RES: 06-015