

Administration Policy No. 115 of 2025 - Ice Allocation Policy

Area: Administration **Effective Date:** July 28,2025
Subject: Ice Allocation Policy **Revision Date:**

1.0 Purpose

The Ice Time Allocation Policy is intended to cover the fall/winter ice rental season that is scheduled from September 1- March 31 each year. It is recognized and understood that the Town of Goderich has a responsibility to allocate access to ice time at the Maitland Recreation Centre (known as “the Centre”) in a manner that meets the needs of the entire community. It is further recognized that these needs vary by user group. This policy establishes a system to fairly and equitably distribute ice time available to the community and residents of the Town of Goderich.

1.1 Current Organizations/Groups

For all current ice user groups intending to rent ice at the Centre for the fall/winter season. Please adhere to the following submission requirements and deadlines:

Intent to Rent Ice: All current user groups must submit their intention to rent ice by providing a written request specifying the number of ice rental hours per week and the times they would like to secure. This submission is required by **June 7** of each year and must be sent to the Recreation Facilities Supervisor.

Current Registration Data: Alongside the request for rental hours, please ensure that your most current registration data is submitted.

The Recreation Facilities Supervisor will attempt to accommodate all requests to the best of their ability. A draft ice schedule will be compiled based on the submitted requests, and a preliminary version will be distributed to all user groups by **July 7**.

The Town appreciates your cooperation and commitment to adhering to these deadlines to facilitate a fair and equitable allocation of ice time for all participating groups.

1.2 New Organizations/Groups

Organizations or groups not currently participating in the Town's ice rental system are required to formally declare their intent in writing, to rent ice. This notification aims to facilitate efficient scheduling and equitable distribution of our available ice time resources.

Submission Requirements:

New Applicants: Any organization or group not included in the previous year's ice rental schedule.

Deadline: Written requests must be submitted by **May 1** for consideration in the upcoming season.

Recipient: All submissions will be received by email only to the Recreation Facilities Supervisor at recreation@goderich.ca.

These specified deadlines are important to ensure your request is considered. Kindly provide all relevant details regarding your ice rental requirements within your submission to facilitate our assessment and scheduling process.

1.3 Ice Users Meeting

The ice users meeting will be held the third week in July based on schedules and availability.

1.4 Ice Allocation Issues

Initial Negotiation Process:

Ice allocation issues will first be addressed by communicating with the Recreation Facilities Supervisor. If issues cannot immediately be resolved, negotiations will be held at the annual ice users meeting. This meeting serves as the primary platform where existing and new user groups convene to discuss and resolve allocation matters respectfully and collaboratively.

Mediation Role:

If challenges persist and are unresolved through the initial negotiations, the Recreation Facilities Supervisor will step in to mediate between the parties involved. The goal of the mediation is to facilitate a mutually acceptable resolution in adherence to the principles of fairness and cooperation.

Final Decision-Making Authority:

In the event that mediation does not lead to reconciliation, the unresolved issue will be elevated to the Operations and Community Services Manager. This role holds the authority to make a final decision consistent with this Ice Allocation Policy, aiming to ensure an equitable outcome for all involved parties.

It is important for all user groups to understand that transferring scheduled ice time to another group outside of your own organization is not permitted. This ensures a fair and organized allocation of ice time for all user groups.

If for any reason your organization finds it necessary to give up your scheduled ice time, please notify the Recreation Facilities Supervisor directly. Upon receiving your notification, the Supervisor will handle the reallocation of the ice time in accordance with the Ice Allocation Policy.

2.0 Ice Rental Priority Guideline**First Priority Group: Local Youth Organizations**

This category encompasses organizations primarily based within the Town of Goderich tax base. Priority is given to local house league and competitive programs, including hockey, ringette, figure skating, and other related youth ice sports. These associations serve as the foundational structure for youth development in our community, fostering skill growth and sportsmanship.

Second Priority Group: Junior Hockey Clubs

Acknowledging the vital role that Junior hockey plays in advancing competitive sports in Ontario, the Town of Goderich is committed to supporting these clubs. Prime-time ice allocations will be secured for Ontario Hockey Association (OHA) Junior hockey, enriching our community by providing opportunities to experience this high level of competition.

Third Priority Group: Non-Resident Youth Organizations

Organizations whose structure and majority of participants reside outside the Town of Goderich tax base fall into this category. While these organizations are important to regional sporting culture, priority is structured to ensure maximum access to local youth residents initially.

Fourth Priority Group: Adult Programs/Community Organizations

This group includes programs and leagues based within Goderich that serve adults, such as Recreational Leagues, Old Timers Hockey and instructional or developmental programs. This will also include any programming ran by a School Board. These programs enrich community life through inclusive engagement in sport.

Fifth Priority Group: Private Rentals

Remaining ice slots not allocated to the above groups will be available for private rentals. This includes part-time or pick-up teams, operating on a first-come, first-served basis, thereby ensuring community-wide access to our facilities.

This prioritization framework aims to balance the needs and interests of the Goderich community while providing quality access to all stakeholders. The Town appreciates your cooperation and understanding in adhering to these guidelines.

3.0 Tournaments, Carnivals (Special Events)

The Town of Goderich remains committed to supporting and encouraging special events such as tournaments and carnivals, which contribute greatly to the community. The Town invites organizations and individuals interested in hosting a special event during the fall/winter season, to submit a formal intent to run their proposed event. All intents must be submitted in writing by **June 14** to the Recreation Facilities Supervisor.

Once submissions are reviewed and if the requested dates are available, they will be “blacked out” in our scheduling system, confirmation will be provided by the Recreation Facilities Supervisor during the annual ice users meeting, at which time an ice rental contract will be forwarded/provided to the requestor. Priority will be given to existing or repeat annual events, recognizing their established presence in our community calendar. New event organizers are requested to choose dates that do not conflict with pre-planned events, as pre-existing events will take precedence in case of schedule overlaps.

4.0 Responsibilities of Ice Rental User Groups

To maintain fairness and schedule efficiency, the Town reminds all user groups of their responsibility in ensuring their rented ice time is strictly followed. In order to address any non-compliance, the Town has established the following protocol:

First Overage: The first time a user group exceeds their allocated end time of their rental they shall receive a written warning sent to the head of the organization/group.

Second Overage: User groups exceeding the allocated end time a second time will incur an extra charge equivalent to a half hour over the actual time used.

Third Overage: On exceeding the end time of a rental a third time, user groups will be billed for an additional one hour over the time actually used.

Final Curfew Breach: In instances of repeated curfew breaches, a fourth violation will result in billing for an additional hour and the forfeiture of the ice time slot moving forward.

5.0 Unused Scheduled Ice Rentals

There have been instances where reserved ice time has not been utilized by user groups. To address this, the Town will be reassessing any unused slots, despite payments being made. Our aim is to ensure that all groups interested in utilizing the facility will have the opportunity to do so. The Recreation Facilities Supervisor will maintain a log of any ice time that has been booked but left unused.

Before any reallocation of ice time, the data will be discussed with the user group to understand the circumstances and provide the opportunity for conversation. The documented logs will influence ice time scheduling allocations for future seasons, ensuring a fair process that considers the needs and usage of all groups. These steps will contribute to a more balanced and accessible use of the ice surface at the Maitland Recreation Centre for all user groups.

6.0 Town of Goderich Programs:

As part of the Town of Goderich's promotion of fostering health, wellness and community engagement, the Town will allocate at least one hour each week for free recreational ice programs at the Maitland Recreation Centre, when available.

These programs may include public skating, shinny hockey and other ice related activities.

These steps are essential for maintaining the operational integrity and overall schedule success at our facility. All users understanding and cooperation in following the rental end times are greatly appreciated.

For any questions or concerns with this policy feel free to reach out to the Recreation Facilities Supervisor at recreation@goderich.ca.