

# ICE ALLOCATION CHECKLIST

Organization: \_\_\_\_\_

**Ice Allocation 2025 Form Submitted**

**Insurance Naming Municipality of Strathroy Caradoc Submitted to Community Services**

**Permit Reviewed and Signed**

**Checklist Completed and Submitted**

**User Group Information Data Submitted (October 1)**

To be checked off by Community Services Staff upon receiving.

In order to maintain good standing, seasonal users must pay for the ice rentals at the start of each month. (Example October ice would have to be paid for September 30.) Accounts that are overdue by 30 days will be charged an interest of 1.25%. Accounts overdue by 60+ days will trigger a report to be written to the Council with the recommendation to suspend ice until such time the account is made current. Suspended ice time must be paid for by the organization/individual in order to maintain good standing. Weekly users and casual users will be required to make payment prior to their rental time.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

MOSC Staff: \_\_\_\_\_

Date: \_\_\_\_\_

Municipality of Strathroy Caradoc  
Department of Community Services

# ICE TIME REQUESTS

*Annual Deadline: May 31 for Winter Requests, Feb 1 for Spring/Summer  
Please return completed form to [recreation@strathroy-caradoc.ca](mailto:recreation@strathroy-caradoc.ca) Ice  
allocations are made by July 15 for Winter, and April 15 for Spring/Summer.*

Organization Name:

Contact Person:

Phone Number:

Email Address:

Mailing Address:

Rink Selection:

Has this team played historically on this ice pad? (2+ years)? *Click for yes*

Is this an ice pad change for historical team? *Click for yes*

If yes, what ice pad was used in the past?

Date Range: \_\_\_\_\_ to \_\_\_\_\_

**Request #1 (preferred dates/times):**

DAY	DATES	TIMES
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Request #2 (secondary preferred dates/times):**

DAY	DATES	TIMES
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Special Events Requests (i.e. tournaments, carnivals, etc.)**

*Please note that Special Events may require additional permits.*

Event Contact if Different:

Phone Number:

Email Address:

Type of Event	Date(s)	Time(s)

Any additional notes:

# Facility User Information Collection - Strathroy-Caradoc Strategic Plan 2025

Thank you for being a member of the Strathroy-Caradoc recreation community. The data you provide here will help to inform the analysis and trends/community needs and to ensure the fair and transparent application of access policies, as recommended in the 2021 Parks and Recreation Master Plan. Please include the number of participants in each of the groupings below.

Group Name: \_\_\_\_\_

AGE GROUP:	U5
EXAMPLE TOWN	25
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

AGE GROUP:	U7
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

AGE GROUP:	U9
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

AGE GROUP:	U11
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

AGE GROUP:	U13
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

AGE GROUP:	U15
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

AGE GROUP:	U18
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

AGE GROUP:	U21
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

AGE GROUP:	Adults
Adelaide Metcalfe	
Delaware	
Glencoe	
Ilderton	
Kerwood	
Kilworth	
Komoka	
London	
Melbourne	
Mount Brydges	
Strathroy	
Other	

**THE CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC**

**BY-LAW NO. 87-23**

**A BY-LAW TO ADOPT AN ICE ALLOCATION POLICY**

**WHEREAS** Section 5 of the *Municipal Act, 2001*, as amended, (the Act) authorizes Council to exercise its powers under the Act by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Community Development Advisory Committee (CDAC) at its meeting of September 11, 2023 recommended approval of the attached Ice Allocation Policy;

**AND WHEREAS** the Council of the Corporation of the Municipality of Strathroy-Caradoc deems it appropriate to approve an Ice Allocation Policy including recommendations of the CDAC;

**NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC:**

1. **THAT:** The Ice Allocation Policy attached to and forming part of this by-law be approved.
2. **THAT:** This by-law shall come into force and effect on the date of its final passage in Open Council.
3. **THAT:** Any previous by-laws inconsistent with the content of this by-law and policy are hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 6<sup>TH</sup> DAY OF NOVEMBER, 2023.**



Colin Grantham, Mayor



Brianna Hammer-Keidel, Acting Clerk



# ICE ALLOCATION POLICY

September 2023

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**RATIONALE:**

Strathroy-Caradoc owns and operates three ice surfaces for Strathroy-Caradoc Community use. For many years, the Strathroy-Caradoc has allocated ice time in such a way as to promote and encourage participation in ice sports to the overall benefit of the community. This ice allocation policy provides Community Services staff with guidelines and procedures to ensure that this facilitative role is maintained and that ice time is allocated according to fair and consistent practices.

**1.0 DEFINITIONS**

**Minor Sports Organizations: (see 8.3 for definitions)**

In order to be considered a minor sports organization for the purposes of this policy, the following criteria must be met:

- Shall be a non-profit.
- Shall be guided by a constitution and by-laws and provide a copy to the Municipality of Strathroy-Caradoc.
- Hold general membership meetings at least once per annum and supply minutes to the satisfaction of the Municipality of Strathroy-Caradoc.
- Prepare audited financial reports including income statements and balance sheets and be able to supply them, if requested, to the Municipality of Strathroy-Caradoc.
- Have an elected Board of Directors who serves without remuneration except for reasonable expenses incurred in the carrying out of their duties as Directors.
- Have 85% of participants reside in the Municipality of Strathroy-Caradoc and surrounding area. Those organizations that represent a regional program are exempt.
- Have at least 90% of users on the ice less than 19 years of age during designated minor ice times.
- Proof of Director and Participant Insurance

**Prime Time:**

Prime Time for the purposes of this policy is defined according to the table below and is generally considered to be the time that is practical for children and youth to access.

<b>Dates</b>	<b>Day</b>	<b>Times</b>
September 1 to June 30	Monday – Friday	5:00 pm to 11:00 pm
	Saturday and Sunday	All Day
July 1 to August 31	All Times	All Times

**2.0 MUNICIPAL PROGRAMS**

The Municipality of Strathroy-Caradoc reserves the right to allocate ice time to municipally operated programs in order to serve neighborhood and community needs or for special events and activities that the Municipality deems is beneficial to the local community.

**3.0 PRIORITY FOR WINTER PRIME TIME ICE**

All Winter Prime Time Ice time shall be allocated to *municipally* operated programs, eligible *Minor Sports Organizations* and adult or special needs groups that have rented ice time for at least two consecutive years except in the following situations:

- 3.1 Where the Minor Sports Groups/Organizations have demonstrated a need for an increase in ice allocation allotment. Priority consideration will be given to those minor groups and sporting organizations
- 3.2 Where the Department determines that it is appropriate to provide ice time for a particular program because of a special need.
- 3.3 Junior teams representing Strathroy-Caradoc shall be allocated ice time within the defined Prime Time based on one (three-hour) game and two (1½ -hour) practice times per week, on average.

**4.0 JUNIOR TEAMS REPRESENTING STRATHROY-CARADOC**

Junior Teams representing Strathroy-Caradoc do not have priority status over other minor ice users and shall be allocated time according to the overall interests of the community. It is recognized that special needs may arise due to playoff schedules and that the Municipality will endeavor to accommodate needs so long as an unreasonable hardship is not imposed upon regular ice users.

**5.0 NEW MINOR ORGANIZATIONS**

New organizations may be included in the system, if it is demonstrated through a registration process that there are sufficient participants to qualify for ice time allocations and if there is surplus ice time available. The registration process must include the payment of a registration fee to the organization.

Accommodating new groups by reducing the number of hours available to existing groups will be considered only in cases where:



- 5.1 A program is being introduced that will provide service to a previously un-served segment of the population, or;
- 5.2 Where a new program is being introduced that is not available through an existing organization, or;
- 5.3 Where a program is being introduced that provides new or innovative features that are not otherwise available to the community.

Where new organizations are accommodated resulting in a reduction of hours available to existing organizations, all organizations including the new organization will absorb a proportionate portion of the reduction.

## 6.0 HISTORICAL PRECEDENT

It will be a principle of the allocation system to give **due consideration** to the allocation of ice according to previous years. Significant changes to the previous year's ice shall be based on changes to registration levels, registration compositions, or to emerging needs. This includes 7.0 Tournaments/Special Events.

## 7.0 TOURNAMENTS/SPECIAL EVENTS

The Municipality of Strathroy-Caradoc recognizes the economic and community benefits that accrue from sport tourism initiatives. Tournaments and other competitions shall receive priority consideration for weekend use (Thursday/Friday through Sunday) at Municipally-owned facilities, according to the criteria below and subject to the limitations listed below in 7.2:

### 7.1 Priority

1. Historical Minor Sports Tournaments/Competitions
2. Historical Adult Tournaments/Competitions
3. Events of an International, National or Provincial Significance
4. New Minor Sports Events
5. New Community Sports Events
6. New Entrepreneurial Sports Events
7. Other Events

### 7.2 Booking/Returning Tournament Ice Time

An organization may book tournament ice as "firm" with the conditions of 8.6.4 when returning non-utilized ice. Any returned ice will be at a cost of 50% of the value returned.

Please be conscientious of your historical ice usage when booking ice for tournaments. This will assist you in reducing overbooking or under-booking ice.

### 7.3 Limitations

The Municipality shall not endeavor to allocate tournaments or special events on three consecutive weekends during the winter season or more than 50% of the total number of weekends during the winter season. There shall be no limitations on special event use of the facility during the summer season.

Notwithstanding the limitations specified in 7.3 or the priority criteria expressed in 7.1, the Municipality recognizes that there will be occasions where high-profile events may require exemptions to the policy.

### 7.4 Adjustments to Tournament Times

Once the Municipality has confirmed tournament bookings, no expansion of the tournament schedule will be made except by the consent of rental groups who may be affected by the adjustments.

## 8.0 MINOR ICE ALLOCATION

### 8.1 Base Program Allocation:

If a significant increase in ice is requested the Community Services Department will calculate each organization's base ice allocations from the formulae. This calculation will be based on registration data from the previous season supplied by each organization. Current season registration data will be submitted before **November 1** each year and adjustments to regular season allocations will be made accordingly and with the consultation of the affected groups.

Organizations may be required to provide detailed registration lists to the Community Services Department in order to confirm registration levels. Organizations should inform participants that the information provided to the organization might be shared with the Community Services Department.

The Community Services Department will use the information for no other purposes than to confirm registration levels and to monitor registration trends.

Please refer to 11.0 and 12.0 for spring, summer and winter ice allocation deadlines.

**8.2 Enhancement Program Allocation:**

An organization may request additional prime-time ice time for specialty programming (power skating, hockey development, goalie clinics, etc.). Ice time for specialty programming will be allocated only after base programming ice needs have been met and will be based on the ice allocation formulae. Registration lists must be provided for each program in order to receive consideration for this type of request

**8.3 Minor Program Definitions:**

**Hockey/Ringette Municipal Representative:**

Teams comprised of players who have been selected by try out or draft and are based in a Municipality-wide organization that travels outside the Municipality for league play against teams that have been selected on a similar basis.

**Competitive Teams**

Teams which play primarily outside the Municipality and against teams from different organizations for league play.

A maximum of two teams per age group are eligible to qualify as Tier 2 Competitive.

**House League/Local League:**

Teams consist of players who are eligible to play on the basis of registering and who do not need to try out. It is recognized that some House League programs require local teams to play teams from other municipalities.

**Hockey Development:**

This is a program designed to improve the skill of hockey players and is available to the community at large. A player enrolled in hockey development can also be enrolled in other hockey/ringette categories.

**Skating Instruction:**

These are group instruction programs.

**Competitive Skating:**

Skaters who are participating in Skate Canada testing and who skate regularly in competitions.

**Synchronized Skating:**

A team of synchronized skaters that compete regularly.

**Power Skating:**

A program designed to improve the skating of hockey or ringette players and that is fully available to the community at large.

**Goalie Clinic:**

A program specifically designed to assist goaltenders to develop skills.

Note: If programs consist of more than one session in a season, then the number of registrants will be divided by the number of sessions. For example: If a Hockey Development Program has three sessions in a season and there are 100, 125 and 115 participants respectively, then the calculated number of participants (numerator in the formula) in the program for the season would be 340 divided by 3 = 113.

**8.4 Ice Entitlement Formulae (Base Program):**

**Hockey/Ringette**

Category	Age	HOUSE LEAGUE	TIER 2	MUNICIPALITY REPRESENTATIVE
Base	(4-5 yrs)	1 hour per team/week	N/A	N/A
Base	(6-7 yrs)	1 hour per team/week	N/A	N/A
Base	(7-8 yrs)	1 hour per team/week	2 hours per team/week	2.5 hours per team/week
Base	(9-10 yrs)	1 hour per team/week	2 hours per team/week	2.5 hours per team/week
Base	(11-12 yrs)	1.5 hours per team/week	2 hours per team/week	2.5 hours per team/week
Base	(13-14 yrs)	1.5 hours per team/week	2.5 hours per team/week	3.0 hours per team/week
Base	(15-16 yrs)	2.5 hours per team/week	2.5 hours per team/week	3.0 hours per team/week
Base	(17-18 years)	2 hours per team/week	N/A	N/A
Enhanced	Hockey Development	Registrants/40 X 1 hour	N/A	N/A
Enhanced	Goalie Development	Registrants/30 X 1 hour	N/A	N/A

**Skating**

Category	Program	
Base	Instructional Learn to Skate: under 7 years	Registrants/60 X 1 hour
Base	Instructional Learn to Skate: under 10 years	Registrants/55 X 1 hour
Base	Instructional Learn to Skate: under 13 years	Registrants/45 X 1 hour
Base	Figure Skating Competitive	Registrants/15 X 2.5 hours
Base	Synchronized Skating	Registrants/24 X 1.5
Base	Power Skating/Speed Skating	Registrants/40 X 1 hour

**8.5 Minor Ice Distribution:****8.5.1 Weekend (Saturday and Sunday) to Week Day (Monday to Friday) Ice Distribution:**

All organizations will share weekend and weekday ice. The Department will endeavour to not allocate more than 65% of the total ice on weekends in the initial ice allocation unless requested by the organization.

**8.5.2 Age Specific Ice Distribution:**

The Department will attempt to allocate a proportionate amount of ice before 9:00pm for participants under the age of 11 (e.g. If Organization A has 30% of their participants under the age of 10, at least 30% of the ice allocated to that organization will be prior to 9:00pm).

**8.6 Minor Ice – Returning Ice Time Not Utilized:**

**8.6.1** If, prior to August 15, an organization determines that it does not require its entire allocation, it may identify the number of surplus hours to the Municipality. The Municipality will then re-distribute the ice time among other users at its discretion.

**8.6.2** Prime Time allocated ice that has been firmly booked by October 15 each year and that occurs up until the end of February each season may be returned, but are subject to the conditions specified in sections 8.6.3 and 8.6.4.

**8.6.3** Any returned ice after October 15 will be at a cost of 50% of the value of the returned ice.

**8.6.4** An organization will be responsible to pay for 50% of the value of the returned ice. An organization may occasionally return booked ice to the Department by providing written notice but will be responsible to pay for 50% of the returned ice that is not rebooked by the Department. If the ice being returned is traditionally another users ice that user will be given first right of refusal. If the ice is traditionally not occupied by any particular user, then emails will be sent to all organizations and the ice will be sold on a first come first serve basis.

**8.6.5** An organization does not have the right to assign its facility permit or any of the allocated ice time or related facilities to another group or individual. The reselling of ice must be done through the Community Services Department.

**8.7 Additional Ice/Ice for Non-eligible Organizations:**

An organization wishing to contract ice time beyond allocated base needs or does not meet the eligibility requirements for consideration in the allocation process, may do so providing that surplus ice time is available. Priority will be given to minor ice users.

**8.8 Minor Ice Shortages:**

In seasons where the number of base ice hours calculated through the registration/allocation formula exceeds the number of hours available, the following principles will be applied:

**8.8.1** Organizations that experience an increase in registration and ice allotment will not be allocated additional ice at the expense of other organizations that maintain a similar registration level from the previous year; and

**8.8.2** Increased ice allocation will be provided only through decreases in registration levels and corresponding ice allotment calculations in other organizations.

**8.8.3** The Municipality reserves the right to allocate adult ice time that is during prime time hours if required by Minor Sporting Organizations.

**9.0 SEASONAL ADULT ICE PERMITS**

**9.1** Priority is given to users who have held a seasonal permit the previous year. The ownership of the permit may be transferred, providing the majority of the participants are the same as the previous year. Permits will be awarded on a first come first served basis to residents of Strathroy –Caradoc provided that written notice is received by the Department of Community Services. The request must be renewed each year. Residents will be given the first right of refusal for ice to be rented. Non-resident adult groups will be able to book ice after July 22 each year for the winter season.

**9.2** The Municipality reserves the right not to renew a permit at its discretion.

**9.3** For evening permit renewals:

In the event that a permit is not renewed at a particular facility, the group that was contracted for the next latest ice time at the same facility will be given the first right of refusal for the vacant ice time. This process will continue until all vacant ice time is filled. New users will then be permitted to book the remaining ice time. **Exception:** The Municipality reserves the right to allocate the vacant ice time for a special need or program at its discretion.

**9.4** Once a permit is signed, no cancellations of that permit or any part thereof will be permitted unless the facility can be re-booked or extenuating circumstances require approval by the Director or designate. Adult groups will have the ability to return 2 booking times prior to the start of their contract.

**10.0 PAYMENT OF FEES**

In order to maintain good standing, seasonal users must pay for the ice rentals at the start of each month. (Example October ice would have to be paid for September 30.)

Accounts that are overdue by 30 days will be charged an interest of 1.25%. Accounts overdue by 60+ days will trigger a report to be written to the Council with the recommendation to suspend ice until such time the account is made current.

Suspended ice time must be paid for by the organization/individual in order to maintain good standing.

Weekly users and casual users will be required to make payment prior to their rental time.

**11.0 SPRING AND SUMMER ICE (Approximately May 1 to August 31)**

- 11.1 Ice requests will be due to the Department by January 31<sup>st</sup>, each year.
- 11.2 Spring and Summer Ice begins the day following the winter season (May 1).
- 11.3 The Director of Community Services or designate, approves all allocations of Spring and Summer Ice. Casual Spring and Summer Ice, when available, may be booked through the Administrative Office.
- 11.4 Priority is given according to the following criteria:
  - a. Municipality of Strathroy-Caradoc Program Needs
  - b. Date of Requests Received
  - c. Historical Facility Use
  - d. Strathroy-Caradoc Based Minor Sports Organization's Needs
  - e. Volume of Ice Rented

Community Services reserves the right to consider all of the above criteria when allocating ice including making adjustments to historical ice allocations where such adjustments are considered to be in the best interests of the Corporation of the Municipality of Strathroy-Caradoc and the community.

Payment for regular weekly summer ice will be subject to the same terms as outlined in section 10.0.

**12.0 WINTER ICE ALLOCATION SCHEDULE (September 1 to Approximately April 30)**

The normal date for submitting all winter ice requests, tournament requests, special ice requests, and registration information is **May 31<sup>st</sup>**, each year, except for any changes that may result from registration increases or decreases in the current year. The Community Services Department will confirm allocated ice times back to the user by **July 15** each year. This will be considered your allocated ice times. Non Residents will be able to book ice starting **July 22** each year.

**13.0 MINOR AND PERMIT HOLDERS BOOKING PROCEDURES**

The Ice Convener or a designated alternate approved in writing by the user group from each Association or the private permit holder shall be **the only person recognized** to authorize bookings or changes to bookings. The Director of Community Services is responsible for the authorization and allocation of minor ice and adult permits.