

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

### I. PREAMBLE

The intent of this Policy is to establish general procedures for the administration and operation of the Parks, Recreation and Culture arena facilities as they relate to ice use.

This Policy is based on the philosophy that there is a need to give first priority to Surrey's youth in the allocation of prime ice time. With the positive values and skills that can be derived from participating in arena facility activities, it is imperative that Surrey's youth be provided with the opportunity to enhance these qualities.

In addition to this basic philosophy, the following underlying issues influenced the formulation of the policy:


- There is a shortage of ice arena facilities in the City of Surrey.
- The needs of Surrey residents are to be considered before residents of other communities.
- Strive to ensure that everyone has access to ice time regardless of their age, gender, race or economic status.
- Need flexibility in order to better meet the needs of "growing" and/or "new" user groups.
- Require the effective and efficient utilization of time and space.

Upon approval of this Policy, adult user groups will be assisted in shifting their playing times to reflect the established priorities within this Policy. During this process, adult user groups will be ensured that they will not lose any of their ice time or be placed in time bookings which do not conform with their present governing bodies.

In order to meet the changing needs of Surrey residents, this Policy should be reviewed periodically and revised as appropriate. These procedures are not all inclusive but should be used as a framework within which the Ice Allocation Committee and the Parks, Recreation and Culture staff will be able to make fair and equitable ice allocation decisions.

---

**APPROVED BY:**

  
**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

### II. DEFINITIONS

1. **User Groups:** Individuals, persons or groups that are present users of the City's ice arena facilities.
2. **Youth Groups:** User groups with 80% of its members being 18 years and under.
3. **Adult Groups:** User groups with members being 19 years and older.
4. **Demand:** Based upon demonstrated need as defined by: the number of written requests; the number of participants on a waiting list; the need for subsidized user groups to purchase non-subsidized ice time to reduce waiting lists; statistical forecasts on regional growth, and/or; some documented indication of expressed interest (e.g., financial deposit).
5. **Eighty Percent (80%) Surrey Residency Clause:** The specified user group must demonstrate that 80% of their registered members used for determination of ice allocation are Surrey or White Rock residents.
6. **Historical User Groups:** Individuals, persons or a group that had been allocated ice time in Surrey's arena facilities in the past and have rented ice time over the last season.

### III. ICE ALLOCATION ADVISORY BOARD

#### 1. COMPOSITION

- 1.1 An Ice Allocation Advisory Board shall be established by the Parks, Recreation and Culture Department and shall be composed of the Manager, Arena Operations and a representative sample of arena user groups.
- 1.2 The Manager, Arena Operations shall be a member of the Advisory Board in an advisory capacity. The Manager, Arena Operations shall: attend all meetings of the Board; prepare meeting agendas; provide for

---

APPROVED BY:

  
LAURIE CAVAN, General Manager, Parks, Recreation & Culture

DATE APPROVED:

December 2011 / June 2012

HOUSEKEEPING DATE:

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

the recording of the minutes; and supply information, advice and recommendations in areas identified by the Advisory Board's mandate.

- 1.3 Advisory Board members shall be appointed by the representative user groups.
- 1.4 The Advisory Board shall consist of one member from each of the identified representative user groups.

### **2. TERMS OF REFERENCE**

- 2.1 The Advisory Board is constituted to provide user group input and advice in the specific area of ice allocation.
- 2.2 All recommendations of the Advisory Board will be forwarded, to the General Manager of Parks, Recreation and Culture (or designate).

### **3. ORGANIZATION**

- 3.1 Members shall be appointed for a one year period, commencing September 1<sup>st</sup> and terminating on August 31<sup>st</sup>.
- 3.2 The Advisory Board shall, at its first meeting of each term, elect one of its members, as Chair and a second as Vice-Chair. The Chair shall preside at the meetings of the Board, when present and in his/her absence the Vice-Chair shall preside.
- 3.3 Members of the Advisory Board may not serve for more than four (4) consecutive one (1) year terms. Provided, however, that after at least one (1) year absence he/she may be re-appointed by their respective user group.
- 3.4 The term of office for the Chair shall be for one (1) year and renewed to a maximum of three (3) consecutive terms.

---

**APPROVED BY:**

  
**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

- 3.5 Should any member be absent from three consecutive meetings, or in excess of one-third (1/3) or more of all meetings without leave of absence from the Board, or without reason satisfactory to the Board, he/she shall forthwith cease to be a member of the Board.
- 3.6 With just cause, the General Manager of Parks, Recreation and Culture (or designate) shall have power to remove any member of the Advisory Board from his/her appointment at any time. The affected individual shall have the right to appeal the ruling before the General Manager.
- 3.7 Any vacancy caused by resignation, removal, or death shall be filled by the appropriate representative user group for the unexpired term of the member.
- 3.8 A user group may nominate an alternate representative for the purpose of occasional substitution and to ensure continuity and familiarity. Alternate user group representatives may attend regular meetings of the Ice Allocation Advisory Board but may not participate in the meeting if the regular representative is in attendance.
- 3.9 The Advisory Board shall hold a minimum of one meeting for each allocation period.
- 3.10 All questions before the Advisory Board shall be decided by consensus.
- 3.11 The minutes of the proceedings of all meetings of the Advisory Board shall be legibly recorded by a designated staff person. The minutes shall be certified and adopted by the Advisory Board at its next meeting.
- 3.12 Advisory Board meetings shall be open to the public.
- 3.13 Delegations shall apply in writing to the Chair who will set a time on the agenda for them to appear at an Advisory Board meeting.
- 3.14 During the delegation's presentation, the Advisory Board may ask questions to elicit information or recommendations, but are not to establish a debate between Advisory Board and delegation members.

---

**APPROVED BY:**



**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

#### IV. MANAGEMENT

The Manager of Arena Operations is directly responsible for the supervision and maintenance of a specific facility. All staff connected with the operation of the facility are accountable to the Manager, Arena Operations.

The Ice Allocation Advisory Board provides advice on the ice allocation process. Through its Chair, the Ice Allocation Advisory Board will provide recommendations to the General Manager of Parks, Recreation and Culture. The General Manager, Parks, Recreation and Culture, (or designate) is responsible for the allocation of ice in accordance with this Policy. Any change in this Policy requires the approval of the General Manager Parks, Recreation and Culture.

#### V. GENERAL PROVISIONS AND REGULATIONS

##### 1. APPLICATION TYPES AND DEADLINES

1.1 Applications for allocation(s) must be received at the specific facility the group is requesting by the following dates:

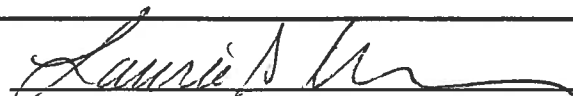
- For ice use between September 1<sup>st</sup> to March 31<sup>st</sup>, applications must be received by May 15<sup>th</sup> of the current year.
- For ice use between April 1<sup>st</sup> to August 31<sup>st</sup>, applications must be received by January 2<sup>nd</sup> of the current year.

1.2 Depending on the type of application, it will be treated as follows:

- (a) **Renewal Applications:** Applications will be reviewed and approved annually, based on the recommendations of the Manager, Arena Operations. The Manager, Arena Operations will treat approved applications as per the priorities in this Policy.
- (b) **Increased Ice Time Applications:** The Advisory Board will consider allocating additional ice time to "growing" user groups, as per the

---

APPROVED BY:



**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

DATE APPROVED:

December 2011 / June 2012

HOUSEKEEPING DATE:

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

priorities in this Policy, only if ice time is available and increased demand can be demonstrated.

(c) **New Applications:** The Advisory Board will consider allocating ice time to "new" groups, as per the priorities in this Policy, only if ice time is available and demand can be demonstrated.

- 1.3 Any applications received after the deadline dates are treated as late applications, as per the priorities in this Policy.
- 1.4 Late applications will be treated on a first come, first served basis as received and dated at the specific facility. Late applications will only be considered if additional ice time is available after accommodating the approved applications.
- 1.5 Where ice time becomes available at a time and/or day that may be more suitable to a user group already contracting ice time, then a written request from the user group to change their time booking will be considered. The Advisory Board will allocate the ice time as per the priorities within the Policy.
- 1.6 The Parks, Recreation and Culture Department reserves the right to refuse the use of any said facility to any individual or group. The affected individual, persons or group shall have the right to appeal the ruling before the General Manager of Parks, Recreation and Culture.
- 1.7 All user groups must submit the stated information by the following dates:
  - All team rosters or membership lists must be submitted by November 1<sup>st</sup> and February 15<sup>th</sup> of each session.
  - Verification of Third Party Liability Insurance is due -prior to first ice time commencing Sept 1<sup>st</sup> of current year.
  - Executive Member Lists and Contacts-October 15<sup>th</sup>.

---

**APPROVED BY:**

  
**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

- 1.8 All users must adhere to the terms set out in the Facility Rental Contract.
- 1.9 Facility Rental Contracts shall be valid for a period no longer than one year except in circumstances as deemed appropriate by the General Manager of Parks, Recreation and Culture.

### 2. CANCELLATIONS, REFUNDS AND SPECIAL EVENTS

#### 2.1 Seasonal Contracts

In the event that a user group cancels one of the weekly contracted times, a full 7 days notice is required in order to adjust staff and/or resell the ice. If said notice is not given, the group will be charged the ice time.

#### 2.2 Tournaments and One time Special Event Contract Bookings

In the event that a user group cancels its ice booking, a full refund/credit will be granted provided thirty one (31) days notice is given or if the City is able to resell the said allocation with no loss in revenue. Refunds/credits will be pro-rated if the said allocation can be resold and some of the revenue recovered.

#### 2.3 Tournaments and Spring/Summer one time Special Event Contract Bookings

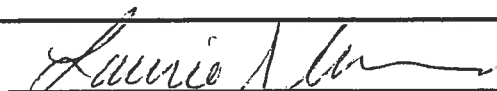
In the event that a user group cancels its ice booking, a full refund/credit will be granted provided thirty one (31) days notice is given or if the City is able to resell the said allocation with no loss in revenue. Refunds/credits will be pro-rated if the said allocation can be resold and some of the revenue recovered.

- 2.4 Under no circumstances may a user group sell ice time to another user group. However, user groups may allow other users within their sport/activity to use the ice time with the Manager, Arena Operation's approval.

- 2.5 In the event that the original facility permit holder is no longer involved with the group, the remaining members of the group must verify

---

**APPROVED BY:**



**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

through their roster that the majority of the members are still active participants. If a majority does not exist, the time reverts back to the Advisory Board to be re-allocated as outlined in this Policy.

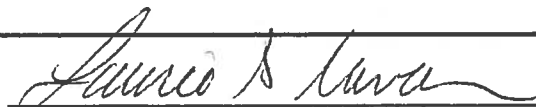
- 2.6 The Parks, Recreation and Culture Department reserves the right to cancel any ice time for the purpose of repairs to the building and/or playing surface, for Department events as required, or for any other reasonable circumstances. In the event of such a cancellation, the affected groups will be provided with as much notice as possible.
- 2.7 The Ice Allocation Advisory Board will provide advice with respect to the scheduling of tournaments and/or special events, taking into account the impact of these tournaments or events on other activities and allocations within Parks, Recreation and Culture arena facilities. The General Manager of Parks, Recreation and Culture (or designate) is responsible for the allocation of ice for such tournaments or events.
- 2.8 If a seasonal user groups finds they can spare a seasonal ice time to help out another group for the current season, they will be given first consideration for that ice time upon commencement of the next season. Justification will be required through a review of their association membership will be reviewed by the Manager, Arena Operations.

### 3. INSURANCE

- 3.1 All user groups must submit proof of third party liability insurance with the City of Surrey included as a named insured. A minimum of \$2,000,000 coverage is required for non-contact sports and \$5,000,000 coverage for contact sports.
- 3.2 Proof of Insurance must be provided prior to receiving a "Facility Use Permit". The Parks, Recreation and Culture Department staff will provide guidance to groups in order that they are able to obtain insurance.

---

**APPROVED BY:**



**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**



# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

#### 4. SAFETY AND SECURITY

##### 4.0 Safety and Security

The City of Surrey is committed to providing a safe environment for children and youth. All clubs must regularly conduct and keep a current copy of a Criminal Record Check of each employee and volunteer who interacts with children and youth participants. The clubs agree to provide access to these record checks if requested by the City.

4.1 Each individual and/or organization using the facility shall be responsible for any damage incurred on his/her own behalf, and on behalf of their group using the facility and assume responsibility for the control and behaviour of its members and spectators.

4.2 A copy of the Policy governing "Violence and Unsportsmanlike Conduct in or on Public Facilities" and "Waiver of Liability Form" shall be attached to the user's copy of the Facility Permit.

4.3 Except where proper licensing permits have been issued under the Liquor Control and Licensing Act, no person or persons shall consume any alcoholic beverages in any City facility. Any person or group found contravening this may have their (and their league's) permits cancelled or suspended by the City.

4.4 Helmets must be worn by all drop-ins and participants registered in any of the City's ice arena facility programs.

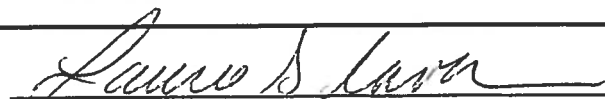
4.5 While participants are encouraged to supply their own helmets, they will be available for rental for participants registered in lesson programs in the event that they do not have their own.

4.6 Dressing rooms will be made available to all groups. The security of the dressing room is the responsibility of the group, including the provision of their own padlock.

4.7 Users of any City of Surrey ice arena facility must adhere to the Non-Smoking By-law.

---

**APPROVED BY:**



**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture  
December 2011 / June 2012

**DATE APPROVED:**

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

### VI. ALLOCATION FORMULA

#### 1. PRIORITIZATION OF ICE TIME

- 1.1 Surrey Youth User Groups will have first priority for ice for bookings between 4:30 a.m. and 10:00 p.m., seven (7) days per week. Surrey Adult User Groups will have second priority to this booking period and Non-Surrey User Groups, third priority.

Surrey Adult User Groups will have first priority to ice time between 10:00 p.m. and 4:30 a.m., seven (7) days per week. Surrey Youth User Groups will have second priority to this booking period and Non-Surrey User Groups third priority.

*Exception:*

The Surrey Sports and Leisure Complex-Arenas allocation is not administered through the Ice Allocation Policy. Note: see "Appendix A"

- 1.2 The prioritization of ice time within each of the three types of user groups will be as follows:

#### 1ST PRIORITY - SURREY YOUTH

- (1) Parks, Recreation and Culture Programs
- (2) Surrey Subsidized User Groups
- (3) School Board Functions (As per Joint Use Agreement)

#### 2ND PRIORITY - SURREY ADULTS

- (1) Parks, Recreation and Culture Programs
- (2) Surrey Adult User Groups

#### 3RD PRIORITY - OTHER NON-SURREY GROUPS

Including, but not limited to, Minor Sport Groups, Junior Hockey, Adult Hockey, Adult Precision, Special Events, Ball Hockey, Commercial/Private usage.

---

APPROVED BY:

  
LAURIE CAVAN, General Manager, Parks, Recreation & Culture

DATE APPROVED:

December 2011 / June 2012

HOUSEKEEPING DATE:

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

- 1.3 While prioritizing applications, Surrey Parks, Recreation and Culture Department will also consider the following:
- (a) Are 80% Surrey residents (as per definition, pg. 2);
  - (b) Actual use of previous ice allocations and conduct within the facility, adherence to contract requirements;
  - (c) Historical users; and
  - (d) Conduct in other City facilities.
- 1.4 The following criteria will also be considered as reasonable standards for the allocation of ice time.

#### **SCHOOL BOARD (NOT INCLUDING PRIVATE SCHOOLS)**

- As per Joint Use Agreement.
- All ice allocated in this category shall be limited to bookings between 9:00 a.m. to 3:00 p.m., Monday through Friday.
- Ice will be allocated to this group if it is not required or requested by another subsidized or non-subsidized organization.

#### **Minor Hockey**

Ice time will be allocated based on the following:

- Hockey 1 & 2 or Tyke – Minimum of 10 players per team.
- Hockey 3 & 4 or Novice, Atom, Peewee, Bantam – Minimum of 14 players per team.
- Midget & Juvenile – Minimum of 16 players per team.
- No Association shall roster a team below the minimum number of players without approval of the Ice Allocation Committee. Doing so will put the Association in violation of the allocation policy.

---

**APPROVED BY:**



**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture  
December 2011 / June 2012

**DATE APPROVED:**

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

Subsequently, teams may lose subsidy on game ice based on prime rates if roster numbers fall below the minimums set above.

- At the Hockey 1,2,3,4 levels, two teams must share an ice time for practice.
- Hockey 1,2,3,4 will receive an allocation of 1.0 hour per week per team. This provides ice time for each team to participate in a 1.0 hour weekly game (with another team) and a 1.0 hour shared practice in their home arena.
- C level Teams - will receive an allocation of 1.625 hours per team per week. This provides ice time for each team to participate in a 1.25 hour weekly game and a 1.0 hour weekly practice in their home arena.
- C level Teams - Bantam and up - will receive an allocation of 1.75 hours per team per week. This provides ice time for each team to participate in a 1.5 hour weekly game and a 1.0 hour weekly practice in their home arena.
- Rep. Teams - Atom and Pee Wee - will receive an allocation of 2.25 hours per team per week. This provides ice time for each team to participate in two 1.25 hour weekly games and a 1.0 hour weekly practice in their home arena.
- Rep Teams Bantam and up will receive an allocation of 2.5 hours per team per week. This provides ice time for each team to participate in two 1.5 hour weekly games and a 1.0 hour weekly practice in their home arena.
- Subsidized ice will be booked for no more than four (4) rep teams per division.
  - For the purpose of this Policy, the Parks, Recreation and Culture Department recognizes the following organizations and that each organization services a specific catchment area.

**APPROVED BY:**

  
\_\_\_\_\_  
**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

- Minor Hockey Age Categories
  - Hockey 1 5 years
  - Hockey 2 6 years
  - Hockey 3 7 years
  - Hockey 4 8 years
  - Atom C level 9/10years
  - PeeWee C 11/12 years
  - Bantam C 13/14 years
  - Midget C 15-17 years
  - Juvenile 18 +

### Organization

### Arena

Cloverdale Minor Hockey Assoc.

Cloverdale Arena

Semiahmoo Minor Hockey Assoc.

South Surrey Arena  
Centennial Arena

Surrey Minor Hockey Assoc.

North Surrey Arenas  
Newton Arena

In application of this Policy, the City is not concerned with residents being scheduled to play outside their PCAHA catchment area.

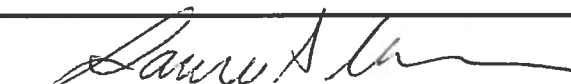
Note: For all minor hockey organizations, all female teams will be calculated under the Female Ice Hockey allocation.

### Female Ice Hockey

Ice time will be allocated based on the following:

- Hockey 1 & 2 or Tyke – Minimum of 10 players per team.
- Hockey 3 & 4 or Novice, Atom, Peewee, Bantam – Minimum of 14 players per team.

APPROVED BY:



**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture  
December 2011 / June 2012

DATE APPROVED:

HOUSEKEEPING DATE:

# PARKS, RECREATION AND CULTURE

## POLICY

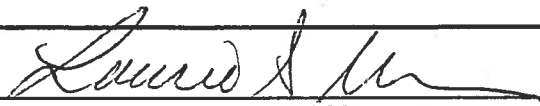
**SUBJECT: ICE ALLOCATION**

- Midget & Juvenile – Minimum of 16 players per team.
- No Association shall roster a team below the minimum number of players without approval of the Ice Allocation Committee. Doing so will put the Association in violation of the allocation policy. Subsequently, teams may lose subsidy on game ice based on prime rates if roster numbers fall below the minimums set above.
- Pre-Novice and Novice programs will receive an allocation of 1.0 hour per team per week. This provides ice time for each team to participate in a 1.0 hour weekly game and a 1.0 hour weekly shared practice in their home arena.
- Atom C level will receive an allocation of 1.625 hours per team per week. This will provide ice time for each team to participate in a 1.25 hour weekly game and a 1.0 hour weekly practice in their home arena.
- PeeWee, Bantam, Midget and Juvenile C will receive an allocation of 2.25 hours per team per week. This will provide ice time for each team to participate in a 1.25 hour weekly game and a 1.0 hour weekly practice in their home arena.
- Midget H.C. Carded A & B and Bantam Carded A & B will receive an allocation of 2.5 hours per team per week. This provides ice time for each team to participate in a 1.5 hour weekly game and a 1.0 hour weekly practice in their home arena.

### Surrey Female Hockey Age Categories

Tyke	5/6 years
Novice	7/8 years
Atom C level	9/10years
PeeWee C	11/12 years
Bantam C	13/14 years
Midget C	15-17 years
Juvenile	18 +

**APPROVED BY:**

  
**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

### Surrey Speed Skating Association

- Ice time will be allocated on a minimum of 2.25 hours of ice per 20 registrants

### Figure Skating (Fall/Winter and Spring/Summer)

- Figure Skating Clubs will submit rosters for both membership and canskate participant numbers.
- Allocated ice will be monitored by the Ice Allocation Committee due to the self regulated nature of our Figure Skating Clubs.
- Canskate members registered with the club will be allocated 1.25 hour of ice per week for every 20 Canskate members.
- Note: for the 2007/08 season, Newton Figure Skating Club will maintain their current ice allocation.
- Each club is entitled to hold a Carnival every two years in their home arena. Consideration by the Manager will be given to suitability of home arena for the Carnival if request is made for an alternate arena.
- For the purpose of this policy, the City recognizes that the following organizations utilize the corresponding arenas:

Organization	Arena
Cloverdale Skating Club	Cloverdale Arena/SSLC
Newton Figure Skating Club	Newton Arena/SSLC
North Surrey Skating Club	North Surrey Arena #1/SSLC North Surrey Arena #2

**APPROVED BY:**

  
**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

White Rock/South Surrey Figure  
Skating Club

South Surrey Arena  
Centennial Arena

Lower Mainland Synchronized  
Skating Club

Newton Arena/SSLC

In application of this Policy, the City is not concerned with residents being scheduled to play in any one, or all, of the above designated arenas.

### Ringette

- Ice time will be based on an average of 12 players per team.
- Bunnies and Novice will receive an allocation of 1.0 hour per team per week. This provides ice time for each team to participate in a 1.0 hour weekly game and a 1.0 hour weekly practice in their home arena.
- Petite and above will receive an allocation of 1.5 hours per team per week. This provides ice time for each team to participate in a 1.0 hour weekly game and a 1.0 hour weekly practice in their home arena.
- AA Teams will receive an allocation of 2.0 hours per team per week. This provides ice time for each team to participate in a 1.0 hour weekly game and a 1.0 hour weekly practice in their home arena.

### Ringette Age Categories

Bunnies	4-6 years
Novice	9 years & under
Petite	11 years & under
Tween	13 years & under
Junior	15 years & under
Belle	18 years & under
Open	19 years & over
Masters	30 years & over

**APPROVED BY:**

  
**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**



# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

### Surrey Adult User Groups

- Adult groups will be allotted 1.25 hours per game.

### Non-Surrey User Groups

- Will be considered if space permits.

## VII. FEES AND CHARGES

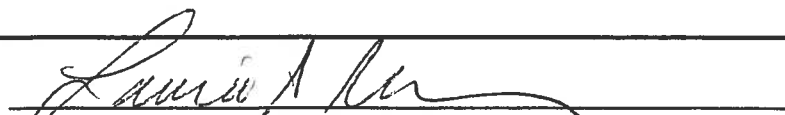
1. The rental of the Arena Facilities shall be in accordance with the Fees and Charges Schedule as approved by City Council. All rental rates shall be subject to review on an annual basis by the Parks, Recreation and Culture Department.
2. Facility Accounts Receivable Will Be As Follows:
  - Subsidized organizations will be billed every month.
  - Non-subsidized groups must pre-pay their ice time one month in advance of booking.

Failure to comply with the billing procedures, as outlined, may result in cancellation of the group's contract by the City. The individual whose name appears on the contract shall be responsible for rental payment to the City.

3. The Parks, Recreation and Culture Department will not grant subsidized rates to any groups with adult players that may operate under the umbrella of a minor organization
4. For the purpose of determining fees and charges, the following shall apply:
  - Prime Time (September 1<sup>st</sup> to March 31<sup>st</sup>)

Weekdays	4:00 p.m. - 12:00 a.m.
Weekends	8:00 a.m. - 12:00 a.m.

APPROVED BY:

  
LAURIE CAVAN, General Manager, Parks, Recreation & Culture  
December 2011 / June 2012

DATE APPROVED:

HOUSEKEEPING DATE:

# PARKS, RECREATION AND CULTURE

## POLICY

**SUBJECT: ICE ALLOCATION**

- **Non Prime Time (September 1st to March 31st)**

Weekdays	12:00 a.m. - 4:00 p.m..
Weekends	12:00 a.m. - 8:00 a.m.

- **Prime Time (April 1st to August 31st)**

Weekdays (Mon. to Fri.)	4:00 p.m. to 12:00 a.m.
Weekends (Sat., Sun.)	All hours (part. subsidized groups only)

- **Non Prime Time (April 1st to August 31st)**

Weekdays (Mon. to Thurs.)	12:00 a.m. to 4:00 p.m.
---------------------------	-------------------------

4. For the purpose of determining the appropriate fees and charges categories, the following dates shall apply:

Regular Season Rates	September 1 <sup>st</sup> to March 31 <sup>st</sup>
Spring/Summer Rates	April 1 <sup>st</sup> to August 31 <sup>st</sup>

---

**APPROVED BY:**

  
**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture

**DATE APPROVED:**

December 2011 / June 2012

**HOUSEKEEPING DATE:**

# PARKS, RECREATION AND CULTURE

## POLICY

<b>SUBJECT: ICE ALLOCATION</b>
--------------------------------

### "Appendix A"

#### SURREY SPORT AND LEISURE COMPLEX

	<ul style="list-style-type: none"> <li>• <b>Prime Time</b></li> </ul> <p>Sept. 1 to March 31 Fall/Winter</p> <p>Weekdays 4 p.m. - 12:00 a.m.. Weekends 8 a.m. - 12:00 a.m..</p>	<ul style="list-style-type: none"> <li>• <b>Prime Time</b></li> </ul> <p>April 1 to August 31 Spring/Summer</p> <p>Weekdays (Mon - Fri) 4:00 p.m. - 12:00 a.m. Weekends (Sat. &amp; Sun.) All hours (applies to partially subsidized groups only)</p>	
	<ul style="list-style-type: none"> <li>• <b>Non Prime Time</b></li> </ul> <p>Weekdays (Mon. to Thurs.) 12:00 a.m. - 4:00 p.m. Weekends (Fri., Sat., Sun.) All hours (applies to non-subsidized groups only)</p>		

**Exception:** The Fleetwood Arenas have designated specific times within the schedule for subsidized Minor Sports use.

Surrey Youth groups will have priority at these times to a maximum of 2,600 hours between September 1st and March 31st annually.

Prime time allocations will be based on a formula to ensure the financial success of the operation. For every 2 hours of subsidized prime time booked, 1 hour of early morning time will also be assigned.

All other times will be assigned for Surrey Parks, Recreation and Culture Department programs or adult users.

If time not needed for programs or adult users, Youth groups may book the time at the adult rate.

**APPROVED BY:**



**LAURIE CAVAN**, General Manager, Parks, Recreation & Culture  
December 2011 / June 2012

**DATE APPROVED:**

**HOUSEKEEPING DATE:**