Winnipeg

CITY OF WINNIPEG POLICY NO. LW-010

POLICY TITLE *Indoor Arena Ice Allocation Policy*	ADOPTED BY *City Council*	EFFECTIVE DATE *June 26, 1997*
ORIGIN / AUTHORITY *Standing Policy Committee on Community Services, Executive Policy Committee*	CITY POLICY NO. LW-010	MOST RECENT CONSOLIDATION *May 22, 2025*

1. Purpose:

The Indoor Arena Ice Allocation Policy was developed to allocate indoor arena ice times fairly and equitably by utilizing a schedule of priorities city-wide, considering the unique requirements of the individuals and groups that use City facilities.

2. Definitions:

2.1 "**community centre indoor arena**" means any indoor arena with natural or artificial ice owned by the City and operated by a community centre.

2.2 **"Community Services Department Programs, Co-sponsored Programs, and Sanctioned Special Events"** means any program or special event operated, co-sponsored or approved by the Community Services Department.

2.3 **"Community Youth Programs"** means ice programs for youth run by community sport associations, community centres and school divisions conducting developmental or competitive sport activities recognized by the Community Services Department.

2.4 **"casual rentals"** means rentals of casual ice time during the ice season by users other than major users or contract users that are paid at the time of booking.

2.5 **"casual ice time"** means any ice time made available for booking by the Community Services Department to the general public after seasonal allocations to Community Services Department Programs, Co-sponsored Programs, and Sanctioned Special Events, major users and contract users are complete.

2.6 **"contract rentals"** means rentals under contract for either specific blocks of time or recurring bookings during the ice season by a contract user but does not include casual rentals or Community Services Department Programs, Co-sponsored Programs or Sanctioned Special Events.

2.7 "**contract user"** means a user other than major users or casual rentals eligible for either specific blocks of time or recurring bookings during ice season. Typically, a new group with no prior allocations that qualifies as a major user, requesting recurring ice allocations, is considered a contract user until they are established as a traditional applicant in good standing.

2.8 **"Figure Skating Clubs"** means formally organized community sponsored figure skating clubs recognized by the Canadian Figure Skating Association (Manitoba Section) and/or local area associations conducting figure skating programs, recognized by the Community Services Department.

2.9 "**home ice**" means a City-owned and operated indoor arena that has been designated by the major user as their primary location provided that:

A. the major user has identified the arena as home ice in its annual application to the Community Services Department;

B. the major user currently leases space at the designated location; and

C. the major user conducts the majority of their practices, games, and tournaments at the designated location.

2.10 "**ice season**" means ice bookings between September 1 of one year and August 31 of the following year and includes:

A. "**pre-season**" means ice bookings between September 1 to September 30 of an ice season.

B. "**regular season**" means ice bookings between October 1 to February 29 of an ice season.

C. "**spring season**" means ice bookings between March 1 to April 30 of an ice season.

D. "**summer season**" means arena bookings between May 1 to August 31 of an ice season.

2.11 "**prime time ice**" means ice bookings during the regular season between 4:30 p.m. and 10:00 p.m., Monday through Friday, and 7:00 a.m. - 10: 00p.m. Saturday and Sunday.

2.12 **"Major Hockey"** means formally organized and recognized high-level competitive hockey for participants typically 17 years and older, which includes, but is not limited to, the following leagues and associations: Manitoba Major Junior Hockey, Capital Region Junior Hockey League, Hockey Canada.

2.13 "**major user**" means a traditional applicant in good standing who falls within one of the priority groups described in 3.1. Typically, a new group with no prior allocations is considered a contract user until they have established their account in good standing and can be considered a major user.

2.14 "**Minor Hockey**" means formally organized minor hockey programs recognized by Hockey Manitoba, Hockey Winnipeg and/or local area associations conducting minor hockey programs that are recognized by the Community Services Department.

2.15 "**Ringette**" means formally organized and recognized by Ringette Manitoba, the Winnipeg Ringette League and/or local area associations conducting ringette programs that are recognized by the Community Services Department.

2.16 **"School Division High School Ice Programs"** means duly constituted, regularly scheduled inter-school ice programs sanctioned and supported by their respective school division.

2.17 "**Speed Skating**" means formally organized speed skating programs recognized by the Speed Skating Manitoba and/or local area associations conducting speed skating programs that are recognized by the Community Services Department.

2.18 "**traditional applicant in good standing**" means any applicant who has been permitted ice in the previous year and remains in good standing through adherences to the policies, procedures, rules and regulations laid out by the Community Services Department, and/or the community centre indoor arena operator, which shall include but not be limited to adherence to any rental terms and conditions and timely payment of any and all outstanding fees or charges on the user account.

2.19 **"youth"** means Community Youth Program or other participants aged 21 years and under unless otherwise approved by the Community Services Department.

3. Indoor Arena Ice Allocation Policy

3.1 Application

This Policy applies to all community centre indoor arenas, indoor arenas owned/operated by the City, and indoor arenas constructed or acquired using City funding, whether in whole or in part, are subject to the Indoor Ice Allocation Policy.

This Policy does not apply to seasonal outdoor pleasure rinks provided by the Parks and Open Space Division of the City of Winnipeg or seasonal outdoor rinks operated by community centres.

3.2 Annual Allocation

All ice season bookings other than casual ice times will be allocated on an annual basis, by invitation only. Renewal packages will be issued to major users and contract users in the spring.

Ice allocation is administered and completed through the spring and summer each year and does not continue throughout the ice season.

Once the allocation is complete, major users and contract users are sent their scheduled ice times, and the allocation process is closed.

In extreme cases, exceptions to the annual ice allocation process may be made at the discretion of the Department, such as an unplanned closure of an arena, early in the regular season, for at least the remainder of the ice season.

The Community Services Department does not designate home ice status to teams and provides no special treatment during rentals for home ice teams.

New applicants requesting Major Hockey status will require approval from the Standing Policy Committee on Community Services.

3.3 Priorities

Prime-time ice will be allocated first followed by remaining ice bookings during the regular season, pre-season, spring season and summer season (where available). Permits for City of Winnipeg operated arenas will be issued by season, starting with the pre-season and ending with the summer season.

In determining the annual allocation of indoor ice, the following schedule and order of priorities shall be applied, subject to the guidelines described in Section 3.4 of this Policy:

A. Priority No. 1: Community Services Department Programs, Co-sponsored Programs, and Sanctioned Special Events

B. Priority No. 2: Community Youth Programs – major user

C. Priority No. 3: Major Hockey (Games)

D. Priority No.4 :Major Hockey (Practices) (excluding Senior/Intermediate Major Hockey teams)

E. Priority No. 5: School Division High School Ice Programs (sanctioned by their school division)

F. Priority No. 6: Contract Rentals – Adult Program (up to a total of 10% of available regular season ice time)

G. Priority No. 7: Major Hockey Team (Practices) Senior/Intermediate Hockey teams

H. Priority No. 8: Contract Rentals – Youth Programs

Contract rentals other than those described in clauses (f) and (h) above will be allocated after any priority allocations described above on a first-come first-serve basis. The Centralized Reservations Office shall, by invitation, at the earliest date possible, identify the times available to contract users. Applicants will be advised that consideration of applications for contract users will begin on June 1 of each year.

Contract rentals shall be coordinated on a city-wide basis according to the following priorities:

A. Traditional prime-time ice contracts

B. Displaced prime-time ice contracts

C. Traditional non-prime time ice applicants

D. New applicants

Casual rentals will be allocated after all other ice bookings on a first-come first-serve basis but will not exceed more than 10% of total available regular season ice time.

3.4 Guidelines

A. Block Calculations

For the purposes of this 'block' calculation, all Community Youth Program teams registered with a community centre indoor arena will NOT be included in the overall 'block' calculation to local area associations.

i. The Community Services Department, by means of the Recreation Services Centralized Reservations Office, shall allocate ice time by invitation on a 'block basis' to local area associations that govern the individual Community Youth Programs according to the number of teams registered the previous year. The block will be determined by allocating 30 minutes of ice time per week per team for each team. This calculation (i.e. 30 minutes per team) may be modified without notice in the initial allocation, and/or mid-season, should the Community Services Department's available inventory of ice time be reduced as the result of loss of one (1) or more arenas under its jurisdiction. The local area associations shall be charged with the responsibility of further breakdown and distribution of ice time to teams, for purposes of games, practices, clinics, etc. These breakdowns shall be returned to the Recreation Services Centralized Reservations Office prior to the beginning of each month with details pertaining to the team, team contact, team age and gender groups, and event type. The Community Services Department will apply a standard estimated attendance based on the event and group type.

ii. All community centre indoor arenas will be required to provide a minimum of 30 minutes of ice time per week (to the appropriate ice sports associations) for every team in their community centre in those associations with the intention that the community centre teams utilize that specific ice time. All community centres indoor arenas may, at their own discretion, allocate more than the required minimum ice time to their respective ice sport associations. The Centralized Reservations Office in the Recreation Services Division Business Office does not allocate or rent community centre indoor arena ice.

iii. A maximum of 55% of all prime-time ice available in all City operated arenas will apply as the upper limit for Minor Hockey, Ringette and sanctioned School Division High School Hockey combined.

iv. Recreation Services Centralized Reservations Office will require an official listing of all Minor Hockey teams, Ringette teams, sanctioned School Division High School Ice Program teams to be submitted by the respective parties no later than January 15 for use in the 'block' calculation.

v. The sanctioned School Division High School Ice Program teams will be allocated ice time weekdays prior to 6:00 p.m.

vi. Should a Community Youth Program lose any prime-time ice under this Policy, the Centralized Reservations Office shall, in consultation with users, determine which hours will be lost.

vii. Community Figure Skating Clubs shall be allocated a 'block' based on 30 minutes of prime-time ice per week for each six (6) skaters registered and participating in Figure Skating Club programs recognized by the Department. This calculation may be modified without notice should the Department's available inventory of ice time be reduced as the result of the loss of one (1) or more arenas under its jurisdiction.

viii. Hockey Winnipeg and the Winnipeg Ringette League shall be requested to assign complete divisional play-offs to individual indoor arenas.

ix. Each Major Hockey team shall be allocated sufficient indoor ice time for pre-season use, as ice becomes available.

x. From September 25 – March 5, each major user team shall be allocated three (3) hour time slots for game purposes to a maximum of home game dates per season.

xi. During the regular season, each major user team shall be allocated a maximum of one (1) hour of prime-time ice and one (1) hour of non-prime ice per week for practice purposes.

xii. During the play-offs, each major user team shall be allocated enough time slots to complete their home play-off games.

xiii. No limits shall be placed on the number of minor teams (Hockey Winnipeg, Hockey Manitoba, Hockey Canada, Winnipeg Ringette League, Ringette Manitoba, and Winnipeg High School Hockey League) entitled to use the City's arenas.

B. Policy Administration

The Community Services Department shall be authorized, with the intent and priorities established within this Policy, to utilize such administrative procedures and criteria as are necessary to optimize use of all City-operated arenas.

In the event that a community centre indoor arena operator and the Community Services Department do not agree on a decision respecting the allocation of ice time under this Policy, the matter shall be directed to the Standing Policy Committee on Community Services whose decision shall be final.

Any exception to any dates in the Policy is subject to approval by the Director Community Services Department or their designate.

Any ice user complaints regarding applicant status or annual ice allocations should be brought to the attention of the Centralized Reservations Office as soon as possible, whereupon they will be reviewed by the Administrative Coordinator of the Recreation Services Business Office. Unresolved complaints are expected to follow standard escalation procedures before being referred to the Standing Policy Committee on Community Services.

4. Discipline

All users are required to comply with the terms and conditions of their ice rental permit at all times. Examples of terms and conditions enforced by the Community Services Department include but are not limited to:

… Users are not allowed to access changerooms/showers more than 30 minutes before their ice time and 30 minutes after.

… Dryland training is not allowed in the ice shed.

… Users are not allowed to play music until their rental time starts.

The progressive disciplinary measures for breaches to the terms and conditions of the ice rental permit are:

A. First strike – written warning to individual and/or sport organization convener, requesting indication of the specific team during the rental period in question, including review of the terms and conditions and warning of potential future consequence of cancelling ice permits.

B. Second strike – written warning to individual and/or sport organization convener, requesting indication of the specific team during the rental period in question, including review of the terms and conditions – if it is the same individual/team, then clarification is provided that upon the third notice, the individual/team may be banned for the remainder of the season from City of Winnipeg operated arenas and their ice rentals to be reassigned by the sport organization to other teams and/or cancelled. If it is a different individual/team, the process reverts to first strike.

C. Third strike – communication to the individual and/or sport organization convener that the individual/team is banned for remainder of the season from City of Winnipeg operated arenas. Community Services Department works with the sport organization to reassign permitted ice rentals to other teams in their organization and/or cancel ice rentals.

Cases of discipline may be reset to zero at the end of each ice season or remain as is, depending on the severity of the infraction and duration of the ban.

5. Review

A review of this Policy will be done, at a minimum, every five (5) years.

6. Responsibilities

6.1 Standing Policy Committee on Community Services

The **Standing Policy Committee on Community Services** is responsible for reviewing and approving new applicants requesting Major Hockey classification and determining matters referred to it pursuant to the Policy.

6.2 Director, Community Services Department

The **Director, Community Services,** or designate, shall have the responsibility for this Policy, including its administration and ongoing review. The Director, Community Services has the authority to establish the administrative application process, to determine the final annual indoor ice allocation decisions, and to designate employees to enforce the Policy.

6.3 Recreation Services Centralized Reservations Office

The **Recreation Services Centralized Reservations Office**, which includes the Program Supervisor for ice rental programming and other administrative support staff, is responsible for completing annual indoor arena ice allocation of City operated arenas according to this Policy.

6.4 Administrative Coordinator, Recreation Services Business Office

The **Administrative Coordinator in the Recreation Services Division Business Office** is responsible for reviewing indoor arena ice allocation in the form of the drafted arena schedules and approving for finalization with Asset Management - Municipal Accommodations prior to communication to the Recreation Services Manager and major users and contract users. Additionally, the Administrative Coordinator is responsible for producing an annual report on facility reservations, which includes indoor arena rentals, reviewing any appeals, and providing direction on how to complete any mid-season re-allocation exercises that may be required due to unexpected long-term arena closures.

6.5 Community Centre Indoor Arena Operators

All **Community Centre Indoor Arena Operators** are responsible for adhering to, and applying, the Indoor Arena Ice Allocation Policy in their operations.

The **Administrative Coordinator, Community Centres, Community Services Department** is responsible for managing the agreement between the City of Winnipeg and the General Council of Winnipeg Community Centres, which oversees community centre indoor arena operations.