

	POLICY	Owner Department: Recreation
	Ice Time Distribution Policy	
Effective Date: April 6, 1998	Last Reviewed Date: January 24, 2020	
Approving Authority: Moncton City Council	Replaces No.: Policy 1306	
1. Guiding Principles		

Guiding principles used in the development of this policy include:

1. Priority will be given to youth organizations in the allocation of ice time. Moncton City Council has supported this focus since sport opportunities play an important role in shaping the development of youth.
2. The needs of Moncton residents will be met prior to those of non-residents. Facilities in the City of Moncton exist mainly to service the citizens of Moncton.
3. For adult level activities, rates for ice time bookings will be based on the concept of user-pay. The 1995 C.S.D. Review adopted by Moncton City Council endorsed this concept. The user-pay concept for adult groups has become an acceptable standard in recreation programs throughout North America.

2. Procedures

1. Application Process

All regular season users are required to fill out an application form for ice time. The form will require user groups to provide information about their league, their arena preference, time preference (including day of week and time of day), schedule and any other special requirements.

2. Allocation Process

Upon receipt of an application form by the August 1st deadline date from all prospective users, ice time will be allocated based on information contained on application forms.

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All requests received after the deadline date of August 1st, will be held for review until applications submitted by the deadline date have been accommodated.

3. Distribution Policy

Ice time will be allocated by reviewing the total number of game times and activities requested by all user groups in any given season and balancing this total against the total amount of ice time available for distribution.

When sufficient ice time exists, requests from all user groups will be accommodated based on specific needs related to the type of program, age group, ice time and arena desired, etc.

When insufficient time exists to fill requests from all user groups using the described parameters, the following Distribution Priority Listing will be used to assist in determining ice time allocation. This listing is consistent with the priorities of Parks & Leisure Services. Furthermore, if user groups within the same category are competing for the same ice time, preference will be given to the more established league.

In order to meet the needs of all categories of user groups as listed on the Distribution Priority Listing, Parks & Leisure Services will ensure those groups classified under Priority B, particularly youth groups, receive no more than 50 percent of total available ice time. No more than 75 percent of their ice time will be scheduled during prime time hours. Groups under Priority A, particularly public skating and excluding municipal contracts, shall receive no more than 15 percent of total available ice time. Those groups classified as Priority D, adult recreational groups, shall receive no more than 35 percent of total available ice time hours.

4. Special Provisions

1. Payments for ice rentals must be made prior to bookings. User groups will receive a confirmation of their ice rentals by September 1st along with the cost of such rentals and a payment schedule. For seasonal users, payments shall be made in monthly installments and must be received one month prior to scheduled ice time rental.
2. Notice of any cancellations of ice time at least two (2) weeks prior to the date in question and one (1) month prior for tournament organizers to allow the Department to re-allocate ice time. If notice is received within this time frame, user groups will receive a full credit for their cancellation. If notice is not received within this time frame, user groups will be required to pay for the ice time.
3. It is the responsibility of Parks & Leisure Services to re-allocate ice time due to cancellations or other circumstances. User groups are prohibited from selling ice time to other users.
4. For groups to qualify as resident groups, at least 65% of program participants must be City of Moncton residents.

For rentals, inquiries, additional information please contact the Red Ball Internet Centre at (506) 384-4423.

5. Distribution Priority Listing

Priority A	Municipally operated or sponsored programs or programs/events under contract with the City of Moncton.
Priority B	<p>Minor organized programs such as:</p> <ul style="list-style-type: none"> • Minor hockey • Ringuette • Figure skating • Speedskating <p>School Board, College or University programs under a Reciprocal Use Agreement. Tournaments established prior to this policy coming into effect including the Moncton Oldtimers Hockey Tournament, Dynamite Oldtimers Hockey Tournament, and the Cail Bastarache Fire Fighters Hockey Tournament.</p>
Priority C	<p>Competitive adult programs:</p> <p>Groups utilizing a constitution, formulated league rules, current certified referees, and tryouts, and playing to advance to a provincial championship.</p>
Priority D	Adult organized recreational programs.
Priority E	School Board, College or University programs not under a Reciprocal Use Agreement.
Priority F*	Tournaments, special events and activities.
Priority G	Casual users.
Priority H	Practice or development requests except where the user group qualifies under Priority A to G.
Priority I	Non-resident user groups or teams.

6. Administration and Contact

City Hall

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca