



City of Lloydminster

Policy

Policy Title:	Fieldhouse and Arena Allocation Policy	Policy Number:	740-03
Date of Adoption:	May 30, 2022	Motion Number:	218-2022
Date of Amendment:		Motion Number:	
Sponsoring Department:	Recreation and Cultural Services		

1. Purpose:

- 1.1. To provide a fair and equitable booking process for Users booking City Arena and Fieldhouse facilities.
- 1.2. To ensure that Arenas and Fieldhouses are operated in a fiscally responsible manner.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Arena	All arena facilities owned by the City of Lloydminster.
Casual User	A user with a total duration of less than four (4) bookings in a one-month period.
City	The corporation of the City of Lloydminster.
Fieldhouse	All fieldhouse facilities owned by the City of Lloydminster.
Program	A program offered by the City of Lloydminster.
For-Profit Youth Programs	Refers to a business that offers youth-oriented programs for a profit.
Major Team	Refers to Junior Hockey teams with memberships in a Junior "B" or "A" Hockey League, or College Team.
Non-Profit Adult Organizations	Refers to adult-oriented associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.
Non-Profit Youth Organizations	Refers to youth-oriented associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.
Overbooking	Users that book more time slots than is needed, resulting in cancellations of time slots.
Regular Users	A User that books a regular time slot and/or has more than four (4) time slots per month.

Sponsored Public Skating	Refers to leisure skating scheduled for the public.
School Programs	Refers to Arenas or Fieldhouses booked by elementary and secondary schools. Schools operated by the Lloydminster Catholic School Board and/or the Lloydminster Public School Division shall be given highest priority.
Special Events and Tournaments	Events that are non-recurring in nature, held for a variety of reasons and are approved by the Manager of Programs and Events.
Underrepresented User Groups	Refers to groups that are underrepresented in sport and physical activity, such as gender, racial/ethnic minorities, disabilities, or from lower socio-economic status.
Users	A general term utilized to refer to all User Groups including individuals and organizations.

3. Scope:

- 3.1. This Policy applies to all City Arenas and Fieldhouses excluding the Lloydminster Golf and Curling Centre.
- 3.2. This Policy applies to Administration and Users.
- 3.3. All Users shall abide by all municipal, provincial, and federal standards and regulations inclusive of health and safety and support environmental, accessibility, and inclusive practices. March 15 Annually

4. Allocation Process:

- 4.1. Request Timelines
 - 4.1.1. All Users shall submit allocation requests based on the previous year’s usage and forecasts for the upcoming season. Users can submit requests for the upcoming Seasons as follows:

Season	Request Deadline
Fall Season: September	March 15 Annually
Winter Season: October - March	June 1 Annually
Spring/Summer Season: April – August	Dec 1 Annually

- 4.1.2. The City shall process requests and confirm bookings within forty-five (45) days of the seasonal deadline.
- 4.1.3. After requests are allocated, any additional time slots will be allocated on a first come first served basis.

- i. Special events and tournaments may be approved after the request deadline if they do not cause a major interruption in previously booked allocations.

4.1.4. Overbooking is not permitted. If a User engages in overbooking, it may result in cancellation of bookings and that User may not receive the same allocation the following year.

4.2. Winter Season Allocation Priorities

4.2.1. When required, each season's allocation schedule shall be determined in the following order of priority:

- i. Special Events, Playoff Games and Tournaments
- ii. Major Teams
- iii. Non-Profit Youth Organizations
- iv. Sponsored Public Skating
- v. School Programs during School Hours
- vi. Non-Profit Adult Organizations
- vii. For Profit Youth Groups
- viii. City Programs
- ix. Casual User

4.3. Spring/Summer Allocation Priorities

4.3.1. Administration reserves the right at its sole discretion to schedule time slots that best meet the needs of the community, including providing ice bookings to Youth Non-Profit Organizations and Adult Non-Profit Organizations.

4.3.2. When required, the season's allocation schedule shall be determined in the following order of priority:

- i. Priority: Amount of actual time used in previous year, must be requested by December 1st annually.
- ii. Second Priority: Assigned on a first come first serve basis after requests are met from December 1st request deadline.

4.4. Allocation for Non-Profit Youth Organizations

4.4.1. The following factors may be considered in determining allocation for Non-Profit Youth Organizations:

- i. Age of participants

- ii. Game times versus practice times
- iii. Best utilization of time
- iv. Total prime and non-prime hours available
- v. Number of total participants
- vi. Amount of actual time used in past two seasons.

4.5. Fees and charges for City facility rentals are identified within the Recreation and Cultural Services Fees Policy, as amended from time to time.

4.6. New User Requests

4.6.1. The following items shall be considered when determining if new Users will receive an allocation during regular season.

- i. If there is an existing youth-oriented organization, meeting similar needs in the City, the City will direct the new User to the existing User first.
- ii. In the event space is unavailable for the time requested, a formal dated wait list will be established. Upon space availability, the first new User on the wait list will be contacted and have the option of accepting or refusing the proposed time slot after consultation with Regular Users who may wish to switch times.
- iii. The City reserves the right to provide Underrepresented User Groups and individuals preferred allocation times, if space becomes available.

5. User Agreements:

5.1. All Regular Users shall be required to enter a Facility Use Agreement with the City and abide by all terms and conditions of the agreement.

5.2. All Casual Users shall be required to enter a Rental Agreement with the City and abide by all terms and conditions of the agreement.

6. Arena Utilization:

6.1. The City may, at its own discretion, remove ice for any reason, which may result in a reduction of ice time slots for Users.

6.2. Arena opening and closing dates shall be set annually by the City based on historical use. The City may alter these dates based on a guaranteed 35 hours of ice per week requested by a User.

7. Penalty:

7.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the

nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.

- 7.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

8. Responsibility:

- 8.1. City Council shall review and approve all policies.
- 8.2. Administration shall administer this Policy through the use of a supporting procedure.
- 8.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.