



# REGIONAL DISTRICT OF NORTH OKANAGAN

## POLICY NO. WVPRC-001

RDNO - WHITE VALLEY PARKS, RECREATION & CULTURE PAT DUKE ARENA - ICE BOOKING PRIORITIES	
Approval Date:	September 3, 2008
Amendment Date(s):	

### PURPOSE

The Village of Lumby, which manages the Pat Duke Memorial Arena for the White Valley Parks, Recreation and Culture Committee, must set and maintain a schedule of the priority of ice times by each type/group of users. It is imperative to ensure fair and equitable distribution of ice time to ice users due to the limited amount of ice time available during prime operating hours. This policy provides direction to that end.

### POLICY

#### DEFINITIONS:

#### 1. USES

##### A. Special Events

1. Major Ice Sporting Events
  - Those which bring recognition to or increase the public profile of the community.
  - Defined as tournaments, competitions, carnivals, training camps, hockey schools or Provincial events.

##### B. Municipal Sponsored Events

1. Public Skating
  - Drop in skating or ice related activities that are open to the public.
  - Public ice rentals will be established by the Village of Lumby to provide opportunity for the general public to rent ice throughout the season.
2. Community Service Programs
  - Programs and/or special events initiated by the White Valley Parks, Recreation and Culture Committee.

**C. Regular Ice Rental**

- A seasonal booking of a weekly ice slot for a regular scheduled sport, social or recreational use by the members of the group making the booking.
- A seasonal booking group is a group that books a minimum of 39 hours per season.
- The organization making the booking's main purpose is to offer and involve individuals in recreation, athletic or social activities.

**D. Public Ice Rental**

- An individual or organization that has no ties to any Regular Ice Rental organization and can only book on a week to week basis and a minimum of two weeks in advance.

**E. Fund Raising Events**

- Any use by a group or organization where the main interest is to generate funds which will serve the "public good" in the community.

**F. Commercial Use**

- Any use by a business where their main purpose is to generate funds for their personal financial gain.

**PRINCIPLES:**

1. Preference of the ice allocation will be given in accordance to the priority list.
2. It is recognized that Major Special Events provide a significant impact both economically and socially to the White Valley Parks Recreation and Culture Service Areas, therefore if this event is deemed by the White Valley Parks, Recreation and Culture Committee as for the "Good of the Community" it will supersede all other users in the priority list.
3. Ice allocation adjustments may be warranted to ensure optimal utilization of the Pat Duke Arena.
4. Preference of historic patterns of Regular Ice Users will be considered in allocation of ice.
5. Where Regular Ice Users are hosting Ice Sporting Events, that occur outside their normal booking hours and interfere with other Regular Ice Users, accommodation with the affected Users may be considered to restore ice use balance.
6. When new groups submit requests for ice allocation, the evaluation of these groups will be at the decision of the White Valley Parks, Recreation and Culture Committee.
7. Regular Ice Users groups who wish to return ice must do so in rentable blocks of a minimum of 1 hour and submit the Ice Bookings Cancellation Form for approval.

**PRIORITY FOR ICE ALLOCATION:**

1. All Municipal or Regional District sponsored activities
2. Major Ice Sporting Events
3. Youth - Ice Rentals
4. Adult- Ice Rentals
5. Non-Resident Adult - Ice Rentals
6. School Groups
7. New Ice User Groups
8. Fundraising Events
9. Commercial Users
10. Major Non-sporting Events

**PROCEDURE:****Responsibility****Action****Regular Ice User**

1. Each Regular Ice User must submit their upcoming season request for Special Events and regular season requirements to the White Valley Parks, Recreation and Culture Committee by July 31 of each year.
2. Each group must provide proof of insurance and enter into a contract with the White Valley Parks, Recreation and Culture Committee.
3. Must be in good standing with the White Valley Parks, Recreation and Culture Committee
4. CANCELLATION NOTICE  
14 days notice for season rentals prior to their rental.

**Program Manager**

1. Will send out notification to ice users and general public for facility requests and special events by May of each year.
2. Will receive and compile information from the ice users and public in regards to regular season ice requests and special event requests by the second week of July of each year.
3. Will prepare a scheduled proposal based on the submitted applications and the guiding principles, to

be presented at the Ice User Allocation meeting.

4. An Ice User Allocation meeting will be held no later than the fourth week of July with all ice users, to decide the final schedule of ice time for the upcoming year. If consensus can not be reached, the White Valley Parks, Recreation and Culture Committee will make the final decision.
5. Upon acceptance of final ice allocation, a final schedule will be forwarded to the users with their ice rental contract by the second week of August of each year.
6. Will contact the School District #22 by the end of August of each year to forward their ice time requests for the coming year.
7. Any ice that is unallocated will be made available on a first come first serve basis.
8. Cancellations requests will be accepted in accordance to the Cancellation Policy.
9. Contracts will be signed by the ice users and returned along with a copy of their insurance 10 days prior to commencement of rental.
10. All ice users must be in good financial standing with the White Valley Parks, Recreation and Culture Committee and their representative by the end of May in order to request ice for the upcoming year.
11. All ice user groups will be invoiced on a monthly basis.