

CORPORATE POLICY



Policy Title: **Indoor Ice Facility Allocation Policy and Procedures**
Policy Category: **Administration Policy**
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Department: Community Services
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Author: Beth Rajnovich, Policy and Performance Analyst
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Key Word(s): ice, facility, space, allocation, recreation

POLICY STATEMENT:

The City of Waterloo is dedicated to fostering an active, engaged, and healthy community. The City has identified provision, operation, and management of ice facilities as important to achieving this goal. The City's goal is to promote and encourage participation in ice sports to the overall benefit of the community.

The City requires Ice Facility Allocation Policy and Procedures to direct the allocation of City-owned indoor ice facilities. As the population of the City of Waterloo continues to grow and change, demand for ice pads is anticipated to increase, as is use for a greater variety of activities.

This policy and procedures helps ensure ice facilities are used to the greatest benefit for the entire community, to provide a broad range of activities, in a fair and equitable manner, and to address operational needs, while optimizing the use of the existing inventory of ice pads.

PURPOSE:

The Ice Facility Allocation Policy and Procedures outline how City of Waterloo indoor ice pads will be allocated to customers. The policy is founded on the principles and practices outlined in the City of Waterloo's Public Facility Space Allocation Policy to support allocation and use of ice in a fair, equitable, transparent and consistent manner.

Mandatory Policy, *Municipal Act*: No
Policy Administration Team, Review Date: June 16, 2016
Corporate Management Team, Review Date: June 29, 2016

DEFINITIONS:

Adult: Waterloo residents over the age of 18 years. Adult programming includes programming for older adults.

Affiliated Community Organization: A community organization that works collaboratively with, and is formally recognized by, the City of Waterloo in a manner that is consistent with the City's policy for affiliation status.

Block Booking: A booking that typically reoccurs on a weekly basis in the same time slot, at the same City facility.

Booking: Scheduled ice time on a single date that is a minimum of 1 hour in length, which includes 50 minutes of ice time and a mandatory 10 minute flood per hour booked.

Commercial Customer: An organization, group or individual that requests ice facility time with the purpose of conducting a business transaction with others.

Core Programming: Programming that meets the basic requirements of the sport. For team based sports this typically includes only games, practices and play-offs.

FAB (Facility, Allocation and Booking) Team: City staff responsible for the allocation and booking of City facilities; main staff contact for ice customers.

Facility Rental Discount: Also known as FRD. Discount on rental rates available to those eligible under the City's Facility Rental Discount Policy.

Ice Customer: Organizations, groups or individuals that book ice facility space with the City of Waterloo.

League: Organized ice groups that are generally open to the public and consist of multiple teams playing scheduled games against each other.

License Agreement: A formal and renewable facility use agreement with an individual or group, typically for a multi-year period, with the City of Waterloo.

No Shows/Unused Ice: Ice time a customer booked but does not use and has not cancelled. This does not include unused ice time due to weather cancellations by the City.

Occasional Customer: A non-affiliated community organization, group or individual that requests ice facility space on a booking by booking basis, separate from the standard allocation process.

Permit Holder: The individual or organization that requests ice and signs a rental contract for its use.

Pick up: Informal, non-affiliated ice groups that form privately and play games amongst themselves.

Seasonal: The regular use of ice facility space within a defined start and end date by an organization/group.

Special Events: A one-time, annual, or infrequently repeating event outside normal programs and activities that typically has a community and/or economic benefit. This includes provincial or higher level tournaments/meets.

Standards of Play: Considers the specific nature of the sport or activity, the amount of time needed for a quality program, the number of participants per block of ice time, time requirements per participant, age of participants, and the relative level of participants as determined by skill or other factors (i.e. representative versus house league teams).

Tournaments/Meets: A condensed competition hosted at the local or regional level. Provincial or higher level tournaments/meets will be considered special events.

Youth: Waterloo residents age 18 years and under.

SCOPE:

This policy outlines how ice pads will be allocated as well as other criteria and requirements related to the use of ice facilities.

This policy applies to:

- All indoor ice pads owned, managed, and operated by the City of Waterloo.
- City staff responsible for facility management and operation, facility allocation and bookings, and recreation programming
- All ice customers

The policy does not apply to outdoor neighbourhood rinks and the seasonal rink in the Waterloo Public Square.

POLICY COMMUNICATION:

This policy will be available on the City of Waterloo's website and will be communicated to ice customers as part of the allocation application process.

POLICY:**1.0 Ice Seasons**

The City of Waterloo recognizes two ice seasons per year.

- Fall/Winter Ice: September 1 – March 31
- Summer Ice: May 1 – August 31

2.0 Prime and Non-Prime Ice

Ice time is divided into prime and non-prime time based on typical demand levels, according to the following table.

Table 1: Prime and Non-Prime Ice times

Day	Non-Prime	Prime
Fall/Winter Ice		
• Monday to Friday	Open to 4:59 p.m.	5:00 p.m. to Close
• Saturday & Sunday	N/A	Open to Close
• Holidays	N/A	Open to Close
Summer Ice	N/A	Open to Close

3.0 Ice Rental Fees

Fees for prime and non-prime ice use will be charged in accordance with the City of Waterloo's Fees and Charges By-law and Facility Rental Discount Policy.

4.0 Ice Bookings

Bookings must be for a minimum of one hour. Each hour-long booking includes 50 minutes of ice time and a mandatory 10 minute ice flood. Bookings that are longer than an hour may have more than one ice flood. All bookings will start on the hour or half-hour, dependent on operational requirements.

Customers must adhere to the start and end times of bookings as per the rental permit. Each booking period includes sufficient time for ice maintenance so that ice customers can start and finish on time.

When booking ice for tournaments, one (1) hour of contingency time must be booked at the end of each day of the tournament on each ice pad being used. Booking of contingency time may also be required during playoffs. Contingency time is required to accommodate schedule delays and game overtime. Customers must pay for contingency time even if it is not used.

5.0 Preferences

Ice customers will be able to identify preferred facilities and times through the allocation application process.

While the City will aim to accommodate preferences, priority will be given to efficient use of the available ice pads.

Ice customers with specific needs that can only be accommodated at certain ice pads (such as requiring onsite equipment storage) will be prioritized at the appropriate facility.

6.0 Ice Time Allocation by Customer Type

Seasonal allocation requests must be made via the allocation application process, must be submitted in writing with all required information, and must be received in advance of the deadline. Failure to do so may result in exclusion from the standard allocation process. Ice time will be allocated in sequential order as defined in section 4.0 of the Public Facility Space Allocation Policy and outlined below:

1. License Agreements and Special Events
2. City of Waterloo Admission Programs (all age groups) and Registered Youth Programs
3. Affiliated Youth Community Organizations
4. Affiliated Adult Community Organizations
5. City of Waterloo Registered Adult Programs
6. Youth Groups
7. Adult Groups
8. Commercial Customers

Details regarding allocation to different types of ice customers in the scheduling sequence are articulated below.

6.1 License Agreements and Special Events

Ice time will be allocated in accordance with agreements for license holders and special events.

Should a license holder require ice time beyond what is provided in the holder's agreement, an allocation application must be completed. Requests for additional ice time will be allocated in accordance with the scheduling sequence in 6.0.

Ice customers wishing to host new special events on City ice pads are encouraged to contact the City at least 12 months before the desired event dates to discuss availability. Special event dates and locations must be pre-approved by the facility manager, in consultation with the management team, prior to the customer making a formal commitment to host a new special event.

New special event requests received after seasonal allocations are completed will only be considered if there is an economic, social or cultural benefit to the City. These requests will be reviewed by the facility manager, in consultation with the management team, and if approved, the City will aim to schedule the event with minimal impact on other ice customers.

6.2 City of Waterloo Admission Programs and Registered Youth Programs

Sufficient time, as determined by the City, will be allocated to meet community demand for City of Waterloo Admission Programs and Registered Youth Programs. This includes ice time for drop-in public skating.

Drop-in programs will be scheduled at a variety of times (day, evening, weekday and weekend) and locations, as deemed appropriate by the City, to address the needs of target markets and to encourage broad community participation.

6.3 Affiliated Community Organizations

To support the most effective use of facility and financial resources, a two phase approach to seasonal ice allocation will be used when allocating to Affiliated Community Organizations.

The first phase will be the allocation of ice time for tournaments. The second phase will be the allocation of ice time for core programming, which includes games, practices and playoffs.

a) Fall/Winter Season Allocation

Phase 1: Tournaments

Tournament ice time for the Fall/Winter season will be allocated separately from core program allocation. Tournaments will need to seek ice allocation each year to be considered for booking.

The City will not allocate more than a 10% increase in ice time to any tournament over what was used in the previous year, dependent on availability.

All requests for new tournaments must be pre-approved by the City facility manager(s), in consultation with the management team, prior to the organization making a formal commitment to hosting a tournament. Limited time will be available for new tournaments, as addition of tournaments reduces time available for affiliate core programming. There will be no guarantee of ice time from year to year.

Priority for allocation of tournament ice will be given to:

- Ensuring each affiliated community organization has the opportunity to have at least one tournament during the Fall/Winter season.
- Tournaments historically offered by affiliated community organizations prior to the approval of this policy will be grandfathered and continue on an annual basis.

Phase 2: Core Program Allocation

As part of the Fall/Winter season allocation process, affiliated community organizations must complete an allocation application to identify core program needs.

As part of the application process, affiliated community organizations must provide the number of participants/registrants per division/program and age level from the previous three Fall/Winter seasons. An average of registration numbers across the past three Fall/Winter seasons will be used in the “Standards of Play” formulas, so that the impact of any fluctuations year to year will be minimized.

Failure to provide complete and accurate information by the allocation application deadline may result in loss of preferred ice times or reduction in ice allocation.

The City will apply the participant data to the “Standards of Play” formulas (Appendix A), which will determine the estimated core program ice allocation for each organization.

Once estimated core program ice needs have been identified for all affiliated community organizations, how much time can be accommodated in prime time will be determined. The amount of available prime for affiliated community organizations will be calculated by determining the available prime (based on the total number of prime hours in the season before 10:00 pm each day), minus the three-year average of prime hours allocated for Special Events, License Agreements, City of Waterloo Admission Programs and Registered Youth Programs, Affiliated community organizations’ tournaments, adult ice customers, and commercial/occasional users. Initially, data from the 2013/2014, 2014/2015 and 2015/2016 seasons will be used to determine the amount of prime available. The prime ice time available to affiliated community organizations will be revisited, and revised as needed, during the rebalancing process that will occur every five years following full implementation of this policy.

The City will aim to provide each affiliated community organization with a similar ratio of their estimated core program ice in prime time. Minor variations across organizations and across years may occur.

Weekend and weekday prime ice will be shared. The City will endeavor to allocate a similar ratio of ice on weekends and weekdays across organizations, unless the organization requests weekend time only.

Early versus later time slots will also be shared as evenly as possible, keeping in mind historical commitments and age-based parameters.

The City will aim to allocate ice time that cannot be accommodated in prime time hours before 10:00 pm, during non-prime hours between facility opening time and 8:00 am, between 4:00 pm and 5:00 pm, and in prime time after 10:00 pm when appropriate based on age of participants. Given levels of demand, not all additional ice time needs can be accommodated in these periods. Affiliated community organizations will be allocated a similar ratio of ice time during these periods.

The City will develop ice allocation schedules for the Fall/Winter season that align as closely as possible with the results of the standards of play formulas and equitable usage of available ice.

Although registration numbers and standards of play formulas will be used to understand and confirm core program needs in order to make sound judgments, the formula results are not a guarantee. The results of the standards of play formulas will be used as a guideline only, with operational and program requirements also taken into consideration.

Other facility uses and available ice may mean it is not possible to provide all of the ice time recommended for each group using the Standards of Play formulas and that schedules may need to be adjusted from time to time.

While the City of Waterloo recommends that ice be allocated within affiliated community organizations in accordance with the standards of play formulas, the City will not monitor how ice time is allocated internally by the organization. This includes the choice to use core programming time for skills training outside of regular practices. Affiliated community organizations will be responsible for scheduling programming within allocated time and are encouraged to allocate time within the organization in a balanced way among age divisions and skill levels.

Returning unwanted ice time

Upon receiving a Fall/Winter ice permit, affiliated community organizations have the option of returning any unwanted ice time as per the following:

Ice time scheduled between September 1 and December 31 can be returned by August 31 at no charge.

Ice time scheduled between January 1 and March 31 can be returned until December 1 at no charge.

Outside of these periods, the cancellation procedures as per section 8.0 in this policy will apply.

Play-off ice that is no longer required by an affiliated community organization is referred to in the Play-off Cancellation procedures, found in section 8.0, b.

The City encourages organizations to return unneeded ice during the appropriate periods to allow the ice time to be allocated to those groups that have experienced increased registration.

The City will monitor returned ice on an annual basis and may use this information in the next year's allocation.

Additional Ice

If an affiliated community organization requests ice time for their core program in addition to what is calculated using the standards of play formulas, it will be considered an occasional use booking.

b) Summer Season Allocation

Affiliated community organizations interested in summer ice time will be required to submit an allocation application for the summer season. The standards of play formulas will not be used in the summer season. Rather, allocation will be based on accommodating historical bookings alongside new requests.

6.4 City of Waterloo Registered Adult Programs

City of Waterloo Registered Adult Programs will be scheduled after affiliated community organizations.

City of Waterloo Registered Adult Programs will be allocated ice time in accordance with community demand, ice availability, and based on registration numbers from the previous year.

6.5 Youth and Adult Ice Customers

School board bookings are occasional bookings and are dealt with in Section 6.7.

Youth and adult ice customers seeking block bookings must apply for ice time through the seasonal ice allocation process. Ice time will not be allocated to returning ice customers that fail to submit an allocation application request by the specified timeline.

Youth and adult seasonal ice customers seeking prime ice through the seasonal allocation process are required to commit to a minimum rental period each season, unless the City cannot meet this minimum. The minimums are:

- Fall/Winter Season – 24 weeks during the season
- Summer Season – 12 weeks during the season

Anything less than the minimum rental period will be handled as an occasional booking and will only be accepted after the initial seasonal allocation process has been completed.

In order to ensure ice time is available to residents of all ages, and to meet City strategic and budget requirements, approximately 15% of prime ice will be reserved for adult seasonal ice customers. The amount of prime ice allocated to adult seasonal ice customers will be determined at the discretion of the City and will be reviewed as part of the rebalancing process outlined in section 7.0 and may be adjusted to align with corporate and community needs. Prime time reserved for adult use will typically be scheduled during later prime hours.

Priority for ice will be given to leagues before pick-up groups.

Over time, the City will aim to shift adult seasonal ice customers to times later in the evening, recognizing the importance of historical ice times to the continuity of some groups.

Efforts will be made to minimize changes to existing adult seasonal groups (those who booked ice in the 2015/2016 Fall/Winter season), especially regarding timeslots and locations. If the composition of a grandfathered adult seasonal group significantly changes from its original membership, the City asks that the historical ice time be turned back in order for community needs to be met.

New adult seasonal user groups will be allocated ice based on availability and during appropriate time slots. The time and location for adult seasonal user groups will not be guaranteed ice time year to year.

Youth and adult seasonal ice customers may return up to two dates during the season without charge if the City is notified prior to the first date of the permit. After which, the cancellation procedures in section 8.0 will apply.

6.6 Commercial Customers

Commercial customers will be accommodated based on availability.

The City will hold approximately 3% of prime ice time for commercial and occasional customers, as well as to allow for new groups and to meet operational needs.

The facility manager(s), in consultation with the management team, will review commercial requests that cannot be accommodated by facility allocation and booking staff. The facility manager(s), in consultation with the management team, will decide if a request warrants pre-empting an existing customer's ice time.

6.7 Occasional Customers

Occasional customers will be accommodated based on availability, on a first come, first serve basis upon the completion of seasonal allocation agreements.

School board bookings are limited to Monday – Friday, 8:00 a.m. – 5:00 p.m.

7.0 Initial Implementation and Regular Rebalancing of Allocation

For the first three Fall/Winter ice seasons where this policy and procedures is applied, changes (both increase and decrease) in the amount of ice allocated to affiliated community organizations will be adjusted incrementally.

Once the initial implementation is complete, it is anticipated that the allocation process described in 6.0 will result in minimal changes from year to year. This approach recognizes the importance of consistency and historical scheduling for ice customers.

Community interests and sport trends will also change over time. In order to respond to these changes, a comprehensive review of ice pad use and community demand will be undertaken every five years following full implementation of the policy, or more often as needed. This review may result in more significant changes than would typically occur during the standard annual allocation process. It may also result in changes to standards of play formulas, the amount of prime available to affiliated community organizations, or the prime time reserved for adult seasonal ice users, commercial ice users and occasional ice users.

The review will aim to rebalance ice allocation among ice customers to best meet needs and efficiently use the ice pads.

Ice customers will be provided with as much notice as possible of the review and opportunities to provide input. Advance notice will be given of schedule changes resulting from the review.

8.0 Cancellations

As per the City of Waterloo Public Facility Space Allocation Policy, section 5.7, no permit holder is permitted to have facility time booked that is intentionally unscheduled for use by the group. A permit holder's allocated time that goes unused a total of three weeks in a row may be reassigned. Any time that a customer does not plan to use must be cancelled.

Outside of the returning time periods outlined in section 6.3, ice customers are expected to use and pay for all ice time that is allocated on their permit.

If ice customers are unable to fulfill their ice booking commitment as per their ice allocation permit, they must notify the City. The City, with the participation of the permit holder, will make efforts to try and reallocate unusable ice to other ice customers that need more ice.

If another ice customer is able to utilize the ice booking, the original ice holder will not be charged for the original booking. If no other ice customer books the cancelled ice, the original ice holder is responsible for full payment as per their ice allocation permit.

The following exceptions to the above apply:

a) Cancellation of Tournament Ice by affiliated community organizations in the Fall/Winter Season

- If the cancellation is 60 days or more before the tournament, there is no cancellation fee.
- If cancellations are 59 days or less before the tournament, the original permit holder is responsible for full payment of the ice. The original permit holder is also permitted to use unusable tournament ice time for regular season practices or play.

b) Cancellation of Play-off Ice by affiliated community organizations in the Fall/Winter Season

- The City will allow a maximum of 50% of the ice booked for play-offs to be cancelled with no fee. For any additional cancellations, the cancellation policy (Section 8.0) will apply.

- To qualify for no fee cancellations for play-off ice, the affiliated community organization must document the date span of their play-offs in their allocation application. Only ice cancelled during this period will qualify.
- Affiliated community organizations must notify the City as soon as possible about play-off ice cancellations, preferably at least 3 days in advance of the booking.
- If the City detects or observes non-compliance with the play-off cancellation procedures, appropriate fees and charges may apply for ice as per the Fees and Charges By-law.

c) Cancellations during Summer Season

- If the cancellation is 30 days or more before the booking, there is no cancellation fee.
- The full rental fee will be charged if the cancellation occurs 29 days or less before the booking.

d) Cancellations of License Agreements and Special Events

- For ice customers with multi-year contracts or special event contracts with the City, clauses regarding cancellations outlined in the contract will be followed where applicable.

9.0 Appeal Process

Should an ice customer wish to appeal any decisions related to the application of this policy, the appeal must be made directly in writing to the manager responsible for facility allocation and booking, and must be made within 20 business days of the incident the appeal is related to.

The manager will review the appeal, consulting with senior management where needed, and will notify the appellant of the final decision within 10 business days of receipt.

LINKAGES:

- Service Delivery Policy
- Affiliation Policy
- Facility Rental Discount Policy
- Respectful Behaviour Policy
- Public Facility Space Allocation Policy

POLICY REVIEW:

The Ice Facility Allocation Policy will be reviewed during each rebalancing period as defined in section 7.0.

COMPLIANCE:

In cases of policy violation, the City may investigate and determine appropriate corrective action.

Appendix A: Standards of Play Formulas**Waterloo Ringette Association**

Division		Standards of Play Formulas
House League /Regional		
	U7 Fundamentals (4-7 yrs)	Registrants/16 x 1 hr
	U9-U10 Novice (8-9 yrs)	Registrants/16 x 1 hr
	U12 Petite (10-11 yrs)	Registrants/16 x 1 hr
	U14 Tween (12-13 yrs)	Registrants/16 x 1.5 hr
	U16 Junior (14-15 yrs)	Registrants/16 x 1.5hr
	U19 Belle (16-18 yrs)	Registrants/16 x 2 hr
	Open B & C (18 + yrs)	Registrants/16 x 2 hr
Representative/ Provincial		
	U12 Petite (10-11 yrs)	Registrants/17 x 2.5 hr
	U14 Tween (12-13 yrs)	Registrants/17 x 2.5 hr
	U16 Junior (14-15 yrs)	Registrants/17 x 3 hr
	U19 Belle (16-18 yrs)	Registrants/17 x 3.5 hr
	Open A & AA (18 + yrs)	Registrants/17 x 3.5 hr

Waterloo Sidewinders Sledge Hockey

Program	Standards of Play Formulas
Intermediate	Registrants/16x 2hr
Elite	Registrants/17 x 3.5 hr

KW Sertoma Speed Skating Club

Program	Standards of Play Formulas
Learn to Speed Skate	Registrants/24 x 1 hr
D-Squad	Registrants/24 x 2 hr
FUNdamentals	Registrants/24 x 2 hr
Learn to Train	Registrants/24 x 2 hr
Train to Train	Registrants/24 x 2 hr
Train to Compete	Registrants/24 x 2 hr
Active for Life	Registrants/24 x 2 hr

Waterloo Minor Girls Hockey

Division		Standards of Play Formulas
House League		
	Tyke/Learn to Skate (4 yrs and under)	Registrants/30 x 1 hr
	Rookies (4-6 yrs)	Registrants/30x 1 hr
	Novice (7-8 yrs)	Registrants/16 x 1 hr
	Atom (9-10 yrs)	Registrants/16 x 1 hr
	Peewee (11-12 yrs)	Registrants/16 x 1.5 hr
	Bantam (13-14 yrs)	Registrants/16 x 1.5 hr
	Midget (15-17 yrs)	Registrants/16 x 2 hr
	Intermediate (18-20 yrs)	Registrants/16 x 2 hr
Developmental Stream		
	Novice	Registrants/17x 1.5 hr
	Atom	Registrants/17x 1.5 hr
	Peewee	Registrants/17x 2 hr
	Bantam	Registrants/17x 2 hr
Representative		
	Novice	Registrants/17 x 2 hr
	Atom	Registrants/17 x 2.5 hr
	Peewee	Registrants/17 x 2.5 hr
	Bantam	Registrants/17 x 3hr
	Midget	Registrants/17 x 3.5 hr
	Intermediate	Registrants/17 x 3.5 hr

Waterloo Minor Hockey

Division		Standards of Play Formulas
House League		
	Fundamentals (4-5 yrs)	Registrants/30 x 1 hr
	Pre-Tyke (6 yrs)	Registrants/30 x 1 hr
	Tyke (7 yrs)	Registrants/16 x 1 hr
	Novice (8 yrs)	Registrants/16 x 1 hr
	Minor Atom (9 yrs)	Registrants/16 x 1 hr
	Atom (10 yrs)	Registrants/16 x 1 hr
	Minor Peewee (11 yrs)	Registrants/16 x 1.5 hr
	Peewee (12 yrs)	Registrants/16 x 1.5 hr
	Minor Bantam (13 yrs)	Registrants/16 x 1.5 hr
	Bantam (14 yrs)	Registrants/16 x 1.5 hr
	Minor Midget (15 yrs)	Registrants/16 x 2 hr
	Midget (15-16 yrs)	Registrants/16 x 2 hr
	Juvenile (18-20 yrs)	Registrants/16 x 2 hr
Select		
	Novice	Registrants/17 x 1.5 hr
	Minor Atom	Registrants/17 x 1.5 hr
	Atom	Registrants/17 x 1.5 hr
	Minor Peewee	Registrants/17 x 2 hr

Division		Standards of Play Formulas
	Peewee	Registrants/17 x 2 hr
	Minor Bantam	Registrants/17 x 2 hr
	Bantam	Registrants/17 x 2 hr
	Minor Midget	Registrants/17 x 2.5 hr
	Midget	Registrants/17 x 2.5 hr
	Juvenile	Registrants/17 x 2.5 hr
Representative		
	Tyke	Registrants/17 x 2 hr
	Novice	Registrants/17 x 2 hr
	Minor Atom	Registrants/17 x 2.5 hr
	Atom	Registrants/17 x 2.5 hr
	Minor Peewee	Registrants/17 x 2.5 hr
	Peewee	Registrants/17 x 2.5 hr
	Minor Bantam	Registrants/17 x 3 hr
	Bantam	Registrants/17 x 3 hr
	Minor Midget	Registrants/17 x 3.5 hr
	Midget	Registrants/17 x 3.5 hr
	Juvenile	Registrants/17 x 3.5 hr

KWSC Recreational Skating Programs

Program	Standards of Play Formulas
Learn to Skate	Registrants/30 x 1 hr
Pre-Power	Registrants/24 x 1 hr
Power 1	Registrants/24 x 1 hr
Power 2	Registrants/24 x 1 hr
Power 3	Registrants/16 x 1 hr
Power 4	Registrants/16 x 1 hr

Appendix B: Ice Allocation Process & Timeline

Month	Tasks and Deadlines
January	FAB staff begin Summer ice allocation scheduling
February	FAB staff complete Summer ice allocation and send out rental permits FAB staff mail out Fall/Winter Seasonal Ice and Tournament Ice Allocation Packages
April	Fall/Winter Seasonal Ice and Tournament Ice packages due back to FAB staff by April 15. FAB staff receives License Holder/Special event ice needs for Fall/Winter Season
May	FAB staff begin Fall/Winter seasonal and tournament ice allocation
June	FAB staff complete Fall/Winter seasonal and tournament ice allocation and send out rental permits
August	Affiliated groups can return ice time in September-December until August 31 with no charge.
November	FAB staff mail out summer ice allocation packages
December	Affiliated groups can return ice time in January-March until December 1 with no charge Summer Ice allocation packages are due back to FAB by December 15. FAB staff receives License Holder/Special Event ice needs for Summer Season.