

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

RESERVATION OF ICE TIME

POLICY AND PROCEDURES

Approved: 13 November, 2007

1.0 INTRODUCTION

The annual allocation of ice time to various divisions and programs is described in the Association policy on the allocation of ice time. In addition, the key components of the annual registration fees are summarized in the Association statement of 10 August 2007. From time to time, an Association team or program may wish to reserve additional ice time. This statement is intended to describe:

- The principles which will guide the reservation of additional ice time;
- The determination of fees for reserving additional ice time;
- The procedures for reserving the ice time.

2.0 SCOPE

This policy applies to all teams or programs which are recognized by the Association. It does not apply to Arctic Winter Games or Canada Winter Games programs which occur outside the Association's purview.

3.0 DEFINITIONS

"team" refers to any league team or development team which is recognized by the Association.

"leader" refers to the adult which has assumed leadership responsibility for a program recognized by the Association

4.0 GUIDING PRINCIPLES

The reservation of ice time will be guided by the following principles:

Players First: league play is the foundation of the Association. The allocation of ice time for divisional league play shall be a priority so as to maximize player participation.

Equity: reservation fees should be guided by and consistent with the fee structure which has been established for all members.

Transparency: the policies and procedures relating to the reservation of ice time should be apparent to all members and applied in a consistent manner.

User Pay: players who wish to participate in programs and activities in addition to the league program will be expected to contribute to the cost of the additional programs or activities. Registrants for league programs are not expected to subsidize the costs of other programs or activities. However, as the cost of the league program varies by division, the reservation fees will vary accordingly.

Probity: the Association must strive to contain registration fees while retaining sufficient resources to maintain the financial health of the Association including unanticipated costs that might arise from time to time.

4.0 KEY CONSIDERATIONS

The following factors were also considered.

- A player must be registered with the Association to obtain the benefits of membership, including insurance. The Association will not reserve ice for a team or program which includes non-members.
- All teams or programs must be under the supervision of a coach or leader recognized by the Association.
- The ad hoc reservation of ice time cannot be pursued as a means to circumvent the annual program fees set by the Association.
- Teams or programs are strongly encouraged to submit a seasonal plan for reservations rather than numerous individual requests.

5.0 RESERVATION FEES

Reservation fees shall be based on the cost, to the Association, of ice rental and on-ice officials for a 1.5 hour session. This cost may vary by Division according to the fees for on-ice officials.

- Games which include on-ice officials are approximately \$150 per session.
- Practices which do not include on-ice officials are approximately \$100 per session.

The actual fees, which may vary from time to time, will be provided by the Scheduler.

6.0 RESERVATION PROCEDURES

The reservation of ice time shall conform to the following procedures:

- The City will not accept reservations in the name of the Association other than through the Scheduler or his or her designate.
- The Scheduler shall ensure that all requests for reservations conform to this policy.
- All reservation requests must be made to the Scheduler by the coach or program leader in writing. The request must clearly indicate whether a game or practice is planned.
- The coach or program leader is responsible for identifying ice times that are available for reservation. It will not be the role of the Scheduler to look for available ice times outside of the regular Association schedule.
- Reservations for games should be made at least two weeks in advance of the proposed date. The Referees' Association requires two weeks notice to schedule the appropriate on-ice officials.
- Reservations for practices should be made at least two weeks in advance.
- Requests, in writing, should be made to the Scheduler who will notify the City of Yellowknife of the Association authorization.
- Once authorization is provided to the City of Yellowknife the reservation fees must be paid in full by the coach or leader.
- Payment may be made by cash, credit card or debit card through the City payment system.

- If the reservation is for a game that includes on-ice officials, fees for the officials must be paid in advance.
- When the fees have been received by the Treasurer, the Scheduler will notify the Referee Scheduler.
- On-ice officials will not be scheduled until the fees have been paid.