



TOWN OF LEADER

Arena Operation Policy

PURPOSE

The purpose of this policy is to formalize the guidelines and regulations which shall govern the operation of the Leader Iceplex – Arena and to provide Leader arena users with quality services and optimum safety.

SCOPE

This policy applies to the administration, operation, and all users of the Leader Iceplex – Arena.

ADMINISTRATION

1. The administration of the Leader Iceplex – Arena shall be the responsibility of the Recreation Director working in co-operation with the Town CAO and Foreman.
2. The Council may make revisions of this policy from time to time, upon consideration of a written submission from the public or recommendation of the Recreation Director, CAO, or Foreman.

ARENA OPENING & CLOSING

1. The arena ice will be available from November 1st to the second week of March of each year, at the discretion of the Recreation Director in co-operation with the CAO.
2. Should a user group request that the facility be available prior to or following the dates established in this policy, the Recreation Director in co-operation with the CAO may approve this request. If approved the user group will be invoiced for the actual operational cost per day for the full amount of days requested.
3. All requests for reduced or subsidized operation costs as per #2 must be approved by motion of Council.

ARENA ICE INSTALLATION & MAINTENANCE

1. The arena ice surface will be prepped and ice installed by the Town of Leader Public Works Staff, under the supervision of the Foreman. If the Town feels that volunteers are needed for this process, they will contact approved volunteers to assist.
2. The application of ice paint is the responsibility of the Town of Leader Public Works Staff.
3. The addition of lines and logos will be completed by community volunteers organized by the Recreation Director with assistance from the various user groups upon confirmation from the Foreman that the ice is ready for line installation.



4. Final ice installation will be completed by the Town of Leader Public Works Staff. The Recreation Director will notify user groups when the ice surface is ready for use.
5. Any major repairs or renovations not included in the current budget approved by Town Council shall be reviewed and evaluated by the CAO, Recreation Director and Foreman, and referred to Council for approval.
6. Only Town staff are to be allowed in work areas or to operate any Town-owned arena equipment, unless permission is otherwise given by the Town Foreman, CAO, or Recreation Director.

OPERATIONAL PROCEDURES

1. Following is a list of the minimum ice maintenance standards to be followed by the Public Works Staff:
 - a) The differential for refrigerant shall be held at 18 to 21 degrees Fahrenheit.
 - b) The recommended ice thickness is a minimum of 1" to a maximum of 2" over the whole ice surface.
 - c) Water for flooding should be approximately 120 degrees Fahrenheit.
 - d) Ice surfacing blades should be changed at least once every three weeks.
2. No one is allowed on the ice surface while ice maintenance is being performed and the workers and equipment have left the ice surface.
3. Incidents occurring from the operation of the Zamboni or any other Town equipment by staff must be reported to the Recreation Director or CAO and they are required to complete an Incident Report Form. This form can be found in the log book or obtained at the Town Office.

GENERAL USE GUIDELINES & RULES

1. All patrons entering the Iceplex facility are obliged to govern themselves in accordance with the regulations posted therein. The user groups renting the facility are responsible for ensuring that the regulations are adhered to by the patrons.
2. Town Staff and user group personnel reserves the right to remove any person from the facility for just cause. The Town of Leader Staff solely has the power to suspend any person(s) for a discretionary period of time if a person has been found in contravention of this policy or Town of Leader Bylaws.
3. Rowdiness, horseplay, running, foul language, physical violence, other such acts which disrupt the program or the enjoyment of the event, by our patrons, or compromises public safety, will not be tolerated. Persistence in these acts will result in eviction from the facility. Anyone found deliberately defacing or damaging the facilities will be responsible for making restitution for those damages. Depending on the extent of damages, suspension from Town facilities and criminal prosecution of the individual(s) will be at the discretion of the CAO.



4. Alcoholic beverages are not allowed on the premises of the Iceplex, unless an Authorized Permit for such an event is secured and posted in accordance with Saskatchewan Liquor & Gaming Authority. Anyone found on the premises with liquor in their possession without proper authorization will be asked to leave and Law Enforcement Officers may be called upon if necessary.
5. Smoking & vaping are not permitted within the Iceplex and are to be disposed of in the provided containers located by the east and west entrances.
6. The Town of Leader will not be held responsible for loss or theft of personal items within and on the Iceplex property.
7. The use of equipment within the Iceplex, such as the Zamboni, time clocks, sound booth equipment, will be authorized provided those operators are fully trained in the proper use of the equipment prior to its use.
8. Volunteers operating the Zamboni must sign the log book located in the Zamboni room. Name, date, and any issues must be recorded after each flood.
9. Incidents occurring from the operation of the Zamboni or any other Town equipment by volunteers must be reported to the Town using the Incident Report Form. This form can be found in the log book or obtained at the Town Office.

DRESSING ROOM GUIDELINES & RULES

1. Coaches, Managers and authorized supervisory personnel are responsible for the conduct of their program participants and are required to be the first to enter and last to leave the change rooms.
2. Damages resulting from use of the change room facilities will be the responsibility of the group, association or league. Inspections by staff will be carried out on a regular basis to identify damaged areas. It is the responsibility of the user to inspect the facilities prior to use and report any damage to the Recreation Director as immediately as possible during office hours.
3. Each dressing room is equipped with garbage receptacles. All users are requested to deposit all debris into the receptacles in order to help keep the rooms in a tidy condition for all users.
4. Smoking, vaping, and alcohol are not permitted in the dressing rooms.

SCHEDULING & BOOKING

1. The booking of the arena ice and facility shall be the responsibility of the Recreation Director or their designate.
2. All booking must be made during office hours (Monday to Friday). Minor hockey and figure skating must book by email only.
3. Public Skating times shall be scheduled prior to block bookings. No changes shall be made unless they are submitted to the Recreation Director by Monday of that scheduled week.



4. All local youth groups shall have priority until 8:30pm of each day, unless prior arrangements have been made to change time or give up ice time.
5. Organized recreation hockey and senior hockey shall have priority to a maximum of three evenings per week, subject to point #4 above.
6. All ice time will be invoiced at the end of each month, unless otherwise stated in this policy.
7. Late payments for ice rental will be charged interest at the rate set in the Accounts Receivable Policy.

CANCELLATIONS

1. All cancelled ice rental times will revert to the Recreation Department for leasing purposes. Subletting is not permitted by any user.
2. Cancellation made forty-eight (48) hours or less before the start of the scheduled ice time will be responsible for the full rental price. Ice rental time cancelled between forty-eight (48) hours and seven (7) days prior to the ice time will be charged a twenty-five (\$25.00) dollar cancellation fee. There will be no charge for cancellations made prior to seven (7) days of the ice time. No shows by regular ice users will be treated as a less than forty-eight (48) hour cancellation.
3. Casual ice renters are required to pay the full rental upon booking of their ice time. Cancellation received at least seventy-two (72) hours prior to the use will be subject to the cancellation fee (\$25.00). Cancellations received less than the seventy-two (72) hours minimum will be responsible for the full rental cost.
4. Unpredictable, unexpected or extreme situations will be taken into consideration for cancellation deadlines (i.e. weather)

CONCLUSION

Should a situation arise which is not covered by this policy, wherein some individual or group has met with an unresolved dispute, it is the responsibility of the party concerned to present written recommendation to the Town's CAO to be presented to Town Council for consideration.

POLICIES REPLACED

This Policy replaces and supersedes any prior policy.