


Ice Allocation Policy

Department Policy				
Effective date:	10/1/2024	Author:	Bill Dobbs	General Manager of Ice
Revised date:	Click here to enter a date.	Approval:	Nicole Stehlik	Director of Recreation
Review cycle:	3 years	Signature:		

Purpose

To create a professional and inclusive Ice Allocation Policy that is guided by four of our five founding principles; Quality First, Connect Community, Enrich Wellness, and Fiscal Responsibility. This policy allows staff to allocate ice fairly by establishing a structure to allocate ice, assign fees and establish priority levels for South Suburban related activities, contracted groups, organized groups, and the general public.

Policy

I. Ice Priority Rating:

Ice times will be issued with the following priority rating:

- i. Level A: South Suburban Parks and Recreation District programs and activities.
- ii. Level B: Organizations that have a governing administration with SSPRD representing one seat on their board, plus maintains a minimum membership of 200 skaters. SSPRD may only sit on one board per ice discipline (ex. travel hockey, recreation hockey, figure skating club, etc).
 - a. Ex. Arapahoe Travel & Denver Colorado Figure Skating Club
- iii. Level C: South Suburban Contracted Groups (SSCG) – any skating group that has a multi-year contract, which also includes leasing SSPRD property and one Tier 1 hockey group per gender.
 - a. Ex. Colorado Avalanche, Drill House/Okanagan Hockey Club, Total Package Hockey
- iv. Level D: An external organized youth hockey or skating group that maintains a governing administration with a minimum membership of 100 skaters.
 - a. Ex. CHSAA (Colorado High School Athletic Association), Synchro Figure Skating Club.
- v. Level E: General Public/Others – Tournaments or rentals that do not meet Level A – D requirements. Typically, these groups include private rentals, birthday parties, scrimmages, or skate parties. Consideration will be given to repeat customers when possible.

II. Allocation of Ice:

The District reserves the right to increase/decrease the number of ice slots assigned to an associated level on a seasonal basis (Fall/Winter & Spring/Summer) utilizing the following parameters, in no particular order:

- i. Enrollment changes (increase/decrease in the number of teams/players).
- ii. Changing demographics in relation to resident vs non-resident users.
- iii. Unavailability of ice due to maintenance or priority scheduling.
- iv. Abusive usage to include subletting.
- v. Failure to use assigned ice/return unused ice space to the District in accordance with the Ice Rental Agreement.
- vi. The availability of ice times.

- vii. Failure to complete rental agreement, locker room waiver, pay fees and/or submit seasonal information on time.
- viii. Rink allocations are subject to change per season as ice is not allocated based on an organization's geographical area but on the District's needs and ability to maximize ice as a whole.

III. Guidelines for new level organizations: Levels B, C or D:

It is the District's intention, while recognizing the geographical boundaries of each organization, to not consider inherent territorial "rights" to any ice rink. The District's ice rinks will be allocated based on overall needs of the District and not exclusively for the use of the organizations within the geographical area. The District functions as a whole and all the organizations will have equal opportunity to conduct their programs, within their approved priority level.

New organizations, requesting level B, C or D should not assume the District would provide facilities, they should contact the General Manager early, before the permit process as described below, regarding availability and/or eligibility and submit in writing the following criteria:

1. Isolated geographical location and number of SSPRD residents it serves or intends to serve.
2. Different activities - a sport and/or program that is not currently offered or oversaturates current offerings.
3. Special circumstances or needs.

The District will give the pending organization written notice of their approval or disapproval, during permit process.

IV. Ice Rental Agreement and Locker Room Waiver Procedures:

The District reserves the right to rent/revoke any ice rink rental request to any organization, group, company, school, private one-time rental, etc. if they fail to supply a signed Ice Rental Agreement form, COI-when applicable, and Locker Room waiver.

- i. Long-Term & Short-Term Rental Agreement and COI (Certificate of Insurance):
 - a. Long-term rentals are between 3 – 5 years and Level B & C qualify for these types of agreements.
 - b. Short-term rentals are less than 3 years and Level C & D qualify for this type of agreement.
 - c. Any group, organization, etc. utilizing the District's ice rinks must provide general liability insurance naming the District as additional insured. The limits of this coverage shall be up to those imposed by the State of Colorado.
 - d. A long-term Ice Rental Agreement must also be signed by a person of authority within the organization renting an ice rink from the District.
 - e. Both the COI and Long-Term Ice Rental Agreement forms will be updated annually, a copy of each is filed with the District.
- ii. Locker Room Waiver:
 - a. A Locker Room Waiver is attached to any Ice Rental Agreement form which also requires a signature from a person of authority within the group or individual renting an ice rink for a party/scrimmage. This form is utilized as information of what the District expects from each individual group, team, party, etc. Any costs accrued for repair/ replacement

of damage beyond “normal” use will be the responsibility of the individual who signed the waiver.

V. Tournaments, Clinics, Test Sessions/Other Ice Rink Usage:

- i. Organizations shall submit written requests to conduct tournaments, clinics, test sessions or any other similar type of programming. Written request will be reviewed by the General Manager and do not guarantee the event. The written request shall be received a minimum of 120 days in advance of the dates requested, no more than 1 year in advance and should include the following:
 - a. Dates and hours of ice needed.
 - b. Additional maintenance: extra or longer ice cut times.
 - c. Locker room assignments: extra rooms for larger groups.
 - d. Any other unspecified equipment or maintenance required.
- ii. Organizations are required to pay, in full, the hourly fees and any other related costs associated with conducting the event prior to the event date, as specified in the ice rental agreement.
- iii. The organization must provide general liability insurance, listing the District as additional insured. The limits of this coverage shall be up to those imposed by the State of Colorado.

VI. Permit Process:

The Ice Division allocates ice 2 times per year for Levels A-E, utilizing this general timeline. Customers should contact the ice office for an exact timeline to ensure deadlines are met.

- i. Spring/Summer (March – August)
 - a. Levels B-E submit their requests by November 1 (5-month notice) timeframe for consideration.
- ii. Fall/Winter (September – February)
 - a. Levels B-E submit their requests by March 1 (6-month notice) timeframe for consideration.
- iii. General Rules
 - a. Levels B-E that do not meet allocation request will be given ice based on their last season’s usage.
 - b. Remaining ice slots after allocation may be negotiated to qualifying Level E customers or utilized as internal programming for popular programs.
 - c. In November and March, respectively, a timeline will be established and provided to any requestors to aid in communication of when levels should expect to receive notice of their ice status (approval/denial).

VII. Ice Rink Maintenance:

The District will maintain all ice, dasher boards, glass and locker rooms.

- i. Hockey nets will be placed as needed for games, Drop-Ins, Scrimmages, or any other event needing nets.
- ii. Ice Resurfaces will occur before and after each scheduled session as needed.
 - a. Additional ice resurfaces during a rented session will accrue an ice resurface fee and added to the rental time, also known as a Billed Ice Resurface.
 - b. Ice Resurfaces are 10 minutes on average, requesting a longer ice resurface time, 15 or 20 minutes, will accrue an additional fee.

The District assigns 2 locker rooms per hockey session, including games, tournaments, Take A Shots, Drop-Ins or whenever a locker room is needed. The District maintains all locker rooms, inspects each locker room after each use, and makes any repairs due to general use. Any organization, or person associated with the organization, causing damage to any structure, equipment or property of the District will be subject to fines to cover the cost of repairs.

- i. In addition to repair costs, teams from Level B, C or D may consult with the District to have said team members do Community Service.

VIII. Room Rentals:

Teams or groups wishing to utilize party/multipurpose rooms, based upon availability, at Family Sports Center and Sports Complex may reserve a room with the following parameters:

- ii. Level A receives free use of District rooms.
- iii. Level B, C & D may utilize multipurpose rooms for 1 hour free before or after scheduled ice time, excluding Sports Complex Board Room, if available and reserved within 3 days of the room event. Room rentals may be subject to a \$50 cleaning fee.
- iv. Level B - E may reserve any room 4+ days in advance at the Board Approved District or Non-District rate. Discounted rates are possible based upon a qualifying Food and Beverage Discount, as displayed in the Venue Rental Agreement.

IX. Concessions & Vendors:

Any organization, group or team wanting to offer concessions, food/beverage or vendors must receive written approval from the General Manager. Requests should be made in writing at least 120 days prior to your anticipated date.

South Suburban Sports Complex and Family Sports Center have liquor licenses that cover the entire property, including the parking lot. No one is allowed to consume or sell beverages (N/A, liquor and beer) upon entrance of the property.

X. Ice Rental Fees:

Ice rental fees are established by the SSPRD Board of Directors, annually with District and Non-District fees. SSPRD reserves the right to discount Level E ice after the permit process closes, and discounted ice contracts may not exceed a seasonal permit process.

It is the District's philosophy to offer a well-balanced and diversified program of activities to meet the community's needs. The utilization of ice will be assigned according to the policies and procedures of the ice allocation policy.

Definitions

[Any addendum items or description of line of authority/approval (as needed)]