

## Indoor Facility Allocation Policy

### Ice Allocation Fact Sheet

The Indoor Facility Allocation Policy was developed to ensure fair allocation of facility rental time in all township-owned facilities. The intent of the policy is to ensure that residents and non-profit organizations are treated equally and fairly.

The purpose of this Policy is to:

- a) Guide decision-making and priority-setting for the allocation of Facility Time at indoor Township Facilities.
- b) Ensure responsible management and allocation of Facility Time that:
  1. Is equitable, reasonable, and fair.
  2. Ensures optimum usage and programming.
  3. Minimizes risk and operational issues.
- c) Outline allocation processes and the responsibilities of the Township and User Groups.

The Indoor Facility Allocation Policy was developed in 2008 and maintains its relevancy. It was developed to ensure equal and fair distribution of indoor facility rentals. Particular reference in the policy to team names or levels of hockey are outdated, however, the information on how ice is calculated and distributed continues to be relevant. Ice allocation is fluid, which means that indoor facility time is continually allocated based on the needs of residents, community organizations and non-profit organizations.

**Facility Allocations Priorities** - The facility allocations are prioritized in the following order:

1. Municipal Programs
2. Special Events & Tournaments
3. Major Township of Centre Wellington Teams
4. Minor Youth and other Non-profit Organizations in the Township
5. Schools
6. Adult Non-profit Organizations
7. All other Township user groups
8. Non-resident groups
9. Commercial Operations

For definitions of these groups, please refer to the Facility Allocations Priorities list at [www.centrewellington.ca/iceallocation](http://www.centrewellington.ca/iceallocation)

Major Township of Centre Wellington Teams (Examples: Elora Rocks & Fergus Whalers) are prioritized due to the impact that their programming has on the community.

### **Ice Allocation**

The Indoor Facility Allocation Policy clearly defines a formula used to allocate ice fairly. On an annual basis, the Township develops an Ice Distribution Matrix. This matrix outlines the ice allocation hours for each group, calculated using registration numbers from the previous year.

The Policy states that “the Township of Centre Wellington calculates each organization’s “base ice/floor allocation” from a formula. This base allocation will be the minimum ice/floor time to be allotted for the organization prior to any re-allocating of surplus ice/floor hours. This calculation will be based on registration data from the **previous season** supplied by each organization and applied to a formula that denotes a standard for each of the on-ice user age groups, levels, house leagues or travel teams. Current season registration must be submitted on the dates outlined on page 5 of the Indoor Facility Allocation Policy and adjustments to regular season allocations will be made accordingly and with consultation of the affected groups. The data submitted to the Township is supported by the organizations' roster, which is shared with their provincial sports body. If user groups expect significant changes, these will be treated as expansions and dealt with pending available ice/floor time.”

The demand for ice in Centre Wellington is greater than ice availability.

### **Prime and Non-prime Ice Allocation**

Once the total base allocation is calculated, all minor sport ice-user groups receive an equitable ratio of Prime and Non-Prime ice. When these organizations receive their ice, it is at their discretion how the ice is allocated within their organization.

For definitions of Prime and Non-Prime ice, please refer to the Indoor Facility Allocation **at [www.centrewellington.ca/iceallocation](http://www.centrewellington.ca/iceallocation)**

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**The Township of Centre Wellington’s Strategic Plan values fair and equitable opportunities for residents of Centre Wellington. The Township will continue to work with our community to promote and encourage participation in activities for the overall benefit of the community.**

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