

Ice Allocation Policy

Preamble

The City of Ottawa allocates hours of ice to the Gloucester-Cumberland Ringette Association (GCRA) by applying the same formula it uses to distribute ice to other sports organizations. The ice allocated to the Association is to be used for league play and team practices. In order to allocate the ice fairly, GCRA has adopted the following procedures.

Procedures

1. GCRA shall provide leagues which our teams play in (example NCRRL, LRQ or LERQ) an ice allotment equal to approximately half of the respective leagues games. This shall represent the GCRA's 'home' games.
 - a. League games typically are 18 per season for NCRRL and 20 for LRQ and LERQ, however on given years these numbers may vary.
 - b. All ice allocations for league games are covered through registration fees.
2. GCRA shall allocate a minimum of 13 hours of ice per season (September through to April) to each GCRA team.
 - a. Allocations will typically be a half ice practice which count counts as 0.5 hours of ice time.
 - b. This 13 hour minimum allocation is covered through player registration fees.
 - c. Additional practice hours may be covered at the discretion of the Executive based on a surplus in budget. The additional coverage shall only be applied to teams who have been allocated practice ice in excess of their basic (13 hour) allocation.
 - d. The maximum hours that will be covered by GCRA per paragraph 2c will be communicated to coaches at the start of each season.
 - e. The selection of practice time allocations (weekday/weekend) will be determined by the GCRA Ice Scheduler in consultation with the Executive.
3. GCRA will allocate ice for player development (skill development, goalie clinics, and power skating). This allocation will depend on needs of the athletes, ice availability and budgetary considerations.
 - a. Fees for skill development programs will be set by the Executive and recovered from participating players as these costs are not included in registration fees.
4. Any hours of ice remaining after allocations 1, 2 and 3 will be offered to GCRA teams. A team can make arrangements to purchase these hours by contacting the Ice Scheduler.
 - a. The hourly rate for additional ice will be established by the GCRA Executive prior to each season. This rate is calculated annually based on the varied cost of ice we buy from the City of Ottawa.
 - b. Each team will establish a Team Contact(s) for all ice requirements (e.g. practice ice, rescheduling games, etc.) and advise the Ice Scheduler accordingly.

- c. The Team Contact must notify the Ice Scheduler of all tournaments being considered by the team **whether accepted or not** at the start of each season. The deadline for communicating the tournaments of interest will be communicated to the coaches at the start of each season.
 - d. The Team Contact must notify the Ice Scheduler of all confirmed tournaments as soon as they receive their confirmation so that regular season and practice ice may be allocated accordingly.
 - e. Should the Ice Scheduler not be notified of possible tournaments within the established time frames, the team will be responsible for rectifying conflicts.
5. If a team fails to utilize allocated practice ice (no shows) without notifying the GCRA Ice Scheduler a minimum of one (1) week in advance, the team shall be invoiced accordingly (the allotted time shall remain assigned to that team) and may incur further penalty equal to the revocation of one future date ice allocation. The additional penalties shall be at the discretion of the GCRA Executive.
 - a. The City of Ottawa tracks and provides reports to the association of all No-Shows.
6. If a team returns a practice ice to the association for any reason, they will only be allocated replacement ice pending ice availability.
 - a. If a team has a tournament change which is out of their control after ice has been allocated, GCRA will attempt to amend conflict with planned practices for this team to ensure that their allotment has been met. Games will be rescheduled.
7. In the event that a GCRA home game is cancelled, the game will be updated to a full ice practice for that home team and it will be counted towards the team's ice allotment.
 - a. If the additional practice results in practice ice over the team's yearly allotment, later scheduled practices may be removed to ensure equitable ice distribution and / or ensure that ice is available for rescheduled games as needed.
8. If a team is unable to use an allotment ice time (practice), it is up to that team to find another team willing to take the ice. In these cases, *both* teams must confirm the change to the Ice Scheduler in writing. The ice allotment will then be adjusted and appropriate billing will ensue. If the change results in the originating team being below the ice minimum ice allotment for the year, GCRA cannot guarantee a replacement ice towards the allotment.
9. The Ice Scheduler will forward the ice usage report to teams by end of January for verification and planning purposes. Ad hoc requests from competitive teams may be sent to the Ice Scheduler commencing in December.
10. Ice invoices will be sent to all teams at the end of the season and must be paid before a refund of the team bond will be issued