



## Ice Allocation Policy

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### Objective:

To ensure:

1. that association ice is distributed as fairly as possible.
2. that no team loses ice due to double bookings (games scheduled same time as practice, tournaments etc.).
3. that the association follows the City of Greater Sudbury ice allocation rules.

### Applicability:

This policy applies to all NCHA teams.

### Process:

The following outlines the ice allocation process:

- a. It is the duty of the Ice Convenor to assign regular season ice to all of the rep teams within our association. All teams will receive 2 ice slots per week dedicated to their team with some exceptions. Extra ice will be distributed as evenly as possible to teams.
- b. Generally the association will receive from the city the same ice slots that it received the previous season, provided the registration numbers and total number of teams stay the same. The association could wind up with more or less ice than the prior year. The ice slots belong to the association and the association reserves the right to use them as they see fit.
- c. Second Monday of September - The Association submits registration #'s to the city.
- d. Following Thursday - The city will advise us on the # of hours to be returned (should our registration #'s go down or have less teams).



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- e. Following Monday - The association must advise the city what ice slots are to be returned.
- f. Following Tuesday - The city advises all associations what time slots are available to pick from. Teams will be advised of what is available to pick up from the city. If a team wants a weekly ice time from the list and the association can secure it, **the team will be responsible for it for the entire season.**
- g. **Following Wednesday - ICE ALLOCATION MEETING-** This is where associations will have the opportunity to pick up hours to fill any need that they may have. There is a pecking order to this. Associations with the largest shortfall in ice hours compared to the calculated formula will be able to bid first. NCHA is usually high on the pecking order.
- h. Sometime after ice allocation, teams will be officially advised as to what ice slots are assigned for the regular season.
- i. Once the association receives the actual ice contract, along with a list of blackout dates, teams will be given the chance to closely review the contract/their ice allotment, determine what they won't need (away on tournaments, regular season game conflicts, etc.) and return any unwanted ice by mid-October. Returning ice in early October should be done in a timely fashion (at least one week prior to the ice time in question). The city's deadline to return any unwanted ice is October 31st.
- j. The association will circulate any unwanted ice to all teams within our association and each team will be able to pick up ice from this list. If ice goes unclaimed then it will be returned to the city by the deadline.
- k. The city will accept all returns prior to October 31, with a maximum of 5 per slot, without penalty. Should a team hand over more than 5 ice times per slot and the ice slot goes unsold, the team will be responsible for anything over the 5 limit. A team could be paying for ice time that you don't use.
- l. **NO SHOWS-** NCHA will not tolerate no shows. The team will be responsible for paying for any no shows on your behalf. Ice is very expensive. The association will also run the risk of losing that ice slot the



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- following season should there be 3 or more no shows on any particular ice slot.
- m. Regular season ice will begin in very late September/early October. September ice bookings are allowed right up to regular season start. For team bookings (Oct-Mar) on individual team ice contracts (need to provide a team contact and credit card) will be available sometime after the ice allocation meeting. All general bookings will have to be paid for up front by the team with a credit card.
  - n. An approved booking list (usually managers) is submitted to the city that illustrates who can buy ice time on behalf of your team (you have submitted names to the association). Only the persons on that list can buy ice time without having to purchase the city's insurance. Anyone outside of that list will have to purchase the city's insurance on top of the selected ice time.
  - o. **PAYMENT-** At the beginning of each month teams will be invoiced for all ice time from the previous month and for the cost of your officials and timekeepers. You will have up to the end of the month to submit payment to our treasurer.