
POLICY NO. 62

BARRINGTON MUNICIPAL ARENA POLICY

1. ARENA

The purpose of the Barrington Municipal Arena is to provide a safe and enjoyable environment for those patrons who wish to participate in activities in the facility or who wish to come to watch the various activities.

Anyone who is being a problem or causing concerns that affects the safety and well being of patrons participating or watching will be dealt with under municipal policies.

It is hoped that all those who come to this facility will treat the facility and staff with respect and assist in attempting to keep this a clean and viable operation for all those in the Municipality of Barrington and surrounding areas.

2. FAIR PLAY PHILOSOPHY FACILITY

This facility adopts the Provincial Philosophy of Fair Play for facilities which states:

“The actions of all who enter a Fair Play Facility shall reflect mutual respect, understanding and the principles of good sportsmanship.”

Further, the management of the Barrington Municipal Arena believes that people participate for fun, enjoyment and the thrill of competition. Therefore, management seeks to provide an environment which enables this to happen.

It also supports any organization which adopts a Fair Play Philosophy for its participants and encourages organizations to adopt and enforce the Fair Play Philosophy.

3. ICE RENTAL PRIORITY

The youth of this community will utilize this facility through the minor hockey system, figure skating club and the school system. Whenever possible these organizations or other youth groups should be granted scheduled hours that will provide these young people suitable hours for their activities. There should be no consideration given to preference for any group. All scheduling arrangements will be made through the Arena Manager and confirmed in writing. From time to time, the Arena Manager has the authority to initiate changes to the schedule for special events and activities providing, at least 24 hours notice to the affected group and they will receive replacement time, when available.

4. OCCUPANCY LOADS

The Provincial Fire Marshal's Office has established occupancy loads for the Barrington Municipal Arena which are as follows:

1. Bingos - 1,586 people.
2. Dances without alcohol - 1,300 people.
3. Dances with alcohol - 1,154 people.
4. Functions such as graduations, etc. involving chairs on the cement surface - 1,900 people.
5. Hockey and other ice related activities - 1,166 people.
6. Nova Scotia Gaming Control Commission has issued a license which places our capacity at 2,081 people.

5. ARENA FEES FOR USAGE OF THE FACILITY

Rental Rates for ice and non ice times will be set by resolution of Council. Rates will be set during the budget process. This is to include all public skating rates and all rental rates for prime time, non prime time, leagues, schools, hockey schools or any other special functions.

Ice Rentals:

The following classifications will be used:

- Prime time being weekdays from 4:00 p.m. to 12:00 midnight. Weekends 8:00 a.m. to 12:00 midnight.
- Non prime times. A promotional rate will be offered to promote the rental of ice time hours on weekdays between the hours of 12:00 noon and 4:00 p.m., when the Arena is open, at the discretion of the Manager.

Rental Rates (Non Ice Times)

The arena will be available for rental during non-ice times.

NOTE Non-commercial use of the facility is up to the discretion of the Arena Manager.

Benefit Concerts and Fundraisers

See Policy No. 6 "Policy Governing Use of Municipal Facilities".

Ice Rental Rates

Rates shall be set by resolution of Council .

Hockey leagues, figure skating and minor hockey will be billed monthly at the end of each month.

If a group using the ice uses up part of a half hour of time after their rental because ice is not being used, they will be charged for a half hour of time at the rate set for that time.

Any group or organization may rent the ice at the going rate for time requested providing the time is available. In the event of a large crowd being expected, the organization will be required to have licensed security present at their cost. All aspects of rental must be approved by the Arena Manager prior to an event.

Ice time will be rented on a first-come, first-served basis for all times not previously scheduled by regular user groups.

Ice Rental Cancellation Policy

- If unused rental time has not been canceled 72 hours in advance the renter will be charged the amount for the reserved rental.
- If claims are made that a call was made to cancel, but it was never deleted from the calendar, every effort will be made to see if call was made. But if claim cannot be verified, the renter will be responsible for the ice time. —

6. TIMES OF OPERATION

For Ice Related Activities

The normal operating season for ice related activities will be from the first of October to the end of March.

Daily Hours of Operation

Hours of operation will be determined by rental demand. The Arena Manager shall ensure that a copy of the Arena Schedule is available on the Recreation Department website.

7. ARENA ETIQUETTE

1. The Olympia/Zamboni door **MUST** be closed **BEFORE GOING ON THE ICE**.
2. The last ten (10) minutes of rental time are for resurfacing the ice.
3. Leave the ice surface promptly when buzzer sounds.
4. Leave the dressing room within 45 minutes after your ice rental.
5. Clean dressing room to a condition you would expect upon entering before you leave.
6. **ABSOLUTELY NO ABUSIVE LANGUAGE OR ACTIONS TOWARDS STAFF MEMBERS WILL BE TOLERATED.**
7. Failure to comply with these rules of etiquette could result in disciplinary action being taken against individuals or groups.

8. ARENA DISCIPLINE

Pursuant to the Protection of Property Act, signs will be posted that are clearly visible in daylight under normal conditions from the approach to each usual point of access to the premises to which they apply, prohibiting:_____

1. Smoking in any part of the building and within four meters of the entrance to the building. Pursuant to the Smoke Free Places Act, smoking in the Arena or within 4 metres of the entrance is illegal.

Individuals found to be in violation of the above will be asked to comply. Non-compliance will result in the RCMP being called by staff.

2. Consumption or possession of alcohol or illegal drugs on Arena premises. Alcohol may be permitted by the Municipality during specified functions for which the required license has been obtained. Pursuant to the Liquor Control Act, the possession of alcohol on Arena premises, except when a special occasion license is in force, is illegal.

Violation of Section 2 will result in the RCMP being called immediately by staff.

Lessees renting the Arena on a regular basis will be required to sign a rental agreement. This rental agreement specifies in paragraph 7 that the lessee “agrees to abide by the Barrington Municipal Arena Policy”. A copy of the Policy can be obtained from the Arena Office on request of the lessee.

9. ARENA HOLIDAY HOURS

See Municipal Personnel Policy.

10. 50/50 TICKETS

It is the responsibility of each organization who wishes to sell 50/50 tickets at any activity held within the Barrington Municipal Arena, to secure the proper licenses from the Nova Scotia Gaming Control Commission and obtain permission from the Arena Manager. If they are going to offer a number of 50/50 draws, then a license done for a series can be secured and must be shown or kept on the arena premises during these activities.

11. SKATE SHARPENING

Skate sharpening is provided by the Barrington Municipal Arena at a set fee. Only individuals who are sharpening skates are permitted in the room due to health and safety regulations and no one receives this service without a previously purchased ticket from either the Staff Office or the Canteen. The skates will not be sharpened by any of the arena workers without a ticket being given to them. In the event that neither the Staff Office or the Canteen are open, then a ticket can be purchased from the person sharpening the skates.

12. SECURITY

This will be the responsibility of the organization hosting an event where either the crowd or the activity itself warrants the need for security. The need and number of security personnel must be approved by the Manager prior to the event.

13. PUBLIC SKATING RULES

1. NO TAG TO BE PLAYED.
2. NO SKATING AGAINST THE FLOW.
3. NO THROWING SNOW BALLS.
4. SKATERS ARE NOT TO CHIP THE ICE WITH SKATES.
5. NO FOOD OR DRINKS ON THE ICE.
6. SKATING BACKWARD IS NOT PERMITTED.
7. NO THROWING OF GLOVES, PUCKS, ETC.
8. FIGURE SKATING IS NOT PERMITTED.
9. ALL EQUIPMENT AND ASSISTING DEVICES BORROWED FROM THE ARENA MUST BE RETURNED IMMEDIATELY AFTER ITS USE TO ENSURE SAFETY ON THE ICE.
10. INDIVIDUALS NOT OBEYING THESE RULES WILL NOT BE PERMITTED ON THE ICE.
11. NO RACIAL PREJUDICE TO BE SHOWN AND NO RACIAL SLURS TO BE MADE ON THESE PREMISES.
12. NO ONE WITH SHOES ON IS PERMITTED ON THE ICE.

**BREAKING THESE RULES WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN
!!!!!!**

14. BUILDING ACCESS

Patrons to the facilities are permitted in the following areas of the facility:

- Hospitality Room
- Lobby
- Public Washrooms
- Manager's Office for specific requests to Manager or staff
- Area surrounding ice skating surface, bleachers, balcony (if required)

Those individuals participating in ice related activities are also allowed access to the assigned locker rooms.

NO access is permitted by the general public/patrons to the interior of the canteen, the Olympia Room, the Staff Office, Rooms for Minor Hockey and Hockey Leagues and the dressing room area.

At no time are any individuals other than the Arena Services Technician to be on the Olympia or to operate the Olympia unless a staff person is being trained on its operation.

Referee's Room is limited to Referees, Time Keepers and other officials of the game and/or the facility who may be required to go in there. Officials who are not working the game are not to go into the Referee's Room during games to avoid large numbers and confusion in this area (except when checking their schedule).

The Referee's Room is also a First Aid Room and must be kept neat and tidy by those using it, in case the need arises for its use as a First Aid Room.

The Staff Office is only to be used by the staff who have permission to be in there or by associates of the different leagues who are there on business.

15. MUSIC ROOM

Individuals using the Music Room must have approval by the organization who is responsible for the music room for the use of that facility. No individuals will be allowed in the music room other than those who are related to ice related activities going on such as figure skating.

16. HOSPITALITY ROOM

This room is used as a hospitality room for away teams. Room is also rented out for meetings and birthday parties and is used by the Shelburne County Minor Hockey Association and the Shelburne County Figure Skating Club.

17. USE OF ARENA EQUIPMENT

1. All equipment purchased for the Arena is the property of the Municipality of Barrington.
2. Subject to the approval of the Arena Manager, employees, individuals and organizations may use the Arena photocopier at the rental rate set for its use by the Manager and may use the Arena office computer for graphics and signage to be used in the Arena. The use of such equipment shall not interfere with the daily operation of the Arena.
3. Ice making equipment may be rented to other Arenas and Curling Clubs at a competitive rate established by the Manager, and loaned to the Barrington Regional Curling Club.
4. All Arena equipment may be used by other Municipal employees and Committees for municipal purposes.
5. Rental of the Arena for dances and other events includes the use of chairs and tables for that event.
6. Chairs and tables and other equipment may be rented to organizations and individuals at competitive rates determined by the Manager.
7. Exceptions to this policy may be made by Council upon written request.

18. LIFE CYCLE PLAN

A break down of all equipment will be kept showing purchase date, cost life expectancy and year it may have to be replaced.

This plan is to be used for budget purposes and to keep abreast of possible repairs.

19. BUILDING CLEANING

Arena Staff will be responsible for daily cleaning of the lobby, front entry way, hospitality room, public washrooms, both male and female, locker rooms 1 to 5, that have been used and the Referee's Room, plus all areas within the ice surface related area, including bleachers, balconies, walkways all around.

This cleaning could be as little as a quick sweeping or vacuuming to major scrubbing of the floors, walls, doors, etc.

The scrubber will be used on a regular basis to do the lobby, locker rooms, washrooms and areas around the ice surface. A schedule will be drafted up as to when these times will occur so that at the end of the evening the two groups coming off of the ice into a locker room will be the only two (2) areas to be done once they are gone.

Each evening on leaving the facility the entire facility should have been cleaned to a point that it is tidy and neat for the next day's activities.

20. CANTEEN

The canteen will operate under the supervision of the Arena Manager. A schedule will be worked out to best accommodate the individuals who come to the facility to the maximum of our ability.

At the end of a shift or evening, all canteen workers are to assist in the clean up of the canteen which will include the area for condiments and their dispersal to the public.

During the day the canteen is closed and those staff who use the facility must maintain it also in a clean and orderly way.

Absolutely no credit is permitted at the Arena Canteen.

21. ARENA OPERATION

Ice Maintenance

The arena staff will continue to provide a safe and secure ice skating surface for the patrons of the facility. The ice will be resurfaced at ten (10) minutes prior to the end of the rental period. All individuals must vacate the ice at ten to the hour and the Olympia will come on the ice.

In the event of an hour and a half activity where the ice is required to be resurfaced during an intermission this will occur at that time as requested by group using the ice.

The ice maintenance times are ten minutes in length. The ice resurfacers must try to stay within this time frame as best as possible and still maintain a good ice surface.

All patrons of the facility must stay off the ice until such time as the ice resurfer (Olympia) is off the ice and the gates are closed. At this time the Arena Staff will give permission to the patrons of the facility to go on the ice. Individuals or groups who do not adhere to this rule will be subject to disciplinary action.

Maintenance is also to occur at the end of the evening after the last rental.

This will be done on a regular basis as determined by ice thickness charts and by the condition of the ice. _____

The Manual "Refrigeration and Ice Making" by the Ontario Recreation Facilities Association Inc., will be used as a guideline for all aspects of ice operation and maintenance.

22. HOURS OF OPERATION

Occupation of Locker Rooms

Teams or groups who are using the facility and require the use of the locker rooms will be allowed in the locker rooms for no longer than 45 minutes prior to their game time, unless there are special circumstances discussed in advance, and will be asked to vacate the locker room they are using no longer than 45 minutes after the end of the activity.

Any individual groups or organizations who are habitual abusers of this policy will receive a letter from the Arena Manager who will follow up with a discussion regarding the rule and reasons why. Further abuse of this policy could result in disciplinary action against individuals, individual groups or organizations.

Locker rooms will be cleaned by arena staff after the team or organization has left the facility so that any damage can be pin pointed as to who is responsible and repair and payment for that damage can be assessed to the proper individuals concerned.

23. STAFF TRAINING

All staff will be required to have a minimum of Emergency First Aid which will include CPR. All staff will be required to take the WHMIS Course for dangerous and hazardous material.

Any staff who require special certification will be required to take whatever courses are necessary.

Staff may be required to take other courses while on time off. Staff will be paid as required by the Municipal Personnel Policy.

24. STAFF

All staff will submit time sheets as directed by the Arena Manager.

25. TRAVEL

Where staff are required to use their vehicles for errands that are related to the Barrington Municipal Arena a mileage sheet must be submitted on a monthly basis.

26. SUPPLIES

Supplies that are required by staff to perform their responsibilities must be obtained via a purchase order as required by the Municipal Purchasing Policy.

27. EMERGENCIES

In the event of an emergency taking place on the ice surface, in the building or the parking lot, staff are required to do their best to assist anyone who has been injured. Depending on the seriousness of the accident, and if necessary, "911" should be called from the closest phone to the accident.

It is very important that for serious injuries the individual **not** be moved and that the ambulance service be called right away.

Directions to the "911" Operator and to the Ambulance Service, if connected directly, should be "We have an accident at the Barrington Municipal Arena, at 12 Park Lane, Sherose Island. We require an ambulance, it is suspected". (Type of emergency or injury)

An Accident Report Form will be filled out for all incidents and placed in the Manager's Office and a copy provided to the Clerk-Treasurer for his/her acknowledgment.

In the event of a severe accident, the Manager will be called and staff are to get witnesses as to what happened and are to talk to no one but the Manager, Municipal Clerk,, Emergency Health Services Personnel, R.C.M.P., or any other official who is helping to take care of the injured person, or any Fire Department Personnel who are on duty.

28. ENTRANCE

Staff will be responsible for trying to maintain a somewhat dry as possible floor in the winter season when slush and water can be tracked into the facility. This will be particularly important in the
Page 12, Barrington Municipal Arena Policy_____

entry way and lobby area of the facility. Problems/concerns and repair needs should be reported to the office in writing.

The build up of ice could occur. If so, salt will be applied around the front entrance and if severe enough, the Property Services Department will be contacted and/or plow the parking lot as required.

Early in the morning and on weekends, this will be the responsibility of the first staff person to arrive. They will use their discretion as to whether or not the parking lot needs to be plowed and salted and they will make the appropriate phone call to the Property Services Department.

During operational times it will be the responsibility of the Arena Staff to keep watch and see that the ice, slush and snow is kept to a minimum so that the safety of the patrons is more secure.

29. HIRING STAFF

New positions for arena staff will be filled according to the Municipal Personnel Policy.

30. ADVERTISING

Commercial Advertising and Signage

Advertising in the form of signage for commercial businesses can be approved by the Arena Manager. These signs must be done on a 4' X 8' sheet of plywood or similar sturdy material and done by a professional sign painter. Once a letter from the Arena Manager has been received, that the sign has been approved, and the rental rate for that year has been paid, the sign will be put up upon its delivery to the Barrington Municipal Arena Staff. Any other commercial signage in the building must be approved by the Committee of the Whole. Depending on when the sign is put up, the rate could be prorated for a partial year. Rates are set by resolution of Council.

Signs must be constructed from 1-2 mm white board and covered with 1/8" lexan.

Non Commercial Signage

Any signs being put up by non profit groups using the facility, must be done in a neat and tidy manner with good taste and neatness. It is the responsibility of the organization to put these up and take these down in cooperation with the arena staff.

Ice Advertising

Logo's or lettered words can be painted in the ice upon arrangement with the Arena Manager at a fee set by resolution of Council.

Only those approved by the Arena Manager will be done and only in a designated place on the ice.

Prohibited Advertisers

It is the policy of the Barrington Municipal Arena that tobacco companies, breweries or any other company that sells tobacco and/or alcohol be prohibited from purchasing commercial advertising space in the Barrington Municipal Arena.

31. EVALUATION

See individual job descriptions.

32. DISCIPLINE AND GRIEVANCE FOR STAFF

See Municipal Personnel Policy.

33. MAINTENANCE OF EQUIPMENT

During the non ice months, all ice making and refrigeration equipment will be checked, fluid changed and repairs or replacements made. All other equipment will be checked during the yearly maintenance overhaul in the spring. This equipment will also be checked throughout the year from time to time depending on its use and condition.

33.1 USE AND MAINTENANCE OF DEFIBRILLATOR

The defibrillator donated to the Barrington Municipal Arena by Kevin Murphy shall be kept behind the Player’s Bench for easy access. All Arena Staff shall be trained in the use of the defibrillator. Arena Staff may use the defibrillator at their discretion. All requests made to staff for use of the defibrillator shall be granted. The Arena Manager shall be responsible to ensure that the defibrillator is kept in good working order and shall maintain a log of all inspections and test results. The Log Book is to be kept in the carrying case for the defibrillator.

34. GATE RECEIPTS AGREEMENT

User groups shall receive 100% of all gate receipts for both the regular season and the playoffs and those groups are responsible for all related expenses, including Ticket Takers, Security, Referees, Linesmen, ice rental, Time Keepers, Goal Judges, etc.

Leagues

Any leagues renting ice time must have a constitution and by-laws to deal with the operation of the league and all discipline that may be required.

Gate Receipts from special fund raising events will be divided in similar proportions to regular season league games. The arena portion of the receipts may be donated toward the proceeds of any event at the discretion of the Committee of the Whole or Council.

The Manager will be permitted to negotiate agreements with non local teams, to a minimum of:

1. All gate receipts to go to the team sponsoring an event.
2. The team sponsoring the event must pay all expenses including ice rental.

The Manager is authorized to negotiate better terms if possible, but in no case will negotiate any terms more beneficial to the outside teams than the above.

35. COMMERCIAL ENTERPRISE POLICY

It is the policy of the Municipality to allow no kiosk operations at the arena, with the exception of photography sales during tournaments and special events.

Amended by Council: March 22, 2010
February 28, 2011
February 13, 2012
February 25, 2013
June 22, 2015

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members: May 25, 2015

Date of Amendment of Policy: June 22, 2015

I certify that Policy No. 62, "Barrington Municipal Arena Policy", was amended by Council as indicated above.

Clerk

Date