



POLICY NO. 62

SANDY WICKENS MEMORIAL ARENA POLICY

1. ARENA

The purpose of the Sandy Wickens Memorial 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.

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 Sandy Wickens Memorial 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 Sandy Wickens Memorial 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 9:00 p.m. Weekends 8:00 a.m. to 9:00 p.m.
- Non prime times. A promotional rate will be offered to promote the rental of ice time hours on weekdays when the Arena is open..

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

Free use subject to approval by the Chief Administrative Officer.

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. Interest for outstanding balances of more than 30 days will be charged at a rate of 18% per annum.

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. Cancellations are to be made in writing (email, fax, or note). Any other form of cancellation cannot be verified and could therefore be missed.

6. TIMES OF OPERATION

For Ice Related Activities

The normal operating season for ice related activities will be from the middle of September 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 Municipal 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 disciplinary action being taken against individuals or groups.

2. Consumption or possession of alcohol or illegal drugs on Arena premises. Intoxication or impairment due to alcohol or consumption of illegal substances is strictly prohibited. Should users of the Arena be found to be intoxicated or impaired disciplinary action will be taken against individuals or groups. The required license must be obtained for any event where alcohol may be permitted by the Municipality.

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

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

Disciplinary Action. Any violation of this policy can be subject to disciplinary action. First offence will be a warning, second offence could be the restriction of entry for a period of time of an individual, and a third offence could result in the ban of a particular user group.

9. SKATE SHARPENING

Skate sharpening is provided by the Sandy Wickens Memorial 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.

10. 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.

11. PUBLIC SKATING RULES

1. NO TAG TO BE PLAYED.
2. NO SKATING AGAINST THE FLOW.
3. NO THROWING SNOW BALLS.
4. NO FOOD OR DRINKS ON THE ICE.
5. FIGURE SKATING IS NOT PERMITTED.
6. ALL EQUIPMENT AND ASSISTING DEVICES BORROWED FROM THE ARENA MUST BE RETURNED IMMEDIATELY AFTER ITS USE TO ENSURE SAFETY ON THE ICE.
7. INDIVIDUALS NOT OBEYING THESE RULES WILL NOT BE PERMITTED ON THE ICE.
8. NO ONE WITH SHOES ON IS PERMITTED ON THE ICE.

12. 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 there or by associates of the different leagues who are there on business.

13. MUSIC ROOM

Individuals using the Music Room must have approval by the organization who is responsible for the music room, or Arena staff, 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.

14. HOSPITALITY ROOM

This room is used as a hospitality room for users of the Arena. 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.

15. 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. 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.

16. 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.

17. 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 by the Arena Staff. Any other commercial signage in the building must be approved by the Arena Manager. 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 and approval from 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 Sandy Wickens Memorial Arena that tobacco companies, breweries or any other company that sells tobacco and/or alcohol be prohibited from purchasing commercial advertising space in the Sandy Wickens Memorial Arena.

18. 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 fundraising 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.

19. 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

July 24, 2017

