

Arena Policy #RF-004-94

Adopted on May 25, 1994

ARENA POLICY

Goals

Provide a clean, safe environment for all users

Staff Guidelines

- a. Arena staff must be present when the arena is open for public use or rentals by user groups of private citizens.
- b. Arena staff will enforce all policies put in place by the Village Council.
- c. Arena staff will not be skating while on shift.
- d. Arena staff are responsible for maintaining a clean building for user groups.
- e. Arena staff will do minor repairs to the best of their abilities or call Public Works for proper repairs. See Facilities Maintenance Policy.
- f. Staff will handle all complaints with tact and diplomacy.
- g. Staff will be at the arena for all their scheduled shifts.
- h. Staff will clean the lobby, change rooms, washrooms and around the ice area as it is needed.
- i. Staff will supervise all public skating and user group rentals; enforcing all arena rules and policies while doing so.

User Group Guidelines

- a. Special events (such as Tournaments, etc.) will have the right to bump regular scheduled events.
- b. All ice bookings must be made at the arena during its regular hours of operation or at a user group meeting. User groups not in attendance at the meeting will have last choice of ice times. At least 1 member of arena staff must be present at this meeting.
- c. Special events should be booked 2 weeks in advance so regular user groups will have time to reschedule any ice time that they will lose due to the special event.
- d. Cancellations must be made 24 hours in advance or user group will be charged the full fee for booked ice time. The exception to this rule is if it is too warm for good ice or any temperature below -30 celcius.
- e. Keys are available from arena staff for the change rooms. The Village of Haines Junction and arena staff will not be responsible for items left, lost or stolen from the arena.
- f. Any person or user group who willfully damage the arena or property in the arena will be prosecuted to the full extent of the law.
- g. Ice cleaning time will be paid for by the user group if they want clean ice any time after the start of their rental time until they are finished using the ice.
- h. Group activities will not be permitted during public skating. i.e. Scouts earning badges; the scouts would have to rent the arena.
- i. All ice rentals shall be of a minimum of 1 full hour; any rental over 8 hours will be charged a flat daily rate.
- j. Coaches must be present before Minor Hockey groups are allowed on the ice.
- k. Anyone registered in Minor Hockey must be in full gear while on the ice even if they are helping with coaching.
- l. All youth groups shall have an adult present before being allowed on the ice.
- m. Arena staff will give user groups as much notice as possible when ice time is cancelled due to unfavorable ice conditions.

Payment of Fees

1. All regular season renters will be billed monthly and will have all accounts paid within 30 days or privileges may be denied.
2. An ice rental form shall be signed prior to the start of the season and authorized by the facility manager.
3. Casual rentals must be authorized by the facility manager and paid in advance after signing a rental agreement.

Arena Manager

1. General
 - a. Co-ordinates maintenance to ensure the safe and efficient use of all users, which does not include the mezzanine.
 - b. Develop a maintenance schedule which will serve as a guide to staff for the ongoing maintenance of the arena and equipment.
 - c. Responsible for the ordering of supplies, as needed, in accordance with budget guidelines; for the efficient operation of the facility.
 - d. Maintain cleanliness of arena lobby area, washroom, storage areas and dressing rooms.
 - e. Maintenance of boards and plexiglass in arena
 - f. Ensure the security of the building is upheld by maintaining doors and locking up at end of shift.
 - g. Ensure that there will be no storage of any item, in the furnace room other than that which is agreed upon with the Public Works Foreman, and that user groups do not store anything in the facility that compromises the security or integrity of the facility.
 - h. Responsible that garbage is bagged and removed to the outside container provided on a consistent basis at a minimum of every 2nd day.
2. Start Up
 - a. To ensure all parts of the building are clean.
 - b. All cleaning supplies are ordered prior to start up.
 - c. To arrange for extra maintenance items that may need doing by Public Works or a contractor
 - d. Arrange bookings with users at a user group meeting.
3. Shut Down
 - a. To clean all areas of the arena except the mezzanine
 - b. To lock all changing room doors, office, furnace room, zamboni room, storage rooms and concession.
 - c. To make sure all outside doors are locked and secure.
 - d. To send zamboni blades out for sharpening and/or arrange the purchase of new ones.
 - e. To supply to Public Works Department and office a list of maintenance items along with a report of how the maintenance went over the winter, what was done, what was not done satisfactory and how it could be improved.
 - f. To ensure all parts have been ordered for the repairs and start up for the following season that will be needed by the arena staff and manager.

Ice Making

Putting in ice will be done on a volunteer basis and supervised by the arena staff. This should be limited to 3 or 4 volunteers so there is good communication between them, and all volunteers know what is going on.

Discipline Policy

When a patron is acting in an unacceptable manner on the first incident have them sit out for a set period of time (5 or 10 minutes). On the second incident ask them to leave for the rest of the day. Call their parents on the second incident and every incident thereafter. On the third incident suspend them from further activity in the arena for a specific amount of time depending on the severity of the incident (1 to 2 weeks).

Arena User Meeting

1. All regular ice time will be booked at the arena user group meeting.
2. When special event dates/times are being booked at the Arena Users Meeting, priority will be given to the group that traditionally has made use of the date/time in the past.

Ex: Minor Hockey and Old Timers Hockey both want the first week in December for a special event. If both parties are at the AUM, Minor Hockey would be awarded this special event date/time as they have been the traditional users.

If an Arena User group is not represented at the Arena User Meeting, other groups will be permitted to book any of the non-represented groups special event dates/times. It is therefore very important that groups booking special events be in attendance at the Arena User Meetings.

Ex: Old Timers Hockey want the first week in December for a special event. Old Timers Hockey are represented at the AUM, Minor Hockey is not. Old Timers Hockey will be awarded this special event date/time.

3. For cancelling a special event ice time, groups must provide 3 days notice. If less than 3 days notice is provided, the group may be invoiced for the ice time not used. (If the ice time is not used).
4. For special event (3 day notice) and regular season (24 hour notice) cancellations, groups are responsible to contact other ice users and inform them of the ice slots available. Arena staff will assist by providing a contact list of all the ice users and by actively trying to rent the ice out also.
5. Ice schedule development shall predominately be done at Arena Users Meeting only.
6. If groups do not have representation at the Arena Users Meeting, their bookings may be adjusted by the Department to accommodate other groups needs.

Rules and Regulations

1. Any damage may result in an individual or group suspension from the arena. Check your dressing room on arrival.
2. Ice time is according to schedule.
3. Valuables and dressing room security is at the user's responsibility.
4. Groups renting the arena are responsible for team and spectator supervision at all times and are liable for resulting damages.
5. You are not permitted to sublet ice time. If you stop renting, ice time will be reallocated.
6. No players or groups are allowed on the ice without proper supervision.
7. There will be no smoking in the arena.
8. Violation of any of the above rules may result in suspension or cancellation of the violator's right to use of the arena.

Public Skating Policy

Whereas it is deemed to be expedient to set out a policy for Public Skating Conduct in the Bill Brewster Arena "Home of the Huskies" (hereafter called Arena);

Therefore be it resolved that the following points be recognized as the Public Skating Conduct Policy for the Village of Haines Junction and;

That this policy is enforceable by the Arena Attendant or any person so designated by the Chief Administrative Officer.

1. Valuables and dressing room security are the user's responsibility.
2. All persons are to be off the ice at the scheduled time. Failure to comply may result in individual suspension.
3. There will be no smoking or consumption of food or beverages in the ice area.
4. No persons shall be allowed on the ice area without ice skates, with the exception of the Arena Attendant or Broomball Players.
5. Violation of any of the arena rules may result in the suspension or cancellation of the violator's right to use the arena.

Arena Rental Policy

Whereas it is deemed to be expedient to set out a policy for the rental of the Bill Brewster Arena "Home of the Huskies" facility (hereafter called the Arena);

Therefore be it resolved that the following points be recognized as the arena rental policy for the Village of Haines Junction.

1. Individuals or groups renting the arena will be liable for damages incurred as a result of negligence of the renter.
2. All persons renting the arena on a regular basis must complete a Rental Agreement form with the municipality and must obtain Release of Claim forms from the municipal office.
3. There will be no smoking or consumption of food or beverages in the ice area.
4. Valuables and dressing room security are the renter's responsibility.

ARENA BOOKING CONTRACT
(Ice Surface)

BETWEEN: The Village of Haines Junction AND:
P.O. Box 5339
Haines Junction, Yukon
Y0B 1L0 (Hereinafter called the Renter)

WHEREAS the Village of Haines Junction is the owner/operator and has full control and management of the facility known as _____ and has agreed to rent the ice surface.

The above checked facility will be rented and invoiced to:

Organization: _____

Mailing Address: _____

City: _____ Postal Code: _____

Contact Person: _____ Day Phone: _____

Home Phone: _____

1. The facility will be available to the Renter on:
 - _____ Days and times as per attached schedule.
 - _____ Days and times as follows.

MONTH	DATE	DAY	TIME ENTER	TIME EXIT	COST

2. The rental fee charged for the facility shall be as per the Fees and Charges Bylaw.

Rules and Regulations Governing Usage

1. Cancellation/Booking Changes by the Renter
 - a. The renter agrees that in the event:
 - the use of the facility must be cancelled for a particular time(s) or date(s) and/or
 - the date(s) and/or time(s) required are different than those listed in number 1.
 - b. The renter shall notify the arena office or Village office no less than twenty four (24) hours prior to the event for regular bookings and three (3) days for Special Event bookings. Failure to provide the required notice will result in full invoicing of the cost to the Renter.

2. Cancellation by the Village
 - a. The Village reserves the right to cancel or amend any booking provided the renter with ten (10) days written notice except in the case of mechanical failure or bad ice conditions.
 - b. In the case of mechanical failure or bad ice conditions, cancellations or amendments may be made with no advance notice.

3. The renter shall comply with all Rules and Regulations governing use of the Bill Brewster Arena:
 - a. No player shall be on the ice when the ice is being cleaned, other than those looking after the nets.
 - b. No player shall be on the ice until the machine is away, the large doors closed, the ice attendant is finished his duties on the surface and signals "all clear".
 - c. Any damage to the facility may result in individual or group suspension from the arena.
 - d. In order to assist the next group starting promptly, please leave the ice as soon as the horn blows. Ice time is according to the schedule and will be billed accordingly.
 - e. Valuables and dressing room security are the users responsibility. We will provide dressing room keys upon request, however, cannot guarantee dressing room security.
 - f. All teams should be out of the dressing room one hour after their session unless required immediately by another user.
 - g. Groups renting the arena are responsible for team supervision at all times and are liable for any resulting damages. The attendant on duty is there to assist in enforcing these rules and regulations.
 - h. You are not permitted to sublet ice time. If you stop renting, ice time will be allocated to other interested groups.
 - i. No players or groups are allowed on the ice without proper supervision. Individuals under the age of nineteen (19) years must be supervised by an adult supervisor.
 - j. Drinking alcoholic beverages within the arena facilities is prohibited without proper permits.
 - k. Smoking is not permitted in the arena.
 - l. The Village reserves the right to implement further rules and regulations as the need arises.

4. Any violation of the rules and regulations will result in organization, league, team or individual cancellation or suspension of the right to use the facility for such a period of time as maybe determined by the Village, in its sole discretion.

5. The Renter accepts financial responsibility for any damage caused by any person during the time the facility is being rented.

6. The Renter agrees to save harmless and indemnify the Village from any claim whatsoever arising out of the use and occupation of the facility by the Renter.

IN WITNESS THEREOF the parties hereto have placed their respective hands this ____ day of _____ 19 ____.

On behalf of the Village of Haines Junction:

_____)))) Village of Haines Junction)	_____)))) Organization)
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**Village of Haines Junction
Facilities Check List**

Facility: _____ Event: _____

Daily Routine Check _____

*Renter Contact Person: _____ Dates: _____

P – Poor G – Good E – Excellent

	<u>Check In</u>	<u>Check Out</u>
Lights and Electrical Fixtures	_____	_____
Doors, Locks & Hardware	_____	_____
Washrooms & Fixtures	_____	_____
Furniture & Appliances	_____	_____
Windows	_____	_____
Hockey Boards & Bleacher Seats	_____	_____
Dressing Rooms & Fixtures	_____	_____
 <u>Interior Cleanliness</u>		
Dry Floor	_____	_____
Lobby Floor	_____	_____
Concession Area	_____	_____
Seating Area & Seats	_____	_____
Garbage Cans Emptied	_____	_____
(all garbage to be bagged)		
Tables and Chairs	_____	_____
Dressing Rooms	_____	_____
Resurfacing Room	_____	_____
 <u>Exterior Cleanliness</u>		
Grounds	_____	_____
Garbage Bin	_____	_____
(all garbage placed in the bin must be bagged)		

If for any reason a P should appear in either check in or check out, please explain.

Comments: _____

As is indicated in the facility "Booking Contract":

*** This contact person is responsible to ensure a representative is available at the conclusion of rental time to do the cleanliness final inspection.**

Check In (User Group) Date of Rental Recreation Department

Check Out (User Group) Date Recreation Department

FOR STAFF USE ONLY:

This section is to be completed by the Village of Haines Junction employees.

_____ has been left in the same condition as it was at the time of rental.

_____ has not been left in the same condition as it was at the time of rental and staff costs are to be deducted from the deposit or charged back to the group.

VILLAGE OF HAINES JUNCTION

Work Project List: Specific

Week Of: _____

STAFF INITIALS	TASK DETAILS	COMPLETED YES	COMPLETED NO	DATE

**VILLAGE OF HAINES JUNCTION
Fire Inspection Report**

(To be completed monthly and forwarded to the Department Head and Fire Hall.

BUILDING: _____ DATE: _____

	YES	NO	N.A.	SEE REMARKS
Exits in good working order				
Exits clear of snow and ice				
Exit lights working				
Emergency lights working				
Fire alarm system tested and in good working order				
Fire extinguishers: properly located				
Fire extinguishers: fully charged				
Fire hose standpipes in good order				
Boiler rooms: used for storage				
Boiler rooms: door kept closed				
Heating equipment: apparent defects				
Heating equipment: oil leaks				
Heating equipment: combustion air available				
Apparent defects with electrical equipment or wiring				
Rubbish accumulations				
Flammable liquid storage. Do you have approved storage cabinets?				

REMARKS: _____

Signature

Date

**MONTHLY STATISTICS
BILL BREWSTER ARENA**

Month _____ Year _____

GROUP	HOURS	USERS	SPECTATORS
Minor Hockey			
Recreation Hockey			
Old Timers Hockey			
Women's Hockey			
Figure Skating			
St. Elias Community School			
Public Skating			
Parent & Tot Skate			
Drop In Hockey			
Private Rentals			
Out of town rental			
TOTAL			

**UNRENTED PRIME TIME ICE
BILL BREWSTER ARENA**

Month _____ Year _____

DAY	TIMES	DAILY TOTAL
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

TOTAL PRIME TIME ICE AVAILABLE FOR RENT (Hours & minutes) _____

POTENTIAL REVENUE LOST:

_____ HR. x 40.00/HR. = _____

_____ HR. x 60.00/HR. = _____

Prime time is 4:00 – 11:00 p.m. Monday – Friday
and 8:00 a.m. – 11:00 p.m. Saturday – Sunday

DAILY WORK ORDER SHEET

Date: _____

Tasks:

	Completed?	Yes	No
- Check washrooms for cleanliness & paper		_____	_____
- Check spectator areas for cleanliness during shift		_____	_____
- Check ice for holes on surface & along boards & repair		_____	_____
- Check for burnt out lights & replace		_____	_____
- Check for holes in nets & repair		_____	_____
- Check dressing rooms after skaters leave during shift for cleanliness & damage		_____	_____
- Clean glass in lobby area		_____	_____

Items that require special attention: _____

CLEAN UP AT END OF SHIFT:

- Check & change all garbage bags		_____	_____
- Clean all sinks, toilets & urinals		_____	_____
- Sweep & mop dressing rooms & hallway		_____	_____
- Sweep & mop lobby & washrooms		_____	_____
- Sweep players, penalty & timekeepers boxes		_____	_____
- Do scrape & flood		_____	_____
- Sweep & mop lobby		_____	_____

Staff comments: _____

**BILL BREWSTER ARENA
WEEKLY PREVENTATIVE MAINTENANCE**

Week of _____ Staff _____

Zamboni

- Engine oil checked – oil added _____ ()
- Transmission oil checked – oil added _____ ()
- Hydraulic oil checked – oil added _____ ()
- Engine coolant level checked – coolant added _____ ()
- All belt tensions checked and adjusted ()
- Tire pressures checked and adjusted (28 – 32) RR _____ RF _____ ()
LR _____ LF _____
- Brake fluid checked ()
- Blade changed and adjusted – condition _____ ()

Lube – 1 shot only

- 1 G.N. on 3/4" universal at base of blade adjustment crank ()
- 1 G.N. on 3/4" flange bearing where crank goes through conditioner ()
- 1 G.N. on 3/4" flange bearing at top of blade adjustment crank ()
- 2 G.N. on blade adjustment nuts ()
- 2 G.N. on 1-1/2" flange bearings that bottom auger turns on ()
- 2 G.N. on right and left blade holder pivot on blade adjustment arm ()
- 2 G.N. on right and left blocks where sled arm pivots ()
- 2 G.N. on ends of conditioner lift arms ()
- 1 G.N. on board brush arm pivot ()
- 1 G.N. on board brush arm mount ()

Ice Edger

- Engine oil checked – oil added _____ oil changed _____ ()
- Air filter cleaned _____ oiled _____ ()
- Spark plug inspected _____ changed _____ ()
- M/C checked for loose parts ()

Lobby

- Furnace checked – belt tensions adjusted _____ ()
- Lobby lights checked ()
- Lobby entrance doors checked ()
- Inspection of washrooms

	M	W	H
cubicles	()	()	()
plumbing	()	()	()
mirrors	()	()	()
dispensers	()	()	()
lights	()	()	()
exhaust fans tested	()	()	()

Comments: _____

Arena Facility

Score clock – rebulb					()
Seat inspection (record on seating maintenance sheet)					()
Lighting check					
metal halide					()
fluorescent					()
Heating check/test					()
Overhead door _____					()
Exit doors		()	()	()	()
Arena boards _____					()
Lexan glass _____					()
Nets _____					()
Players boxes					()
Penalty and timekeepers boxes					()
Comments: _____					

Dressing Rooms

	1	2	3	4	Ref.
Plumbing	()	()	()	()	()
Fixtures	()	()	()	()	()
Showers	()	()	()	()	()
Lights	()	()	()	()	()
Door	()	()	()	()	()

Ice Plant Room

Compressor oil level _____					()	()
Brine level _____						()
Brine pH _____						()
Brine freezing point _____						()
Ice thickness – see log sheet						()
Oil leaks _____						()
Brine pump (noise or vibration) _____						()
Ammonia level _____ chiller						()
receiver						()
Comments: _____						

Exterior of Facility

Exit lights, inside and out	()
Gas and propane storage	()
Exits, clear and safe _____	()
Parking rails _____	()
Garbage container _____	()

Miscellaneous

Concession	()
First Aid room	()
Electrical room	()
Comments: _____	

Ice thickness checked (see log book)