



**City of
Lloydminster**

Policy

Policy Title:	Aquatic Facilities Allocation Policy	Policy Number:	740-01		
Date of Council Approval:	May 28, 2018	Motion No.:	158-2018	Year of Review:	2021
Department Sponsored by:	Community Development Services				

1. Purpose:

- 1.1. To create a fair and equal booking process for the City of Lloydminster’s Aquatic Facilities.

2. Objective:

- 2.1. To provide a fair and transparent Aquatic Facilities allocation process for all users.

3. Definitions:

Aquatic Facilities	The City of Lloydminster has an indoor swimming pool and outdoor swimming pool.
Recreation Aquatic Programs	Red Cross swim lessons, aquatic fitness and advance lifesaving programs administered by the Aquatic Facilities.
Available Lane Hours	Refers to the lane hours available for allocation to youth and adult pool user groups after lane hours have been allocated for recreational swimming times for the public and aquatic programs.
Private Rentals	Refers to those pool users or individuals who wish to book an Aquatic Facility for an activity not necessarily open to the general public.
Recreational Swimming	Means leisure swimming by the public.
School Programs	Refers to Aquatic Facilities booked by elementary and secondary schools. School operated by the Lloydminster Catholic School Board and/or the Lloydminster Public School Division shall be given highest priority.
Special Events	Events that are non-recurring in nature, held for a variety of reasons and are approved by the Manager of Aquatics.
Youth Pool User Group(s)	Refers to youth oriented groups that offer competitive or recreational swimming programs. Groups must be affiliated with the appropriate national or provincial Sport Governing Body, be in good standing and registered as a non-profit society.

4. Scope:

- 4.1. This policy applies to all Aquatic Facilities.

Allocations

- 4.2. The manager of aquatics or designate shall determine the Available Lane Hours to be allocated to user groups.
- 4.3. User groups of the Aquatic Facilities shall be identified as the following:
 - 4.3.1. Special Events;
 - 4.3.2. Recreational Swimming;
 - 4.3.3. Recreation Aquatic Programs;
 - 4.3.4. Youth Pool User Groups;
 - 4.3.5. School Programs;
 - 4.3.6. Private Rentals.
- 4.4. Allocation of Available Lane Hours shall be assessed by the manager of aquatic or designate using the following information:
 - 4.4.1. Fair and equal access to all user groups;
 - 4.4.2. Amount of participants;
 - 4.4.3. Events;
 - 4.4.4. Revenue stream;
 - 4.4.5. Amount of hours given in past seasons;
 - 4.4.6. Sport competitive seasons.
- 4.5. Allocations of Special Events shall have the highest priority.
- 4.6. Private Rentals shall only be permitted outside of regular scheduled operational hours.

5. Allocation Process

- 5.1. For the purpose of this Policy, there will be two (2) distinct seasons:
 - 5.1.1. fall and winter - September 1st - April 30th;
 - 5.1.2. spring and summer - May 1st - August 31st.
- 5.2. Allocation meetings shall be held and include two representatives from each of the Youth Pool User Groups and the manager of aquatics or designate and the indoor pool booking coordinator or designate.
- 5.3. Allocation meetings for the Spring/Summer shall take place in January and allocation for the fall and winter shall occur in March.

- 5.4. Spring and summer season shall be done separately to ensure equal access to Available Lane Hours.
- 5.5. Youth Pool User Groups shall be encouraged to negotiate and trade Available Lane Hours with each other to reach a fair and equitable allocation for each group.
- 5.6. If Youth Pool User Groups have not reached a negotiated agreement when developing their pool schedules, before the end of the month as set out in section 5.3 above, the Available Lane Hours shall be allocated by the manager of aquatics or designate.

6. Penalty:

- 6.1. Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.

7. Responsibility:

- 7.1. City Council shall review and approve all policies.
- 7.2. City administration shall administer the policy through the use of a supporting procedure.
- 7.3. Sponsoring department is responsible for creating and amending a supporting procedure.