



City of Lloydminster

Policy

| | | | |
|---------------------------|---|-----------------------|----------|
| Policy Title: | Fieldhouse, Arena & Outdoor Sport Surface Allocation Policy | Policy Number: | 740-03 |
| Date of Adoption: | May 30, 2022 | Motion Number: | 218-2022 |
| Date of Amendment: | March 9, 2026 | Motion Number: | 64-2026 |

1. Purpose:

- 1.1. To provide a fair, transparent, and equitable booking process for Users booking City Arenas, Fieldhouses, and Outdoor Sport Surfaces.
- 1.2. To ensure that Arenas, Fieldhouses, and Outdoor Sport Surfaces are operated in a fiscally responsible manner.

2. Definitions:

| | |
|--------------------------------------|--|
| Administration | An Employee, contractor, or volunteer of the City of Lloydminster. |
| Adult | Individuals over the age of 18. |
| Arena | All indoor arenas, the Kings Energy Outdoor Rink and the outdoor Speed Skating Oval owned by the City of Lloydminster. |
| Bookings | A time slot that has been booked by a User. |
| Casual User | A User that does not consistently book monthly within a Season. |
| City | The corporation of the City of Lloydminster. |
| City Program | A program offered by the City of Lloydminster. |
| Facility Use Agreement | An agreement between the City and Regular Users for multiple Bookings of City owned facilities. |
| Fieldhouse | All fieldhouse facilities owned by the City of Lloydminster. |
| For-Profit Youth Organization | A business that offers youth-oriented programs for a profit. |
| Major Events | <p>An event that is of provincial, national, or international caliber or an organized gathering open to the public that is generally a ticketed event. Examples of an organized gathering are:</p> <ul style="list-style-type: none"> • Music festivals or concerts • Dances and dance parties • Rodeos • Circuses • Trade Shows • Exhibitions |

| | |
|---|--|
| Major Team | The following hockey teams: Lloydminster Junior "A" Bobcats, Lloydminster Junior "B" Bandits, and Lakeland College Rustlers. |
| Minor Event | An event that is a tournament, showcase or skating show and is held annually. |
| Multi-Year Event | A Booking that has been approved for multiple consecutive years. |
| Non-Profit or Charitable Youth Organizations | Youth-oriented associations, clubs or societies that are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. Must be a registered Alberta or Saskatchewan non-profit corporation or provide proof of charitable organization status. |
| Non-Profit or Unincorporated Adult Organizations | Adult-oriented associations, clubs or societies that are either registered Non-Profits or an unincorporated association that are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. |
| Outdoor Sport Surface | All ball diamonds, multi-use turf fields including soccer or cricket, tennis courts, beach volleyball, and any other outdoor sports playing surface owned and/or operated by the City of Lloydminster. |
| Overbooking | Users that book more time slots than are required resulting in consistent weekly cancellation and/or no shows. |
| Public Drop-in Activities | Sponsored public skating, shinny, family puck and stick activities. |
| Regular Users | A User that books more than four (4) Bookings per month. |
| Rental Agreement | An agreement with a Casual User for a rental of a City facility. |
| School Programs | School programs that utilize City facilities booked by one of the following: École Sans-Frontières, Lloydminster Catholic School Division or the Lloydminster Public School Division. |
| Season | One of the following sets of dates: Fall: September 1 to Mid-October Winter: Mid-October to Mid-March Spring/Summer: Mid-March to August 30 |
| Sponsored Public Skating | Sponsored leisure skating scheduled for the public. |
| Underrepresented User Groups | Groups that are underrepresented in sport and physical activity, such as gender, racial/ethnic minorities, disabilities, or lower socio-economic status. |
| Users | A general term utilized to refer to all User Groups including all types of users as defined. |

| | |
|--------------|--|
| Youth | Individuals that are 18 years and younger. |
|--------------|--|

3. Scope:

- 3.1. This Policy applies to all City Arenas, Fieldhouses and Outdoor Sport Surfaces excluding the Lloydminster Golf and Curling Centre.
- 3.2. This Policy applies to Administration and Users.
- 3.3. All Users shall abide by all municipal, provincial, and federal standards and regulations inclusive of health and safety and support environmental, accessibility, and inclusive practices.

4. Allocation Process

- 4.1. All Users shall submit allocation requests based on the previous year’s usage and forecasts for the upcoming Season. Users must submit requests as per the seasonal request deadlines, outlined in Section 6, for each Season and facility.
- 4.2. Administration shall provide detailed allocation dates thirty (30) days prior to seasonal request deadlines.
- 4.3. Administration shall process requests and confirm allocation within forty-five (45) days of the seasonal request deadline for each Season.
- 4.4. After requests are allocated, any remaining time slots will be allocated on a first come first served basis.
- 4.5. Major Events may be approved by the Director of Leisure Services or delegate after the request deadline if it does not cause a substantial interruption in previously booked allocations.
- 4.6. Major Events, Minor Events, School Programs and Multi-Year Events may be booked at the discretion of the Director of Leisure Services or delegate prior to the seasonal request deadlines for each Season.
- 4.7. Director of Leisure Services or delegate reserves the right to change allocations, and/or approve or remove Bookings for any reason.
- 4.8. Overbooking is not permitted. If a User engages in Overbooking, it may result in cancellation of Bookings and that User may not receive the same allocation the following year.
 - 4.8.1. During the annual allocation for each Season, Administration shall review Overbooking including cancellation amounts, no-shows and trends of each User and consider this in the approval of allocations in that Season.
 - 4.8.2. During Fall and Spring/Summer Season unused Bookings, including no-shows, will not be reallocated in the following Fall and Spring/Summer Season.

4.9. Administration will allow Users to return unneeded allocations due to enrolment fluctuations for one (1) year per Winter Season, without the loss of priority allocations for the next Winter Season.

4.9.1. If the unneeded allocation occurs for two (2) consecutive Winter Seasons, this allocation shall be reallocated.

5. Allocation Criteria and Guidelines

5.1. The following criteria may be considered in determining allocation for Non-Profit or Charitable Youth Organizations:

5.1.1. age of participants;

5.1.2. game times versus practice times;

5.1.3. best utilization of time;

5.1.4. total youth prime and non-prime hours available;

5.1.5. number of total participants;

5.1.6. residency within the City;

5.1.7. amount of actual time used in past two seasons.

5.2. Non-Profit or Charitable Youth Organizations shall be required to provide proof of non-profit or charitable status as requested by Administration.

5.3. A written, dated request waitlist will be established for all new Users in a Season. If a time slot becomes available, the first new User on the wait list will be contacted and have the option of accepting or refusing the proposed time slot, after consultation with Regular Users who may wish to switch times.

5.4. The City reserves the right to provide Underrepresented User Groups and individuals preferred allocation times, if a time slot becomes available.

6. Arena Allocation

6.1. The following are the deadlines for all Arena allocations. Specific Season dates shall be confirmed with Users one (1) month prior to the request deadline.

| Arena Seasonal Requests | |
|--|-------------------------|
| Season | Request Deadline |
| Fall Season (September 1 – Mid-October) | May 1 annually |
| Winter Season (Mid-October – Mid-March) | May 1 annually |
| Spring & Summer Season (Mid-March - August 30) | December 1 annually |

- 6.2. All User allocation requests received by the deadline detailed in 6.1 shall be considered in the Winter Season schedule. It shall be allocated in the following order of priority:
 - 6.2.1. Major Events;
 - 6.2.2. Major Team playoff games;
 - 6.2.3. Major Teams regular season games;
 - 6.2.4. Minor Events, Non-Profit or Charitable Youth Organizations, School Programs during school hours;
 - 6.2.5. For Profit Youth Groups;
 - 6.2.6. Public Drop-in Activities;
 - 6.2.7. Non-Profit or Unincorporated Adult Organizations;
 - 6.2.8. City Programs;
 - 6.2.9. Casual User.
- 6.3. Major Event requests that may conflict with Major Team playoff games shall be subject to detailed administrative review. Administration shall communicate any Major Events during playoff seasons to the affected Major Teams prior to the Winter Season Allocation deadline detailed in 6.1, unless mutually agreed upon following the deadline.
- 6.4. All User allocation requests received by the deadline detailed in 6.1 shall be considered in the Fall, and Spring/Summer schedule. It shall be allocated in the following order of priority:
 - 6.4.1. Major Events, Minor Events, and Multi-Year Events;
 - 6.4.2. Non-Profit or Charitable Youth Organizations, For-Profit Youth Organizations, Non-Profit or Unincorporated Adult Organizations, Major Teams who utilized Bookings from the previous Season;
 - 6.4.3. New requests and Casual Users.
- 6.5. The City may, at its own discretion, remove ice from an Arena for any reason, which may result in a reduction of Bookings for Users.
- 6.6. Indoor Arena opening and closing dates shall be set annually by the City based on historical use. The City may alter these dates based on an estimated thirty-five (35) hours of Bookings per week requested by User(s).

7. Fieldhouse Allocation

- 7.1. The following are the deadlines for all Fieldhouse allocations. Specific Season dates shall be confirmed with Users one (1) month prior to the request deadline.

| Fieldhouse Seasonal Requests | |
|--|-------------------------|
| Season | Request Deadline |
| Fall & Winter Season (September 1 – Mid-March) | June 1 annually |
| Spring & Summer Season (Mid-March - August 30) | January 15 annually |

7.2. The Fieldhouse Season schedules shall be determined in the following order of priority:

7.2.1. Major Events;

7.2.2. Minor Events, Non-Profit or Charitable Youth Organizations, School Programs during school hours;

7.2.3. For Profit Youth Organizations;

7.2.4. Non-Profit or Unincorporated Adult Organizations;

7.2.5. City Programs;

7.2.6. Public Drop-in Activities;

7.2.7. Casual User.

7.3. The City may, at its own discretion, close the Fieldhouses for any reason, which may result in a reduction in Fieldhouse Bookings for Users.

8. Outdoor Sport Surface Allocation

8.1. The following are the deadlines for all Outdoor Sport Surface allocations. Specific Season dates shall be confirmed with Users one (1) month prior to the request deadline.

| Outdoor Field Seasonal Requests | |
|--|----------------------------------|
| Season | Seasonal Request Deadline |
| Summer Season (May 1 – September 30) | January 15 annually |

8.2. The Summer schedule shall be determined in the following order of priority:

8.2.1. Major Events, Minor Events, and Multi-Year Events;

8.2.2. Non-Profit or Charitable Youth Organization, For-Profit Youth Organization, Non-Profit or Unincorporated Adult Organization, Major Teams who utilized Bookings from the previous Summer;

8.2.3. New requests and Casual User Bookings.

8.3. The City may, at its own discretion, close the Outdoor Sport Surface for any reason, which may result in a reduction of Bookings for Users.

8.4. Outdoor Sport Surfaces opening and closing dates shall be set annually by the Director of Transportation and Parks Services or delegate based on historical use, weather, and conditions.

9. Facility Rental Costs

9.1. Fees and charges for City facility rentals are identified within the Fees and Charges Bylaw, as amended from time to time.

9.2. Refunds for City facility rentals are identified within the Recreation and Cultural Services Refund Policy, as amended from time to time.

10. User Agreements:

10.1. All Regular Users shall be required to enter a Facility Use Agreement with the City and abide by all terms and conditions of the agreement.

10.2. All Casual Users shall be required to enter a Rental Agreement with the City and abide by all terms and conditions of the agreement and must pay the rental cost in full at the time of Booking.

10.3. All Regular Users are required to provide Administration with the previous year's registration numbers and registrants' postal codes for their organizations.

11. Penalty

11.1. Any member of Administration found to be in violation of this Policy may be subjected to disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.

11.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Council Code of Ethics Bylaw*" or provisions of "*The Lloydminster Charter*."

12. Responsibility

12.1. City Council shall review and approve all policies.

12.2. Administration may administer this Policy through the use of a supporting procedure, as required.