

**Indoor Arena Ice Allocation**

<b>Effective Date</b>	July 19, 1982
<b>Approving Authority</b>	Executive Leadership Team
<b>Policy Owner</b>	Director, Recreation & Cultural Services

**PURPOSE & SCOPE****Purpose**

- 1 This policy ensures that ice resources are allocated in a fair, transparent and equitable manner that maximizes community benefit, supports long-term athlete development and reflects the City of Regina's (City) commitment to inclusivity, accessibility and responsible resource management.

**Scope**

- 2 This policy applies to all City-owned ice surfaces, with the exception of the ice surfaces in the Brandt Centre.

**POLICY PROVISIONS****Definitions**

- 3 The following definitions apply to this policy:
  - 3.1 Leisure Fees Bylaw means *The Regina Leisure Fees Bylaw, 2022 No. 2022-52*, as amended from time to time, which establishes the fees charged for the use of City leisure facilities and services. Indoor arena ice rental rates and related conditions are set out in Schedule "E" of the bylaw.
  - 3.2 Long-term development (LTD) means the things athletes need to be doing at specific ages and stages as developed by each national sport organization.
  - 3.3 National sport organization, sometimes referred to as a national sport governing body or national sport federation, means the national governing bodies for a given sport in Canada. Hockey Canada, Skate Canada and Ringette Canada are examples of National Sport Organizations.
  - 3.4 Prime-time ice means the most in-demand, high-cost hours for arena ice rentals. City prime-time ice applies to the Al Ritchie, Clarence Mahon, Doug Wickenheiser, Jack Hamilton, Jack Staples, Murray Balfour, Optimist and Wheat City Kinsmen Arenas

Monday to Friday 4 to 10 p.m., Saturday and Sunday 7 to 10 p.m. REAL prime-time ice applies to the Co-operators Centre ice sheets Monday to Friday 4:30 to 10 p.m., Saturday and Sunday 7 a.m. to 10:30 p.m.

- 3.5 Provincial sport organizations (PSO) means the governing bodies that oversee the development and promotion of specific sports within respective provinces, supporting athletes, coaches, and community sports programs.
- 3.6 Unused ice (no-show) means time that has been booked and confirmed through a rental permit but not utilized by the user group assigned to that booking.
- 3.7 User group means any organization or group that holds a valid City permit authorizing use of a City-owned ice arena.

**Guiding Principles**

- 4 This policy is guided by the following principles:
  - Community Benefit – Priority will be given to activities that provide the greatest overall benefit to the community.
  - Equity & Inclusion – Organizations will demonstrate their ability to provide inclusive and accessible participation opportunities.
  - Flexibility and Responsiveness – The policy will allow for adjustments to respond to emerging needs, underrepresented segments of the population and evolving community expectations.
  - Operational Efficiency – Ice time will be allocated to maximize use, minimize unused capacity and support the long-term sustainability of arena operations.
  - Participant Development – Allocation will be in alignment with each sport’s athlete growth in alignment with LTD models.
  - Transparency and Fairness – Processes, criteria and decisions will be clearly communicated and applied uniformly across all user groups.

**Priority Group Order**

- 5 Allocations are first grouped by priority order. Within each priority group, requests are ranked by total evaluation matrix (Appendix A) score.

<b>City Programs</b>	Programs that are delivered by the City of Regina to serve the general public.
<b>Tournaments, Competitions, and Special Events</b>	Time specific events that generate community and economic benefit by attracting spectators, supporting athlete and coach development, and contributing to tourism and local economic activity.
<b>Community Association and Zone Board Programs</b>	Neighbourhood based, volunteer-run non-profit programs that offer low-cost recreation and community event opportunities.

<b>Regina Cougars and the Regina Pats</b>	
<b>School Board Programs</b>	Hours as outlined in sections 22 to 23.
<b>Minor Sport Organizations</b>	Youth-focused, non-profit groups of which at least 80 per cent of participants are under the age of 18 and which are affiliated and recognized by their PSO.
<b>Adult Competitive Organizations</b>	Groups that focus on advanced performance, with more than 80 per cent of participants 18 years of age or older, engaging in high level competitive play, and are affiliated and recognized by their PSO.
<b>Adult Recreational Groups</b>	Groups in which more than 80 per cent of participants are 18 years of age or older, offering recreation-focused opportunities that emphasize participation and community involvement.
<b>Commercial Groups</b>	For-profit groups that offer fee-based programs and services. For example, registered hockey camps.

**Evaluation Criteria (see Appendix A Evaluation Criteria Matrix)**

- 6 User groups will be evaluated based on the following criteria:
- (a) community benefit (see Appendix B Community Benefits) – how an organization’s programs contribute to the social, recreational and developmental well-being of Regina residents. Considerations are given for the organization’s demonstrated impact in the following areas:
    - (i) creates opportunities for families,
    - (ii) creates opportunities for spectators,
    - (iii) creates opportunities for underrepresented subsets of our communities to build inclusion, diversity, equity and accessibility (IDEA),
    - (iv) is a small organization providing a niche sport,
    - (v) hosts competitions, tournaments, clinics or special events to create opportunities for local athletes, coaches or officials,
    - (vi) fitness programming,
    - (vii) physical-literacy programming,
    - (viii) supports tourism through events,
    - (ix) supports women and girls in sport, and
    - (x) volunteer opportunities,

- (b) economic benefit to Regina – the organization’s ability to generate non-local spending through events, competitions or activities that attract participants and visitors from outside Regina,
- (c) equity considerations – the organization’s demonstrated ability to provide inclusive, accessible participation opportunities,
- (d) good standing – the organization’s adherence to City policies, respect for facility rules and staff, compliance with fee schedules and fulfillment of all permit terms and conditions,
- (e) LTD best practices – alignment with sport specific long-term development guidelines, as validated by each sport’s PSO, including appropriate programming hours for each age group,
- (f) organization type – non-profit organizations rank higher than for-profit organizations,
- (g) participant demographics – the participant groups served, with preference given to organizations that provide programming for minors, youth and senior citizens, and
- (h) residency – based on the percentage of participants who reside within Regina.

### **Prime-Time Ice**

- 7 Prime-time ice allocations for eligible minor sport organizations will be determined based on each organization’s recognized LTD model and associated hour requirements.
- 8 For the purposes of determining subsidized minor sport fees only, a standard rate of 1.25 prime-time ice hours per team per week will be used. This fee calculation standard does not limit or guarantee the amount of prime-time ice allocated to an organization under its LTD based allocation.
- 9 Prime-time ice will be allocated to City programs, community association and zone board programs and eligible minor sport organizations as the highest priority, except under the following circumstances:
  - (a) The City of Regina determines that allocating ice to a specific program, tournament, or special event aligns with the established ice allocation guiding principles (for example, sledge hockey, although primarily an adult program, has been recognized as an important accessible sport that warrants prime-time ice), and
  - (b) City programs, community association and zone board programs and eligible minor sport organizations do not require the full complement of available prime-time ice.

### **Allocation Adjustments Due to Capacity Constraint**

- 10 In instances where prime-time ice demand exceeds available supply, allocations will be proportionally reduced across all minor sports within LTD priorities. For example: If there is a 10 per cent shortfall in available prime-time ice, all affected minor organizations will receive 10 per cent less prime-time ice than their LTD based allocation.

## Tournaments, Competitions and Special Events

- 11 Where applicable, spectator events are preferentially scheduled at Co-operators Centre, and training and non-spectator uses are scheduled at City arenas.
- 12 The City may pre-empt regular bookings at Co-operators Centre to accommodate events of regional/provincial/national significance. Efforts will be made to re-allocate pre-empted bookings.
- 13 Event allocation priority is given to national events first, followed by western Canadian events, provincial events, regional events and finally local events.
- 14 During weeks in which an organization hosts a tournament or special event, that organization's regular weekly ice allocation may be adjusted to ensure the fair and equitable distribution of ice among all user groups.

## Amendments, Cancellations, Unused Ice and No-Show fees

- 15 Following completion of the ice allocation process, groups receive their initial permits and will have two weeks to make any necessary amendments. The City will redistribute returned ice in priority order. After this two-week period has concluded, the City will process applications received after the allocation deadline.
- 16 User groups that regularly return or fail to utilize their allocated ice throughout the season may receive a reduced ice allocation in the following season to reflect demonstrated demand.
- 17 Any allocated ice may be returned at no charge based on the following timelines:

<b>First half of season</b>	<ul style="list-style-type: none"> <li>▪ October 1 to December 31</li> <li>▪ Date by which ice must be returned:               <ol style="list-style-type: none"> <li>(a) September 21 for October ice</li> <li>(b) October 15 for November ice</li> <li>(c) November 15 for December ice</li> </ol> </li> </ul>
<b>Second half of season</b>	<ul style="list-style-type: none"> <li>▪ January 1 to February 28</li> <li>▪ Date by which ice must be returned is December 15.</li> </ul>
<b>During the month of March</b>	<ul style="list-style-type: none"> <li>▪ Ice time may be returned without charge due to league scheduling changes, playoff progression, team elimination, or the conclusion of the season. Where possible, seven days' notice is required. In circumstances beyond the user group's control where this notice cannot be provided, cancellations must be communicated as soon as practicable.</li> </ul>
<b>Tournament ice</b>	<ul style="list-style-type: none"> <li>▪ 30 days' notice required.</li> </ul>

- 18 Returned ice must be in a minimum 1.5-hour block, unless the returned time represents a full-season block that can be reassigned to a regular user. Exception example: If a group returns 30 minutes at the end of an evening, and that time allows the City to move an adult recreation group earlier the City may, at the City's discretion, accept the shorter return.
- 19 No charges will apply for ice cancellations due to inclement weather when the Saskatchewan Highway Hotline shows "Travel Not Recommended" for required travel routes or when an Extreme Weather Alert is issued by Environment Canada. Central Scheduling must be notified by email within 48 hours of the cancellation.
- 20 To ensure effective resource use, ice time cancelled outside of the required notice periods will remain fully charged at the applicable rate.
- 21 Unused (no-show) ice will be charged the applicable no-show fee, plus the applicable booked rate in accordance with the Leisure Fees Bylaw.

### **Joint Use Agreement: Regina Catholic School Board and Regina Public School Board**

- 22 Elementary Schools: One designated representative from each school board is responsible for booking elementary school ice times. Allocations are permitted within non-prime-time ice.
- 23 High Schools: A designated Regina High School Athletics Association representative serves as the single point of contact for all high school hockey allocations. High school bookings typically occur Monday to Friday between 4:00 to 5:45 p.m. during school board hours. Any additional tournament or playoff requests are subject to City approval and will be charged at the applicable rate.

### **New Organizations**

- 24 New organizations may be considered for inclusion in the allocation system.
- 25 Reductions to existing group allocations to accommodate new organizations will be considered only when the proposed program clearly delivers added community value, including:
  - (a) service to an underserved population: The program supports a segment of the community that is not currently served within the allocation framework, and
  - (b) unique or distinct programming: The program offers an activity not presently provided by existing organizations.

### **Adult Recreational Group Allocations**

- 26 Ice allocated to adult recreational groups will be distributed based on available capacity, operational constraints, and prior access. Prior access will be considered for organizations that were in good standing with the City of Regina during the previous allocation year.

- 27 An organization is considered in good standing if it adhered to City policies, respected facility rules and staff, and complied with applicable fee schedules and permit terms and conditions.

<b>Date Approved</b>	July 19, 1982
<b>Date of Last Review</b>	May 7, 2026
<b>Date of Next Review</b>	May 7, 2030

City of Regina Indoor Arena Ice Allocation Policy  
Appendix A – Evaluation Criteria Matrix  
April 1, 2026

Residency	Community Benefit- as defined in appendix B	Participant Demographics	Equity Considerations	Organizational Type	Longterm Development Best Practices	Economic Benefit to the City	Good Standing
Less than 75% of participants are Regina Residents.	Organization achieves 0 community benefits	Serves primarily adults (18 to 54). Offers no programming for children (0 to 12), youth (1 to 18), or seniors (65+) Has no dedicated streams or adaptations for priority age groups.	Offers no programs specifically designed to reduce barriers (financial, cultural, gender, disability, etc.).	A commercial operator whose primary purpose is to generate profit. Examples include private ice rentals, commercial leagues, skills academies run as businesses, etc.	Does not follow PSO-validated LTD guidelines.	Runs only local programs with participants from Regina. Hosts no events attracting non-local visitors. Generates no hotel, restaurant or tourism spending. Has no regional, provincial or national events.	Unpaid permit, multiple late payments, > 5% unused ice, significant or more than 1 report of arena misconduct.
Not applicable, residency can only be scored as a 0 or a 3.	Organization achieves 1 to 3 community benefits	Serves at least one of the priority groups (children, youth seniors), BUT programming is minimal, limited in scope, or secondary to adult program.	Offers one program targeting an equity-deserving group. Examples: one adaptive skating session, one girls-only development skate.	Cost-recovery model charges fees only to cover ice costs, officials, equipment and basic administration. Does not generate surplus revenue reinvests all funds into running the program BUT is not registered as a non-profit (no ISC number).	LTD alignment is not documented or validation from the PSO is limited. Age grouping and session structure show partial compliance but mixed with outdated or less effective practice.	Attracts small numbers of non-local visitors (e.g., nearby communities). Hosts occasional small events, such as:  A single-day meet or small tournament with regional visitors without overnight stays.	The organization meets most requirements but has two minor issues, such as: 1 missed deadline (payment or signed permit), 1 low severity facility behaviour concerns, and 1 unused ice.
Not applicable, residency can only be scored as a 0 or a 3.	Organization achieves 4-6 community benefits	Serves two priority age groups (e.g., youth and children, children and seniors) OR offers robust, structured programming for at least one priority group.	Offers two or three meaningful, structured inclusion programs Examples: girls-only programming + low-cost access program diversity recruitment + inclusive coaching certification +adaptive skating.	Non-profit organization (not formally registered with ISC). The organization: operates as a non-profit, with a board or committee/has a constitution or bylaws reinvests funds into programming BUT does not yet have an ISC number or has let it lapse.	Follows most PSO-validated LTD recommendations. Provides appropriate training volumes for each age group. Uses age-appropriate structure, progressions, and coaching practices. Has some documentation or evidence showing alignment (e.g., programming maps, coach education, PSO guidance).	Hosts annual or recurring events that attract: Provincial-level participants Multiple teams or clubs from outside Regina. Generates moderate tourism spending. Demonstrates consistent history of bringing visitors into the city	The organization meets most requirements but has one minor issue, such as: 1 missed deadline (payment or signed permit), 1 low severity facility behaviour concerns, 1 unused ice.
More than 75% of participants are Regina Residents	Organization achieves more than 6 Community Benefits	Serves all three priority age groups: Minors (children) Youth Seniors AND demonstrates intentional support for lifelong participation.	Demonstrates multiple (4+) structured, ongoing inclusion initiatives embeds IDEA into its programming model offers multi-age, multi-stage inclusive opportunities removes several barriers (financial, cultural, gender, disability, etc.).	Fully registered non-profit in Saskatchewan has an ISC number/has formal governance, bylaws, elections, reporting/ reinvests all profits into the sport and community/ demonstrates accountability and transparency typical of NPO status.	Shows full, comprehensive alignment with PSO LTD recommendations. Provides stage-appropriate training loads. Certified coaches trained in LTD application.	Hosts large-scale, multi-day or high-profile events, such as: Provincial championships Western Canadian or National events. Attracts large numbers of out-of-province or out-of-region visitors. Produces substantial nonlocal spending.	Signed permit by deadline, paid on time, respectful facility use, no unused ice (or only excused cancellations).

Community Benefits	Rationale
Is a small organization, meeting a niche sport as determined by the Supervisor of Sport Facilities.	Small or niche sport organizations contribute to sport diversity and enrich the community by offering unique recreational opportunities that are not provided by mainstream sports. These groups often have specialized programming needs, smaller membership bases or rely on partnerships with other clubs (such as Synchronized Skating’s connection to Figure Skating). Supporting these organizations helps maintain a balanced and inclusive sport environment. Providing support for these groups protects sport diversity, sustains long-standing local traditions and ensures that emerging or less mainstream activities continue to have a place in the community’s recreation ecosystem.
Holds events to create opportunities for local athletes/ train coaches & officials	Special events, tournaments, clinics and training opportunities build local sport capacity by developing athletes, coaches, and officials. These activities strengthen the sport system and create local leadership pathways that enhance long-term community participation.
Creates opportunities for families	The family unit is an important building block of community growth. When organizations create opportunities for families to participate in leisure activities together, they promote lifelong participation in recreation and allow multiple generations to engage in shared experience. This creates a community where residents feel connected and included.
Creates opportunities for Spectators	Spectator events foster community pride, enhance social connectedness and activate facilities in ways that bring non-participants into the recreation environment. This helps build a sense of belonging and increases the visibility of local sport.
Creates opportunities for underrepresented subsets of our communities to build inclusion (IDEA)	Supporting equitable access and participation for equity-deserving groups ensures that the community’s ice-sport system is welcoming, representative and fair. Many individuals face systemic or historical barriers to participating in ice-based activities — including newcomers, Indigenous participants, racialized communities, low-income families, people with disabilities, 2SLGBTQIA+ participants and those who require adaptive or culturally-responsive programming. Ice sports often carry higher financial, cultural and equipment-related barriers compared to other recreation activities, which can limit access. By offering inclusive registration practices, financial assistance programs, culturally relevant programming, gender-inclusive policies, adaptive equipment, trained inclusion-aware coaches, or intentional outreach strategies, organizations can reduce these barriers and expand participation opportunities for more.
Fitness Programming	While all ice sports contribute to physical activity, some organizations provide additional structured programming that intentionally develops overall fitness and well-being. This includes activities such as off-ice training, strength and conditioning, warm-up and cool-down instruction, mental-skills development or wellness education. These enhanced programs contribute to residents’ physical, mental and emotional health beyond standard on-ice participation and align with municipal objectives to improve community well-being.
Physical Literacy	Physical literacy programs build foundational movement skills essential for lifelong participation in sport and recreation. Organizations that support this contribute to healthier residents and increases the long-term sustainability of local sport systems.
Volunteer Opportunities	Volunteer-based organizations help develop community leadership, strengthen civic engagement and reduce program delivery costs. Volunteerism enhances community capacity and builds stronger social networks.
Supports Tourism through events	Tournaments, showcases and major events attract visitors who contribute to the local economy.
Supports Women and Girls in Sport	Organizations that intentionally support the participation, development, leadership or retention of women and girls in ice-based sports provide a clear community benefit. Historically, men’s ice sports have received priority in scheduling and resource allocation, contributing to persistent gaps in access and opportunity. Programs that offer girls-only teams, women’s leagues, targeted recruitment, leadership development and safe, welcoming training spaces help counter inequalities.