



Process	ICE TIME EXCHANGES BY PARTNER USER GROUPS	
Log No.	CSAD-PR0016	
Last Revision Date	June 20, 2017	
Performed By	PARTNER USER GROUPS-PHA, PGHA, PMHC	
Process Executed	As required – See “Occasions” below	
Background	PHA, PGHA & PMHC are Partner User Groups under the Ice Allocation Policy (in draft form) and all have General Liability Insurance through Hockey Canada. The on-ice activities must remain as specified on the organization’s insurance certificate (practices, games, tournaments, camps, clinics and only hockey-related sanctioned events).	
Occasions when ice time exchanges between Partner User Groups would take place	1	<p>Prior to beginning of Fall/Winter Season – after contracts received but before start of season:</p> <ul style="list-style-type: none"> • Tournaments (home/away) – when group can’t use all of their allotment of ice time for regular league play • Tournaments (home) – when group doesn’t require as many hours for their hosted tournament as originally booked due to registration • Delay of Season Start Date – when group’s organization start date is later in the season and they exchange ice to allow other groups to use for Skill Development • Holidays (Non-Statutory) – when group prefers not to use allotment of ice time on Halloween or during Christmas Break • Holidays (Statutory) – when group prefers not to use allotment of ice time at the arena facility that is open on a Statutory Holiday
	2	<p>During the Fall/Winter Season</p> <ul style="list-style-type: none"> • One-Off Occasions – special circumstances that arise when a group either can’t use an allotment of ice time or is looking for more on a one-off basis
	3	<p>During Playoffs</p> <ul style="list-style-type: none"> • As Teams are Finished – when a group’s team is beat out and they don’t have the demand to use the ice time within their own group



Process	4	Communication - Schedulers for each Partner User Group are responsible for communicating their desire to exchange among themselves providing as much notice as possible. If no other group is interested, the original contract holder is still responsible for this ice allotment and it will not be refunded by the City.
	5	Notification to City - The original contract holder (Scheduler or President) for the ice allotment being exchanged must provide advance written email notification to the Administration Office. For Mon-Fri rentals, written email notification must be received by noon on the day of rental. For Sat-Sun rentals, written email notification must be received by noon on Friday. Notify by email to arenadivisionbookings@peterborough.ca .
	6	Payment – The original contract holder for the ice allotment being exchanged is responsible for payment to the City. The Facility Booking Agreements will not be amended. Partner User Groups are responsible for collecting/receiving compensation for the exchanged ice allotment.