



Ice Allocation and Facility Booking Guidelines

Prince George Ringette Association (PGR)

Ice times and facilities for gym ringette and dryland training are allocated to divisions and teams as fairly and equitably as possible on the basis of ice availability, number of teams, tournaments and related opportunities

The PGR Ice Coordinator will be responsible for scheduling all Association ice times and is the contact for any ice or facilities booking related requests or issues.

A Board Designate- Vice President will be responsible for all Association facility bookings and is the contact for any facilities booking related requests or issues.

What Prince George Ringette Association (PGR) requests ice for?

- Powerskating (Two (2) weeks in September);
- Evaluations and Assessments (Various times throughout the year);
- Divisional Team Practices (September to March);
- Divisional Team Games (September to March);
- Come Try Ringette events (Various times throughout the year);
- Learn to Skate/Intro to Ringette/Power to Play Program;
- Bring a Friend events (Various times throughout the year);
- Officials and Coach Training (Various times throughout the year);
- U14, U16 and U19 Zone Program - As per the *Zone Guidelines and Zone 8 Memorandum of Understanding*, each Club Association in the Zone is responsible for allocating ice to Zone teams based on the proportion of the athletes from their Club Associations rostered to the Zone teams;
- U12 Competition Introduction program;
- Player Development including goalie clinics and skill development (various times throughout the year). This allocation will depend on needs of the athletes, ice availability and budgetary considerations;
- The BC Winter games (held bi-annually). Ice times may be allocated by PGR for evaluations and practices based on a proportional amount of players from PGR.
- Tournaments including the Joy Hoffman, BC Provincials, Western Canadian Ringette Championship; and,

- Exhibition games such as media and coach games.

What the Prince George Ringette Association books facilities for?

- Gym Ringette;
- Dryland Training;
- Evaluations and Assessments; and,
- Meetings and Trainings.

Club Practice and Game Ice Allocations

- While it is the intention to have a consistent schedule, Club practices may vary each week based on ice availability and no team is guaranteed the same practice day and time each week.
- FUN1/2- on average there will be one (1) to two (2) ice times per week throughout the season that may be a mix of practices and games. These ice times will always be shared within the same division and allocated to earlier ice/gym times where possible.
- U10-U19- on average there will be a total of two (2) ice times per week throughout the season that may be a mix of practices and games.
- 18+- there will be a total of two (2) ice times per week throughout the season.
- Adult Flex Ringette Program- there will be one (1) ice time per week.
- Ice times may be shared within the same division. There may be some exceptions during the season where ice times may be shared with an upper division with agreement from the team coaches.
- Games will be set by the teams during regular ice times. Notice needs to be given to the Officials Director (officials@pgringette.ca) for referees two weeks in advance of game time. Teams need to provide and organize minor officials.
- Ice times before 7:30am will be rotated between U12, U14, U16, and U19 Club teams.
- Ice times after 8:00pm will generally be reserved for U19, 18+ and the adult recreation teams.
- Facility commitments, school district breaks and statutory holidays may impact ice allocations.
- There may be exceptions to the above listed criteria.

Club Gym Ringette and Dryland Training

- FUN 1/2- U19 Club and U14, U16, and U19 Zone teams- two (2) to three (3) sessions booked per month for gym ringette and dryland training at a location to be determined by PGRA.

- School district breaks, statutory holidays and facility commitments may impact allocations.

Zone Practice and Game Time Ice Allocations

- Zone teams' practices and games will be allotted in the schedule to allow for players from Quesnel to attend practices and will be coordinated with ice time availability in Quesnel.
- There will be one (1) to two (2) ice times per week depending on the proportion of players from each Association.
- Ice times and dryland training may be shared with Club teams of the same/upper division with agreement from the team coaches.
- There may be exceptions.
- Games in Prince George will be set by the teams during regular ice times. Notice needs to be given to the Officials Director (officials@pgringette.ca) for referees two weeks in advance of game time. Teams need to provide and organize minor officials.
- Facility commitments, school district breaks, and statutory holidays may impact ice allocations.
- If a Zone team would like additional ice times in Prince George to what they have been allocated by PGRA during the regular season; the option is available to request additional ice times (through the Ice Coordinator) for an additional fee paid to the Association by the team.

Ice Schedules

Ice schedules will be posted up to one (1) month in advance on the PGRA website.

Facilities

Ice may be booked at one of the City of Prince George facilities, a private arena (eg. Chad Staley Memorial Arena) or in an out of town community rink (eg. Fraser Lake). Dryland Training/Gym Ringette may be booked at different recreational facilities such as the City of Prince George facilities, the Northern Sports Centre, or School District 57 schools.

Team Contacts and Ice Requirements/Cancellations

The Team Manager will be the contact for all ice requirements (e.g. communications, requests for changes or rescheduling icetime, etc.) and will advise the Ice Coordinator (ice@pgringette.ca) or Facility Booking Board member (info@pgringette.ca) accordingly.

By **October 20th** of each season, a list of tournaments should be submitted to the Ice Coordinator. The Team Manager must notify the Ice Coordinator of all confirmed tournaments as soon as they receive their confirmation from their teams so that regular season ice may be allocated/re-allocated accordingly.

Team Managers must notify the Ice Coordinator **18 days** prior to ice time for an ice cancellation so that the City of Prince George can be notified. If the ice cannot be cancelled, reallocation of the ice will occur as follows:

1. Reallocate ice to teams that missed ice times over the previous four (4) weeks; if none,
2. Teams will be contacted in the following order: U19-U16-U14-U12 to see if interested. Depending on who takes the 'extra' ice time, the other teams will be contacted in order the next time.

Response time from the Ice Coordinator will be approximately 5 business days.

Ice Allocation Annual Reports

Ice allocation reports shall be provided to the Association membership at the Annual General Meeting.

Play Outside of Regular Season- BC Ringette Sanctioning

Teams or group of players/coaches/parents requesting play (eg. ice time, gym ringette, dryland training) outside of the typical season (April to August) as outlined in the BC Ringette [Sanctioning Policy](#) and if the activity is open to ALL players in the Division will need to provide a request to the PGRA President (president@pgringette.ca) at minimum three (3) weeks prior to the event and it must include a completed BC Ringette [Sanctioning request form](#). For the booking of ice or facilities, there may need to be more advanced notice. All fees associated with this activity will be charged to that team or group of players. Sanctioned events are covered by BC Ringette insurance.

Ice or Facility Bookings Outside of the PGRA Guidelines (Private Bookings)

If a group of ringette individuals such as a coach, players or parents wish to book ice or another facility outside of the regular PGRA season and where the activity is NOT open to all players in the division they must book independently of PGRA and it is not considered to be sanctioned by Ringette BC or the Association.