



## *Viking SportsPlex Policy Manual*

<b>POLICY TITLE:</b> <b>Viking Sportsplex Policy</b>	<b>POLICY NUMBER:</b>  <b>2018-007</b>	<b>EFFECTIVE DATE:</b>  <b>September 12, 2023</b>
<b>ORIGIN:</b>  <b>Administration</b>	<b>ADOPTED BY COUNCIL ON:</b>  <b>October 13,2015</b>	<b>AMENDED DATE:</b>  September 12, 2023 Res 2023-00165

## **1. General Use Guidelines**

- a) All persons entering the Viking Sportsplex (VSP) are obliged to govern themselves in accordance with the regulations posted therein. The staff of the VSP are responsible for ensuring that the regulations are adhered to by the patrons. A staff member is required to be on duty to ensure the safety of the patrons, secure the facilities, and assist person, groups, or organizations during public functions.
- b) The management reserves the right to remove any person from the facility and/or suspend any person for a discretionary period just for cause. Rowdiness, horseplay, running, foul language, physical violence, other such acts which disrupt the program or the enjoyment of the event, by our patrons, or comprises public safety, will not be tolerated. Persistence in these acts will result in eviction from the facility. Anyone found deliberately defacing or damaging the facilities will be responsible for making restitution for those damages. Depending on the extent of damages, suspension from facilities and criminal prosecution of the individual(s) will be at the discretion of management. Parents must ensure that their children are behaving and not disrupting the enjoyment of others who come to the facility.
- c) Smoking and smokeless tobacco are not permitted on the premises.
- d) Alcoholic beverages are permitted in designated areas of the premises, with an Authorized Permit secured and posted in accordance with Saskatchewan Liquor & Gaming Authority. Alcohol is not permitted in the Arena lobby, kitchen, on the ice surface or in the bleachers.
- e) Management and staff will not be held responsible for loss or theft of articles within and on the recreation properties.
- f) Coaches, Managers, Supervisory, or Authorized Personnel hosting an event will be responsible for the conduct of all participants associated with their program.
- g) The use of equipment within the VSP, such as time clocks, sound booth equipment, will be authorized provided those operators are fully trained in the proper use of the equipment prior to its use. Children are permitted in sound booth if they are children of the announcer, or they are there for a specific reason (ex: to sing). Sound Booth is to be locked when not in use.
- h) Mini sticks are permitted for use only in the designated Mini Sticks Arena in the Mezzanine. Naicam Minor Sports will assume all liability for the use of the Mini Sticks Arena and will insure necessary supervision.

- i) Anyone other than Referees, NMS Referee Coordinator, SHA Official, RCMP or Arena Caretaker entering the Referee Dressing Room will be removed from the Viking Sports Plex for a minimum of one month.
- j) The use of all Czech Republic brand pucks be banned from use within the facility.

## **2. Ice Rental**

- a) Current Rates: see Schedule A
- b) GST must be added to all ice and mezzanine rental fees.
- c) User groups create their monthly schedule and confirm availability with the Arena Caretaker. At the end of each month, the Arena Caretaker ensures the accrued ice times are correct and the Town invoices the groups at the approved hourly rate.
- d) Cancellation of booked time is required at least 24 hours in advance. Groups will be billed for the time if the cancellation notice does not comply. Exception: if the ice rental is cancelled after 24 hours notice due to inclement weather, the group will not be charged.
- e) All fees for skating & shinny are to be paid in full by December 31<sup>st</sup> each year, failure to pay will result in the user being denied access.
- f) Any extra cleaning for any groups/individuals renting that is to be done by the Caretakers may be billed out over and above the current rates.

## **3. Mezzanine**

- a) For Mezzanine rental, refer to Policy #17/2017 Facility Rental and Use Policy.
- b) Minor Sports is exempt for meeting rates. Minor Sports year end hockey wind up is also exempt, with the condition that no alcohol is served.
- c) Tables and Chairs are not to leave the facility. Tables and chairs must be cleaned and put away after each use or extra charges may be incurred.
- d) The mezzanine is to be opened if requested for dry land training and utilized at no cost and offered to the groups during games. It is understood that the coaches would be with the player(s) during this time.

#### **4. Minor Sports**

- a) Ice Bookings are to be made by Coaches or Managers only, with the Caretakers. There can be a Minor Sports Co-ordinator that schedules all events with the Caretakers. All games and practices are to be scheduled immediately after all scheduling meetings are held and will be for the entire year, not on a monthly basis. Arena Caretakers are to have the entire schedule from Minors Sports, so that they can schedule in other teams & events.
- b) Workers are to arrive 15 minutes prior to game time and stay 30 minutes after game— one ice flooding prior to a game either before warm-up or after warm-up.
- c) If you are canceling a session, you may as well give it to another team- because you are being billed.
- d) All Minor Sports game sheets, 50/50 envelopes, stationary, walkie talkies etc. will be responsibility of the group/individual and to be kept in the Minor Sports room.
- e) The President of Minor Sports and President of the Skating Club have access to a Viking Sportsplex key at the Town of Naicam Office during regular business hours. It is understood that the key is to be returned to the office by the same individual who has signed the key out.

#### **5. Skate Sharpening**

- a) All skate sharpening fees are to be revenue to the Town and in turn put directly back into maintenance and upgrades for equipment.
- b) Rates for skate sharpening is \$5.00/pair or \$40.00 for 10, available by a punch card.
- c) Only authorized personnel may operate the equipment.

#### **Curling Club**

- a) The Curling Club will be responsible for cleaning the entire area that lies west of the second set of double VSP lobby doors. They will use cleaning supplies purchased for the VSP. The Curling Club will ensure their employee abides by this policy and that the condition of the facility must meet or exceed the Provincial Health Standards. The Curling Club will be responsible for all inspections and infractions.
- b) The Curling Rink caretaker is contracted by the Town of Naicam and takes direction from the Naicam Curling Club executive.

## **SCHEDULE A**

Minor Sports - \$100.00/hr game or practice

Minor Sports Tournaments - \$100/hr or \$700/day (whichever is less) for SHA camps/clinics/tournament (this will include the mezzanine). Mezzanine must be reserved in advance through the Town Office.

Senior Hockey - \$100.00/hr game or practice (no free playoff games)

Rec Hockey - \$100.00/hr

Other – Local \$100.00/hr

Out of Town Teams \$130.00/hr

Out of Town Teams \$100.00/hr only when booking ice for the entire season & providing their own booth workers

Arena User Fee - \$100.00/season or \$5.00 drop in  
rate Curling Club - \$17,000.00/season