

2024 / 2025 Ice Allocation Meeting



Agenda

- Welcome
- Introductions
- Fee Schedule
- Rules for Organized Groups
- Ice Rental Policy, Contracts, and Ice Cancellation
- Season of Operation
- Extended Season - Ice Rental / Program Options
- Holidays
- Requests/Comments by User Groups
- Comments/Suggestions for Future Improvements
- Conclusion



GRAF ARENA

2024/ 2025 RATES**

Category	Fee
Ice Rental - Per 50-minute Hour	\$235.00
Ice Rental - Per 60-minute Hour	\$282.00
Public Skating Admission - Child	\$5.00
Public Skating Admission - Adult	\$5.00
Public Skating Admission - Senior Citizen	No Fee
Public Hockey Admission	\$12.00
Skate Rental	\$7.00

****Rates listed above are 2023/2024 rates. DCR rates subject to change, and rink rates will reflect any changes made. All hours through October 31st will be subject to a \$25 per hour surcharge.**

FMC ICE SPORTS

CODE OF CONDUCT

- 1. Foul, abusive or obscene language is not permitted anywhere in the building or on the grounds.**
- 2. All visitors must show respect and courtesy to others regardless of race, gender, creed or ability while in the facility or grounds.**
- 3. All visitors should encourage good sportsmanship by refraining from expressing negative or insulting statements to the officials, coaches, participants or spectators.**
- 4. Physical force by players (not in the normal course of game play), coaches, parents, spectators or officials is strictly forbidden under any and all circumstances.**
- 5. All coaches must supervise and take responsibility for the players inside the team changing rooms they are issued.**
- 6. All children under the age of 12 must be accompanied by a parent or guardian and be supervised when not participating in skating or hockey.**
- 7. No play (hockey, catch, etc.) is allowed off the ice surface.**
- 8. No pets are permitted in the facility with the exception of service animals.**
- 9. Use of tobacco products or consumption of alcoholic beverages is strictly prohibited.**
- 10. All visitors must respect the facility and report any person or persons damaging the property to the management.**
- 11. Visitors will keep in mind that this arena is a place for fun and personal development for all ages and abilities and will assist in preserving a positive environment for all other visitors by honoring this Code of Conduct and reporting to rink management any violations of it.**

The arena management and staff will enforce this *Code of Conduct* for all visitors of the arena. Loss of rink privileges, fines and / or criminal prosecution will be imposed as necessary.



FMC Ice Sports



RULES FOR ORGANIZED GROUPS

**Group leader, coach, manager, etc.
Will be responsible for the conduct
of their group both on and off the ice.**

- 1. All hockey players must wear proper fitting helmets while on the ice or in player or penalty benches.**
- 2. No smoking or alcoholic beverages allowed in building.**
- 3. No food or drink permitted except in lobby or meeting room.**
- 4. Players and coaches must use the doors when entering or exiting the ice, no one will jump the boards, sit on railings in team boxes nor bang or hang on the plexiglass.**
- 5. No one is allowed on ice surface until Zamboni is off the ice and operator signals for your group to take the ice.**
- 6. There will be no hockey playing of any type off the ice.**
- 7. Adults must supervise their children while in facility.**
- 8. Team rooms must be left clean after each use.**

**FMC Ice Sports is not responsible for any injury, theft
or vandalism of personal property while in this
building or on the grounds**



Ice Rental Policies

Priority Order:

The Priority Order is a guideline to ensure that the ice schedule achieves the intended purpose of the public facility. It is FMC's responsibility to ensure that the ice schedule has an appropriate balance of activities and programs to provide the opportunity for all segments of the community to enjoy the recreational benefits of the ice rink.

In accordance with the purpose, goals and mission of the Department of Conservation and Recreation in providing publicly owned ice skating facilities; the following Priority Order will be adhered to in developing the seasonal ice schedules for each facility:

- Priority #1
The General Public (Public Skating, Public Hockey)
- Priority #2
Non-profit Youth Groups
- Priority #3
MIAA High School Hockey
- Priority #4
Youth Groups other than non-profit youth groups
- Priority #5
School Groups
- Priority #6
Civic/Municipal Organizations
- Priority #7
Non-profit Adult Organizations
- Priority #8
For Profit Leagues/Informal

The following paragraphs help to define each priority group as well as the manner in which the priority is implemented:

Priority #1:

Being that Public Skating & Public Hockey is one of the fundamental reasons for publicly owned skating rinks to exist it shall have priority above all other groups and programs. Public Skating shall not be cancelled at any time without the written consent of Facility Management Corporation and an authorized representative of the Department of Conservation and Recreation. Facility Management Corporation's authorization to cancel will only be granted for a significant special event, and only with request made at least two weeks prior to the annual ice apportionment public meeting and with requesting groups' agreement to procure a minimum of (2) advertisements in the local newspaper notifying the General Public of this change in the normal Public Skating schedule. Facility Management Corporation makes no guarantee as to the DCR's granting of authorization. Public Skating shall be scheduled in (2) hour sessions. Minimum schedule during Seasons #1, #2, and #3 is Monday-Friday 10am-12pm, Friday 8-10pm, Saturday & Sunday 2-4pm. Additional Public Skating sessions should be scheduled on weekend nights and weekday afternoons as necessary to meet public demand. During periods of off-season ice, Public Skating will be scheduled at a minimum of (1) weekend evening (1) weekend afternoon, and (2) weekday afternoons. Public Hockey/Sticktime will be scheduled for 2-hour sessions at a minimum of (2) sessions per week during the regular season and the off-season.

Priority #2:

Non-profit youth groups carrying a 501c3 or other applicable certificate of non-profit status shall have priority after Public Skating and Public Hockey for all ice time from 9am-9pm Monday through Friday and 6am-9pm on Saturday and Sunday. Youth hockey programs, figure skating programs and recreational skating programs are included in priority 2. When the demand warrants it, adult groups who have reserved ice time earlier than 9pm will be moved to a later hour to accommodate the youth groups. It is the goal of Facility Management Corporation to have a well-balanced youth program that provides opportunities for children in the community to participate in hockey, figure skating, speed skating or recreational skating. When demand for ice outweighs available ice time, an analysis will be performed as described at the end of this section to determine the proper amount and times for ice allocated to each requesting group.

Priority #3:

MIAA Varsity and Junior Varsity high school hockey programs shall have third highest priority during MIAA Hockey Season (first Monday after Thanksgiving to the Saturday following President's Day). Every effort will be made to ensure adequate prime time ice will be available for games Wednesday and Saturday evenings between 4-10pm and sufficient early morning and afternoon ice available for practice. It is deemed appropriate that each program has a minimum of (2) hours practice time per week. The scheduling of these MIAA high school hockey groups during their season may necessitate taking ice time from groups in Priority #2. When this occurs, every effort must be made not to unduly affect the viability of any youth program by disproportionately reducing their ice allocations.

Priority #4:

All youth groups that operate as a for-profit entity will receive fourth highest priority. Ice time will be allotted as available for the programs to hold practices and league games.

Priority #5:

Accredited Massachusetts schools shall carry priority after the needs of the groups in Priorities #1-#4 have been met. These schools shall be allowed to use the facility at no fee during unused non-prime hours for any official school activity such as physical education classes, field trips, skating parties or recreational programs, etc. High school hockey programs do not fit into this classification and will be charged a regular fee as their programs are selective extra-curricular and are not utilized by the entire student body.

Priority #6:

Special consideration should be given to adult/youth civic groups such as Fire and Police Department hockey teams or other adult municipal groups as well as youth groups such as Boy Scouts, Cub Scouts, Brownies, Bluebirds, Girl Scouts and church groups. These groups, in order to receive special priority, must be able to demonstrate that over 80% of their group are made up of their civic or municipal organization. When all higher priorities have been met, these organizations shall receive preference above other formal or informal adult groups to acknowledge the contribution that these civic or municipal groups make in serving and protecting our communities.

Priority #7:

Non-profit adult groups such as adult hockey leagues, adult Learn-to-Skate, adult ice dancing, adult speed skating, novice hockey, adult figure skating classes, etc. shall have priority after all other higher priorities have been met.

Priority #8:

When all higher priorities have been met, remaining available ice time shall be apportioned to informal groups based upon the number of participants in each program and their ice utilization plan.

The Priority Order shall be used in apportioning and allocating all available ice time. Due to circumstances beyond Facility Management Corporation's control, some groups were allocated ice time by the previous management that does not in current circumstances meet the priority order objectives. Due to the growth of youth groups, demand for ice time for the second priority has increased over time. It necessitates moving groups that are in lower priority order classification to later times in order to accommodate the second priority. In some cases, these changes will be made gradually over 1-3 years to allow for the lower priority order groups to adjust to the later times.

In the event that demand for ice time in any priority category is greater than the ice time available, the following criteria will be used to determine the appropriate ice apportionment for each group/program:

1. Non-profit groups receive priority over for-profit groups.

2. The number of participants in each program as compared to current ice time in all rinks for that program.
3. Ice utilization plan for each program. In the event that above criteria is equal, groups will be asked to submit an ice utilization plan as to how they will use their ice time effectively to benefit more participants.

Special Events:

Regular user groups may request a one-time ice allocation in order to sponsor a special event such as an ice show, hockey tournament, intra-program exchange, skating competition, hockey jamboree, fundraiser, etc. An FMC Special Event Request Form must be completed and returned with the ice request forms in order for the event ice allocation to be considered.

In evaluating special event requests, consideration will be given to the benefits provided to the community and program as weighed against the inconvenience and disruption of other programs who would lose ice time.

Regional Service Area:

As a Commonwealth of Massachusetts recreational facility, the ice rink is intended to benefit all the citizens of the state. As such, each rink is required to be managed as a regional facility that serves the ice sport recreational needs of the appropriate service area. The service area varies at each facility depending upon the proximity of other ice rink facilities and the population served in the host and neighboring municipalities.

Timetable for Finalized Schedule:

It is our goal to finalize the ice schedule by June 1st of each year and inform groups of their ice allocation by that date. Variables such as high school hockey game schedules and other events that are scheduled by third parties may delay the issuance of the complete final schedule in some cases. In those instances, groups will be informed of the standard allocation and every effort made to finalize the outstanding dates and times affecting the schedule.

High school hockey programs that do not have league and non-league game schedules by June 1st, will be assigned game times that generally mirror the prior year's game schedule.

Ice Reservation Agreements:

Each formal or informal group that rents ice time must enter into a binding ice reservation agreement for the time. The agreement formalizes the obligations and liabilities of both the rink as well as the ice renter.

The ice reservation agreement will contain a detailed full season ice schedule listing every hour of ice time reserved by the renter in addition to all the terms and conditions of the rental agreement. Once an ice agreement has been executed (signed by both parties),

no change in the renter's allotted ice time as contained in the agreement will be allowed without the written permission of both the renter and FMC. No exceptions to this rule will be allowed.

Billing Privileges:

Renters wishing to be invoiced monthly for ice time must establish a billing account with FMC and maintain the account in good standing by paying invoices on time. To establish an account, the renter must complete a credit application and agree to comply with the billing terms. If approved, groups will be billed electronically on the 1st day of each month for that month's ice time, payment will be due by the 30th day of the month. Billing privileges will be revoked if the renter fails to honor the terms and payment due dates of the account. Further, ice requests from groups that are not current as of June 1st of each year will not be considered until billing account is brought current.

Deposits Required:

A deposit of 50% of the ice cost will be due with the reservation agreement for all groups that do not have billing privileges. The balance of the ice fee must be paid prior to the renter using the ice time. For regular weekly renters to reserve an hour for the entire season they must pay one week's ice cost as a deposit with your signed contract. This deposit will be credited to the renter on the last week of the season. Renters may pay additional sums to be credited to their account at any time.

Programs that have established billing privileges will be required to pay for August and September ice time with their executed ice reservation agreement and will begin receiving invoices monthly beginning October.

Payments:

All payments shall be made in the form of a bank draft, treasurer's check, money order, ACH or credit card. No cash payments will be accepted. Payments made by renters with billing privileges shall be mailed to the FMC payment office. Payments by all others shall be made at the rink.

For billing adjustments (credit memos / invoices), please contact the FMC office for the appropriate paperwork to be completed.

Certificate of Insurance/Waivers:

All organized groups are required provide a Certificate of Insurance in the minimum amount of \$1,000,000.00 naming "Facility Management Corporation" and "The Commonwealth of Massachusetts" as additional insured with respect to the renters use of the facility. In the event that the renter does not possess liability insurance, each member of the group will be required to sign an athletic participant waiver form prior to participating.

USA Hockey, United Skates Figure Skating and Ice Skating Institute provide this

insurance coverage for sanctioned programs and events. If you need assistance in acquiring this certificate please contact the FMC headquarters.

Seasonal Requirements for Reserving Ice Time:

Any renter wishing to reserve ice time on a regular basis must contract that ice time for the full season (Fall/Winter or Spring/Summer as appropriate), except in the case of high school and college hockey programs that must comply with a mandated season. If a renter wishes to start at a later date or end on an earlier date than the specified season, every effort will be made to re-allocate their unwanted ice time to another group in the same priority category. However, any ice time that cannot be re-allocated to another group will remain the financial responsibility of the contracted renter.

Ice Cancellation Policy:

Renter Cancellation – When a group or individual reserves or contracts ice time, they preclude the rink from allocating and / or marketing that time to any other group. Therefore when an hour of ice has been reserved, the group wishing to cancel that hour(s) shall be responsible to pay for the ice time if a replacement renter cannot be found. FMC will make every effort to find a replacement renter upon being notified of any group’s desire to cancel reserved ice time.

Inclement Weather Conditions – In conditions of extreme weather such as heavy snowstorms, ice storms, etc., FMC will make every effort to keep the arena open for groups to use their ice time. FMC will contract with high quality snowplow and sanding contractors to maintain a safe access to the rink. In the unlikely event that the rink is forced to close, notifications will be posted on the FMC website (www.fmcicesports.com) as well as on the FMC Facebook page. If the arena remains open, renters will remain financially obligated for any ice time allocated them in their contract. Arenas will close during a travel ban declared by the Governor of Massachusetts.

Subcontracting Ice Time:

Subcontracting ice time is a violation of the ice rental policy as it circumvents the priority allocation order and potentially allows renters to charge a rental fee that is higher than the approved ice rate or the arena to be unprepared with staffing levels. When a renter wishes to relinquish ice hours for any reason, they must comply with the previously stated ice cancellation policy. Significant or recurring requests to cancel ice time will be viewed as an indication that the renter has been allocated excessive time and be taken into account when allocating time in the following season.

#####



2024/2025 Season of Operation

Graf Arena, Newburyport

Season #1

August 26, 2024 – December 1, 2024

Season #2

December 2, 2024 – March 2, 2025

Season #3

March 3, 2025 – April 6, 2025

Graf Arena will have
an extended ice season in the
spring / summer of 2025.



2024/2025 Holidays

FMC Ice Sports' arenas will be closed for the following holidays:

Thanksgiving Day

Thursday, November 28, 2024

Christmas Eve

Tuesday, December 24, 2024

Close at 6:00 / 6:30 pm

5:00 / 5:30 pm hour is the last hour skated

Christmas Day

Wednesday, December 25, 2024

New Year's Eve

Tuesday, December 31, 2024

Close at 6:00 / 6:30 pm

5:00 / 5:30 pm hour is the last hour skated

**GRAF MASTER SCHEDULE
PRE/POST HIGH SCHOOL SEASON 2023/2024**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME	SATURDAY	TIME	SUNDAY
4:00A		4:00A		4:00A		4:00A		5:00A	
5:00A		5:00A		5:00A		5:00A	Dooley	6:00A	Waterman
6:00A		6:00A		6:00A		6:00A		7:00A	
7:00A		7:00A		7:00A	Capolupo	7:00A	Jr. Maples	8:00A	Jr. Maples
8:00A		8:00A		8:00A		8:00A	Jr. Maples	9:00A	NYHL
9:00A		9:00A		9:00A		9:00A	NYHL	10:00A	NYHL
10:00A		10:00A		10:00A		10:00A	NYHL	11:00A	NYHL
11:00A		11:00A		11:00A		11:00A	Jr. Maples	12:00P	Solid Six
12:00P	Public Skate	Public Skate	Public Skate	Public Skate	Public Skate	12:00P	Valley League	1:00P	
1:00P	Public Skate	Public Skate	Public Skate	Public Skate	Public Skate	1:00P	Valley League	2:00P	Public Skate
2:00P		Adult PH	Adult PH	Adult PH		2:00P	Valley League	3:00P	Public Skate
3:00P		Adult PH	Adult PH	Adult PH		3:00P	Mite Instructional League	4:00P	Merrimack Valley Skating Club
4:00P		Merrimack Valley Skating Club		Merrimack Valley Skating Club		4:00P	Mite Instructional League	5:00P	Merrimack Valley Skating Club
5:00P	Jr. Maples	Merrimack Valley Skating Club	Jr. Maples	Merrimack Valley Skating Club		5:00P		6:00P	
6:00P	Jr. Maples	NYHL	NYHL	Merrimack Valley Skating Club		6:00P	Jr. Maples	7:00P	Dodge
7:00P	NYHL	Jr. Maples	NYHL	Jr. Maples		7:00P	NYHL	8:00P	Maker
8:00P	NYHL	Jr. Maples	Jr. Maples	Jr. Maples		8:00P	Jr. Maples	9:00P	
9:00P	NPD	Eaton Skate	Bridgewater Skate	Solid Six	Meyers	9:00P		10:00P	
10:00P				Bransfield		10:00P		11:00P	
11:00P						11:00P		12:00A	

**GRAF MASTER SCHEDULE
HIGH SCHOOL SEASON 2023/2024**

TIME	MONDAY	TUESDAY	TIME	WEDNESDAY	TIME	THURSDAY	TIME	FRIDAY	TIME	SATURDAY	TIME	SUNDAY
4:00A			4:00A		4:00A		4:00A		5:00A		5:00A	
5:00A			5:00A		5:00A		5:00A		6:00A	Dooley	6:00A	Waterman
6:00A	Newburyport HS	Newburyport HS	6:00A		6:00A	Triton High School	6:00A		7:00A		7:00A	
7:00A	Newburyport HS	Newburyport HS	7:00A		7:00A	Capolupo	7:00A	Newburyport HS	8:00A	Jr. Maples	8:00A	Jr. Maples
8:00A			8:00A		8:00A		8:00A		9:00A	Jr. Maples	9:00A	NYHL
9:00A			9:00A		9:00A		9:00A		10:00A	NYHL	10:00A	NYHL
10:00A			10:00A		10:00A		10:00A		11:00A	NYHL	11:00A	NYHL
11:00A	Public Skate	Public Skate	11:00A	Public Skate	11:00A	Public Skate	11:00A	Public Skate	12:00P	Jr. Maples / HS Games	12:00P	Solid Six
12:00P	Public Skate	Public Skate	12:00P	Public Skate	12:00P	Public Skate	12:00P	Public Skate	1:00P	Valley League / HS Games	1:00P	Newburyport HS
1:00P		Adult PH	1:00P	Adult PH	1:00P	Adult PH	1:00P		2:10P	Valley League	2:00P	Public Skate
2:00P		Adult PH	2:00P	Adult PH	2:00P	Adult PH	2:00P		3:20P	Valley League	3:00P	Public Skate
3:00P	Triton High School	Triton High School	3:00P	Triton High School	3:00P	Triton High School	3:00P	Triton High School	4:30P	Mite Instructional League	4:00P	Merrimack Valley Skating Club
4:00P	Newburyport HS	Merrimack Valley Skating Club	4:00P	Newburyport HS	4:00P	Merrimack Valley Skating Club	4:00P	Newburyport HS	5:30P	Mite Instructional League	5:00P	Merrimack Valley Skating Club
5:00P	Jr. Maples	Merrimack Valley Skating Club	5:00P	Jr. Maples	5:00P	Merrimack Valley Skating Club	5:00P	Newburyport HS	6:30P	HS Games	6:00P	Merrimack Valley Skating Club
6:00P	Jr. Maples	NYHL	6:00P	Jr. Maples	6:00P	Merrimack Valley Skating Club	6:00P	Jr. Maples	7:30P	HS Games	7:00P	Dodge
7:00P	NYHL	Jr. Maples	7:00P	NYHL	7:00P	Jr. Maples	7:00P	NYHL	8:30P	HS Games	8:00P	Maker
8:00P	NYHL	Newburyport HS	8:00P	Jr. Maples	8:00P	Newburyport HS	8:00P	Jr. Maples	9:00P		9:00P	
9:00P	NPD	Eaton Skate	9:00P	Bridgewater Skate	9:00P	Solid Six	9:00P	Meyers	10:00P		10:00P	
10:00P			10:00P		10:00P	Bransfield	10:00P		11:00P		11:00P	
11:00P			11:00P		11:00P		11:00P		12:00A		12:00A	