

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



SMEAD ARENA

2024/ 2025 RATES**

Category	Fee
Ice Rental - Per 50-minute Hour	\$260.00
Ice Rental - Per 60-minute Hour	\$312.00
Public Skating Admission - Child	\$7.00
Public Skating Admission - Adult	\$7.00
Public Skating Admission - Senior Citizen	No Fee
Public Hockey Admission	\$12.00
Skate Rental	\$7.00

*****Rates listed above are 2023/2024 rates. Increases for 2024/2025 are to be determined. Groups will be notified of any increase once rates are set for the season.***

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 Allocation 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 and mission of the Department of Conservation & 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

Youth Groups

Priority #3

MIAA High School Hockey

Priority #4

College Hockey

Priority #5

School Groups

Priority #6

Civic/Municipal Organizations

Priority #7

Organized Adult Programs

Priority #8

Informal Groups

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

the priority is implemented:

Priority #1: The General Public

The DCR public ice rink system exists to provide affordable and quality ice sport opportunities for all the citizens of the Commonwealth. Public Skating sessions provide the opportunity for skaters of all ages and abilities to enjoy the ice rinks without the commitment and cost of structured programs. For these reasons, public skating shall be considered the highest priority and a sufficient number of 2-hour sessions will be scheduled seasonally to meet the public demand.

At a minimum, 12 hours per week (six sessions) will be scheduled during the regular skating season of September to April. The sessions will be scheduled in a range of days and times to reasonably allow skaters of all ages access to at least one session per week. To ensure a consistent and reliable schedule for the public, published sessions will not be cancelled for any reason. Seasonal adjustments will be made to the session schedule to reflect the changing public demand during the peak season (December to March) and the extended seasons (April to August).

Priority #2: Youth Groups

Youth groups including youth hockey associations, figure skating clubs, organized lesson programs and recreational skating programs shall have priority after Public Skating for all ice time from 9:00am to 9:00pm on weekdays and from 6:00am to 9:00pm on weekends. When the demand for youth ice time exceeds the available hours, adult groups who have previously been allocated ice time earlier than 9:00pm will be moved to a later hour to accommodate the youth groups.

The goal is to offer a well-balanced youth program that provides opportunities for children in the communities served to participate in hockey, figure skating, speed skating or recreational skating. When demand for youth ice time is greater than the 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. Appropriate consideration will be given to long-standing ice allocations and the important role that stable ice schedules play in quality program management.

Priority #3: High School Hockey

MIAA Varsity and Junior Varsity high school hockey programs shall have third highest priority. During the 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 made available for games and sufficient morning (prior to school) and early afternoon ice time is available for practice.

The scheduling of these MIAA high school hockey teams during their season may necessitate using ice time that is assigned to 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.

Ice time will be allocated to each school hockey program as a block, without designation for the particular team use (Boys / Girls, Varsity / JV, etc.). It is the school's responsibility to fairly allocate the time to its teams in compliance with their municipal policy and all applicable equality regulations.

Priority #4: College Hockey

Where applicable, competitive college hockey teams and intramural hockey and skating programs will receive fourth highest priority during the NCAA season (October to March). Every effort will be made to assign practice ice for these teams that does not displace the higher priority allocations. An array of morning, early afternoon, and late evening times will be proffered for this use group. Prime ice time will be allotted between the hours of 7:00pm to 10:00pm to schedule NCAA sanctioned games.

Priority #5: Official Public School Activities

Accredited Massachusetts public schools shall have priority after the time requirements of the groups in Priorities #1 to #4 have been met, to utilize the facility for official school activities such as physical education classes, field trips, etc.

Priority #6: Civic / Municipal Groups

Special consideration will be given to adult civic groups such as Fire and Police Department hockey teams or other adult municipal groups. These groups, in order to receive special priority, must be able to demonstrate that their group membership is exclusively drawn from the civic or municipal organization and the activity has been sanctioned by the 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: Organized Adult Programs

Organized adult programs 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: Informal Groups

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. In appropriate instances it will also be used to change the historical ice schedule to reflect a change in user demand. In these instances, adult groups may be assigned later hours or displaced to accommodate growth in demand for youth ice time. In some cases, these changes will be made gradually over a few seasons 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. The number of participants in each program as compared to current ice time in all rinks for that program.
2. 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.

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2024/2025 Season of Operation

Smead Arena, Springfield

Season #1

August 19, 2024 – December 1, 2024

Season #2

December 2, 2024 – February 23, 2025

Season #3

February 24, 2025 – April 6, 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

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

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4:00A							
5:00A							
6:00A							
7:00A							
8:00A							
9:00A							
10:00A							
11:00A							
12:00P							
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8:00P							
9:00P							
10:00P							
11:00P							

**SMEAD 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		4:00A		4:00A		5:00A	
5:00A		5:00A	5:00A		5:00A		5:00A		5:00A		6:00A	
6:00A		6:00A	6:00A		6:00A		6:00A		6:00A		7:00A	Ludlow YH
7:00A		7:00A	7:00A		7:00A		7:00A		7:00A	FMC Club Ice	8:10A	Ludlow YH
8:00A		8:00A	8:30A		8:00A		8:00A		8:00A	FMC Club Ice	9:20A	Ludlow YH
9:00A		9:00A	9:00A	Police/Fire S/T	9:00A	Western MA Speed Limits	9:00A	Police/Fire S/T	9:00A	FMC Club Ice	10:30A	Ludlow YH
10:00A		10:00A	10:00A	Police/Fire S/T	10:00A	Western MA Speed Limits	10:00A	Police/Fire S/T	10:00A	FMC Club Ice	11:30A	
10:30A	Public Skate	Public Skate	10:30A	Public Skate	10:30A	Public Skate	10:30A	Public Skate	12:00P		12:30P	
11:30A	Public Skate	Public Skate	11:30A	Public Skate	11:30A	Public Skate	11:30A	Public Skate	1:00P		1:00P	Public Skate
12:30P	Public Skate		12:30P	Public Skate	12:30P		12:30P		2:00P		2:00P	Public Skate
1:30P	Public Skate		1:30P	Public Skate	1:30P		2:00P		3:00P		3:00P	Amherst YH
2:30P			2:30P		2:40P		2:40P		4:00P	Vandermyrn	4:10P	
3:30P			3:30P		3:30P		3:00P		5:00P	Curtis	5:40P	
4:30P	Minnechaug HS	Minnechaug HS	4:30P	Minnechaug HS	4:30P	Minnechaug HS	4:00P	Minnechaug HS	6:00P	Guilbault	6:40P	
5:30P	Ludlow YH	Ludlow YH	5:30P	Ludlow YH	5:30P	Ludlow YH	5:00P		7:00P	Rich	7:40P	
6:30P	Ludlow YH	Ludlow YH	6:30P	Ludlow YH	6:30P	Ludlow YH	6:00P	Amherst YH	8:00P	Daigle	8:00P	Jeremy Methé
7:30P	Old Stars	Ludlow YH	7:30P	Pope Francis Girls	7:30P	Springfield Jr. Yellow Jackets	7:00P	Pope Francis Girls	9:00P	Maxim Arbuzov	9:00P	
8:30P	Old Stars	Springfield Jr. Yellow Jackets	8:30P	Mike Ederly	8:30P	Mark Palatino	8:00P	Sean Egan	10:00P		10:00P	
9:30P	Old Stars	Springfield College Men	9:30P	Springfield College Women	9:30P	Prout	9:00P		11:00P		11:00P	
10:30P			10:30P		10:30P	Springfield College Men	10:00P					
			11:30P		11:30P		11:00P					