



ARENA USER HANDBOOK

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MAPLE RIDGE

British Columbia

SUBSIDY REBATE

The City of Maple Ridge is committed to ensuring that citizens with financial limitations can participate in sport and physical activities.

To achieve this, minor sport associations can request a rental fee rebate for registration fees that were waived for financial reasons. The rebate per child will not exceed 50% of the total registration fee.

Rebates will be provided as a credit to the Minor associations on their Parks, Recreation & Culture account. The rebate application must include the following:

- Proof that family applied to other funding organizations for financial assistance. (See funding organizations below).
- Proof of Maple Ridge residency.
- Registration fee amount waived by the association.

Rebates will be processed in the same calendar year as the fee waiver was granted.

FUNDING ORGANIZATIONS

Sport associations must provide the following information online and in paper format in conjunction with their registration information for applicable families:

Maple Ridge/Pitt Meadows Kidsport | kidsportcanada.ca

Canadian Tire Jumpstart | jumpstart.canadiantire.ca

Athletics 4 Kids | a4k.ca

Lace 'Em Up (For Hockey Only) | laceemup.ca

NOTE: Some of the programs listed above max out their funding early so we recommend families apply as soon as possible. It can take several weeks for the programs to process applicants and notify recipients.



MAPLE RIDGE

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ALLOCATION

Arenas are public facilities which are available for use by athletes and citizens of the City of Maple Ridge. The allocation policy states that arena ice and dry floor time will be allocated according to the previous year's registration numbers from each eligible sport club.

All arenas are multi-purpose in nature and allocations will be determined based on community need. Every attempt will be made to meet the needs of the user groups based on current demand and historical use. The City of Maple Ridge, however, reserves the right to manage the arena allocation process in a manner that meets the needs of the entire community.

SEASONS & SCHEDULING

There are two separate allocation seasons:

- **FALL/WINTER ICE**
 - September 1 to March 15
- **SPRING/SUMMER DRY FLOOR**
 - April 1 to August 30



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SCHEDULING PROCESS

1. Each regular user group will submit their registration numbers from the previous season.
2. The City of Maple Ridge will email all regular users asking for their season's requirements or requested modification to their previous year's allocation.
3. Regular users will submit any requests for special events and tournaments.
4. The City of Maple Ridge and the City of Pitt Meadows will collaborate and propose a draft schedule for the upcoming season. Effort will be made to keep the schedule as close to the previous season's schedule as possible. The City of Maple Ridge may make adjustments based on registration numbers, or if there are mutually agreed upon trades, or if the City of Maple Ridge deems the schedule requires alterations to better suit the greater number of users.
5. User groups will be given the opportunity to comment on the proposed schedule and work through conflicts at the annual arena allocation meeting.
6. If a conflict cannot be resolved, a written appeal can be made. The appeal must be made in writing to the Director of Recreation at the City of Maple Ridge.

CANCELLATIONS

All subsidized ice cancellations must be made 1 month prior to the booking for a full refund. Cancellations within 1 month of the booking will not receive a refund unless the time can be sold to another eligible minor sport association. All efforts will be made to support cancellation refunds, however a number of stipulations may apply to prevent the resale of unwanted time. If the ice time cannot be resold the association that is releasing the ice would be responsible for the ice cost. This policy would apply to all Planet Ice times booked through the City of Maple Ridge. Please contact Pitt Meadows Arena for information on their cancellation policy.

**MAPLE RIDGE**

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ARENA PARKING

Parking lots are available at all locations.

Parking is not permitted in the following areas:

- Roadways that are intended for emergency use only.
- On school property that is not designated as a parking lot.
- All fields unless authorized by the City of Maple Ridge.
- In front of the Ridge Meadows Search and Rescue Building.

ARENA ETIQUETTE

To observe and abide by all regulations, applicable by-laws and statutes including but not limited to indoor smoking by-laws, fire safety regulations, liquor consumption and service regulations.

ALCOHOL

Consumption of liquor in a public place (arena, parking lot, dressing rooms, or bleachers) is an offence under Section 47 of the Liquor Control and Licensing Act which states:

"Except in the case of liquor purchased and consumed in accordance with the license under this act permitting consumption in a public place, no person shall consume liquor in a public place."

All alcohol consumption must be in accordance with the regulations of the site permit/license within the Liquor Control and Licensing Branch of the Province of British Columbia.



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DAMAGE DEPOSITS

All regular ice users will be required to pay a damage deposit to the City of Maple Ridge before their season begins. Arenas are monitored regularly by staff and damage beyond fair wear will be assessed by the City of Maple Ridge and charged against the damage deposit of the association.

Damage deposits must be topped up by the league involved before the offending team or teams may resume play. Failure to pay damages may result in suspension of the association.

Any team who violates this policy, and have repeatedly had their damage deposit drawn upon, may have their play and practice privileges suspended for a period of time to be determined at the discretion of the Director of Recreation.

INSURANCE

It is mandatory to provide proof of insurance when using any City of Maple Ridge or School District facility. This requirement is necessary to reduce the risks to the City and provide coverage for the volunteer organizers of each community sport and recreation group.

All sport organizations must carry liability insurance with a minimum value of \$5,000,000. The following six entities must be listed as additional insureds:

- **CITY OF MAPLE RIDGE**

- 11995 Haney Place, Maple Ridge, BC V2X 6G2

- **SCHOOL DISTRICT #42**

- 22225 Brown Avenue, Maple Ridge, BC V2X 8N6

- **CITY OF PITT MEADOWS**

- 12007 Harris Road, Pitt Meadows, BC V3Y 2B5

- **RG OPERATIONS LP**

- 23588 Jim Robson Way, Maple Ridge, BC V2W 1B8

- **NUSTADIA RECREATION INC**

- 11435 Bonson Road, Pitt Meadows, BC V3Y 2S3

- **GOLDEN EARS WINTER CLUB**

- 23580 Jim Robson Way, Maple Ridge, BC V2W 1B8



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FOOD & BEVERAGE

Please consider the following when planning:

- Requests to bring in food or beverage for a special event, tournament or meet will be considered on an individual basis.
- Written requests will need to be forwarded to the Arena Manager of each arena prior to the event.
- No outside food or beverage can be brought into the arena without written permission of the Arena Manager.
- Host organization must adhere to the arena regulations.



MAPLE RIDGE

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SPORT NETWORK

TAKING SPORT TO THE NEXT LEVEL

The Maple Ridge Sport Network is comprised of representatives from Local Sport Organizations, School District 42, Fraser Health and individuals who are passionate about sport and physical activity in the community. Through designated subcommittees and regular meetings, the Network works to strengthen our community through life long sport and physical activity opportunities, sport development, educational workshops and creating accessible and affordable recreation activities.



THE BENEFITS

- Recognition of your athletes and sport
- Promotional opportunities through Parks, Recreation & Culture mediums
- Meeting rooms for executive board meetings and annual general meetings
- Access to the Maple Ridge Leisure Centre and other community facilities
- Community networking opportunities
- Leadership development opportunities for athletes, coaches and volunteers

HOW TO JOIN

1. Check out mapleridge.ca/1738
2. Fill out Sport Network Membership Application

HOMETOWN HEROES

The Meadowridge Sports Heroes Society which was established in 2006 is a non-profit organization whose purpose is to identify and honour individuals involved in athletics in Maple Ridge and Pitt Meadows within School District 42, who were members of local youth sport organizations, and who went on to achieve an international level within their chosen sport.

LEARN MORE

Read about past Hometown Heroes, learn more about the program and more at mapleridge.ca/2191



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CONTACT US

LIST FOR INQUIRIES

If you have questions please use the following list to find the person to direct your inquiry to.

FACILITY BOOKINGS

Booking Clerks

Inquiries:

- Bookings
- Allocation
- Contract Adjustments
- Special Events
- Invoices

Phone | 604-467-7357 ex.1

Email | facilitybookings@mapleridge.ca

RICHARD BOSMA

Recreation Coordinator

Inquiries:

- Recreation Management Software

Phone | 604-467-7489

Email | rbosma@mapleridge.ca

RUSS BRUMMER

Recreation Manager

Inquiries:

- Dispute Resolution
- City Projects
- Funding
- Facility Agreements

Phone | 604-467-7498

Email | rbrummer@mapleridge.ca

DANIELLE POPE

Recreation Director

Inquiries:

- Appeals

Phone | 604-467-7447

Email | dapope@mapleridge.ca



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