



November 8, 2011

Dear Minor Hockey Coaches and Managers:

The APM Centre is looking forward to another great season. We have a few things that we hope will make the season easier for you and the APM Centre staff.

1. Coaches must be on the ice prior to any kids going on the ice. The lights will not be turned on until a coach is ready to go on the ice.

Rented ice times are as per Minor Hockey's schedule. Over time for games will be billed to Minor Hockey, and staff in coordination with the Minor Hockey Board will determine if games must run straight time to be completed on time.

One hour practice ice consists of 60 minutes including set up and tear down time. The buzzer will be rung two minutes prior to the end of practice at which time you should start your clean up so all people and equipment are off the ice at the end of the hour.

2. For 6:00 a.m. practices the building will open at 5:45 a.m. You are welcome to go on the ice at 6:00 a.m. and you can stay until 7:30 if you wish, as long as a coach is on the ice and we do not have another booking.
3. For 4:00 p.m. practices, you are welcome to go on the ice any time after 3:45 p.m. Again the coach must be on the ice and this is also conditional upon other bookings.
4. If you could forward your game schedules to myself, it would be very helpful in ensuring we have proper staffing, and correct dressing room assignments. This also helps all the staff in answering questions for the public.

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COMMUNITIES 13 INC. Afton, Clyde River, Cornwall, Darlington, Hampshire, Kingston, Meadow Bank,
Miltonvale Park, New Haven/Riverdale, North Wiltshire, Warren Grove, West River, Winsloe South



5. In the event of inclement weather NRMH and Matrix will make the call on cancelling ice time. Early morning practice (6:00 a.m.), please call the rink the night before or the morning of if you are unable to attend. Speak to or leave a message for the rink staff at ext 233. You can call the rink and all cancellations will be put on our phone system at extension 225 and announced on the local radio stations.
6. If your team is looking to host a tournament in the building we would be more than willing to help you out in whatever way possible. Please give me a call to see how we can make your job easier.
7. We would request that players only have water on the players bench. Other drinks often leave a very sticky mess for the next users and due to scheduling we do not have the opportunity to clean the bench between rentals.
8. Media room is available to all teams. In past years we have had some teams abuse the room writing on the walls busting Cd's and leaving garbage in the room. It is a privilege to use the room and we require that a parent be responsible for the room at all times. We do require a set of car keys to get the key to the media room. Again if your team is misusing the room they could lose the privilege of using the room for a period of time or the season.
9. Dressing rooms will normally be ready for teams about 40 minutes prior to ice time and we would ask that all teams respect the dressing room rules. The team coaches and managers shall be responsible for the conduct and supervision of all persons using the facility while occupied by the applicant.
 - Smoking, alcoholic beverages, spitting, spitting sunflower seeds, and spitting tobacco are not allowed.
 - Please put all garbage in cans and leave rooms and showers as found.
 - Please refrain from fighting, marking on walls, kicking doors and walls, and throwing sticks.
 - Abusive language is not permitted.
 - Please report any damage to the manager or staff on duty.
10. No objects or individuals are to be on the ice when the zamboni is resurfacing the rink (only those moving the nets). The maintenance staff will strictly adhere to this policy. Teams that do their warm up on dirty ice need to ensure that all of the prior users have left the ice surface prior to anyone going on to the ice.



- 11 All exits, fire extinguishers, and pull stations shall be kept free from obstruction at all times during the applicants occupancy of the facility.
- 12 Except as authorized no sale of services, refreshments or food shall take place.
- 13 Ice rental for tryout and practice time should be limited to 25 skaters plus goalies to ensure quality ice. Floods should be scheduled every hour during tryouts and heavy use practice times. Coaches should ensure they change the drills to use different parts of the ice. At any time the staff may request that some areas of the ice be avoided due to safety concerns.
- 14 Teams shall not nail, hook, tack, screw, or staple, any items onto any part of the building, fixtures, or equipment contained therein, which includes the walls, brick, glass, floor, ceiling, tables, and the insulated flooring system in the arena. Repair or replacement for any and all damages will be the responsibility of the user. Approved signs should be placed by the APM Staff or placed in approved locations with mac tac or masking tape.
- 15 Gym rental is billed at \$ 41.00 prime and \$28.00 non prime including GST per hour. This must be booked two days in advance. Fitness room rental is \$41.00 including GST per hour. A maximum of 10 players at one time and there must always be a supervisor present. The fitness room must be at a low use time, approved by the General Manager and booked at least one week in advance. All weight room rules apply.
- 16 Use of photocopying in the canteen cost is 10 cents per copy and will be billed back to NRMHA, Matrix or your team can pay cash and fax is available for your use please see canteen staff to have a fax sent.
- 17 Booking of meeting rooms and ice time in spring and fall can be done through myself At 628-8513 ext 221 or for the current week at the Canteen ext 225. There is no charge for meeting rooms but the Group is responsible to set up and clean up the room. See the staff for Garbage bags brooms and mops to complete cleaning. Garbage should be bought to the canteen staff at the completion of your event. A fee may apply if the room is left in unacceptable condition.
- 18 If your team is having a parents meeting please ensure someone is left to supervise the children in the lobby area. Or have the meeting prior to the game when the children are getting ready.



- 19 Each Coach or manager should check school schedules, tournament schedules, exam times etc to ensure you trade ice time. The facility can only take back an ice time from the NRMHA scheduling coordinator or the matrix with 7 business days notice.
- 20 Minor Hockey Room, the staff of the facility are not able to let you into this room and we would ask that you not ask them to. The contacts for this room are Grant Boswell, David McQuaid and Trevor Lank.
- 21 We will be running with full lights for Peewee AA and above. Other levels will have 67% Lights.
- 22 The staff at the facility have policy and procedures that they are to follow if you have problems with the policy please direct your concerns to myself.
- 23 What's Happening on the T.V. lobby we are happy to put up team information on events, sponsors, or goals achieved. The information should be forwarded to donnabutler@apmcentre.com.
- 24 Want people to know that this year we will be completing the \$250,000 energy retro fit project and Communities 13 Board in conjunction with NRMHA and other users will be starting a fundraising drive to purchase a new Zamboni. We need to raise about \$100,000 for this purchase and hope to have money raised for Sept of 2012.

If there is anything else we can do to assist coaches or team managers, please feel free to stop by the office or call myself at **628-8513 ext 221**. Both the canteen staff and the arena staff would also be happy to assist or pass information on to myself.

Yours truly,

Donna Butler
General Manager
Communities 13 Inc.