



November 9, 2016

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. If each team could please ensure that you share this information with all team staff.

1. Coaches must be on the ice prior to any kids going on the ice. The lights will often 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. Teams should be ready to go on Ice as soon as Zamboni Door closes, and warm-up should start immediately.

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 as soon as the coaches are ready 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 or ice maintenance to complete.
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. Schedules are sent out to all the building staff every Thursday for the next week; changes after this may have to be adjusted when you arrive in the building.





5. At the end of games and practices we request (if the time keepers are unable) that coaches and managers help move the nets for Zamboni driver. Please push them to the corner they clean first.
6. In the event of inclement weather NRMH and Matrix (by talking to the coach and managers of the teams) will make the call on cancelling ice time. Early morning practice the coach and managers of this team will make the call (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 225 (Storm Line). Cancellations (not the 6:00am) will be put on our phone system at extension 225 (Storm Line) and announced on the local radio stations We do our best to update face book and the website if possible.
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.
  - Spitting on the floor is prohibited
  - 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.
  - No bottle flipping in dressing rooms
10. No objects or individuals are to be on the ice when the zamboni is resurfacing the rink (only those moving the nets). 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. (Watch the door by the spare nets)
12. Except as authorized no sale of services, refreshments or food shall take place. Any fundraising by teams should be approved/ advised.
13. Ice rental for tryout and practice time should be limited to 30 skaters plus goalies to ensure quality ice. Bantam and Midget if the team is not scrimmaging there should not be more then 25 skaters. 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 \$ 36.52 prime and \$26.08 non prime plus HST per hour. This must be booked two business days in advance. Must use our ball hockey sticks on the gym floor.
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 booked for NRMH but the team/group is responsible to set up and clean up the room. Some days are blocked out as not available due to other bookings. 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. The building is equipped with a stocked first-aid kit (one in canteen and second in the first-aid room) and an AED with both children and adult pads.
19. If your team is having a parents meeting please ensure someone is left to supervise the children in the lobby area/ Arena.



20. 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.
21. 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 Boswall, David McQuaid and Trevor Lank.
22. We will be running with full lights for Pee wee AA and above. Other levels will have 67% Lights.
23. 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.
24. 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](mailto:donnabutler@apmcentre.com) in a PowerPoint format. The information will be put up on a rotational basis.
25. Team warmups in the building please respect that parents of the group ahead of you. They are watching a game and running in the stands blocking their view is impolite and teams will be asked to stop. There is an area in the top corner of the arena by officials room door that is empty that the teams can do warm up activities.
26. No bottle flipping in building lobby and stands. (Makes a really mess)

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.