

GYM ALLOCATION USERS GUIDE



How to use this guide

The following user guide is designed to give City of Edmonton residents an understanding of the City's Gymnasium Booking model.

Additional resources can be found on-line at www.edmonton.ca

Gymnasium Allocation Users Guide

BACKGROUND INFORMATION

Fair and Equitable Model for Allocation

The allowance for groups' gymnasium requests in City and School gymnasiums are governed by the City of Edmonton's fair and equitable model for allocation.

Fair: Users have a say in the allocation model and the conflict resolution process that will be used.

Equitable: Everyone should have a fair opportunity to access the facility.

The Fair and Equitable model for gymnasium allocation is overseen by the City of Edmonton's Gymnasium User Committee (GUC) and the City of Edmonton.

The fair and equitable allocation process is used to determine how gymnasiums at City of Edmonton Recreation Centres and Joint Use school facilities are allocated between different user groups. While the specific criteria of the allocation process are in a state of constant evolution and refinement, the model is comprised of the following four major elements:

- 1) User Engagement;
- 2) Incorporation of Standards of Play;
- 3) Calculation of Demand, Supply & Entitlement; and,
- 4) Allocation of Time.

User Engagement

Users are actively involved in the design and ongoing review and refinement of how time and facilities are allocated amongst them; this is integral to the fair and equitable allocation process. For example user engagement occurs primarily through the following:

- *Gymnasium User Committee:* an advisory committee comprised of up to two representatives from each of the major sporting and recreational activities, who work closely with City representatives to ensure the equitable distribution of time and resolve issues related to gymnasium use and planning.
- *Involvement of all Users:* representatives from all rental agencies are invited to attend regular information sharing sessions, submit time requests, participate in the multi-stakeholder facilitated allocation process reviews and are encouraged to nominate members into the Gymnasium User Committee.

Incorporation of Standards of Play

The Standards of Play identify the gymnasium needs that each sport activity and recreation type requires in order to run a successful program within City limits. These standards are based on a review of national guidelines, historical usage and recommendations from the Gymnasium User Committee. The standards are set by activity, reviewed on an annual basis and then approved by the GUC. Factors such as number of players, minimum space, time requirements, and practice needs by specific sport type are identified, as illustrated in the following table:

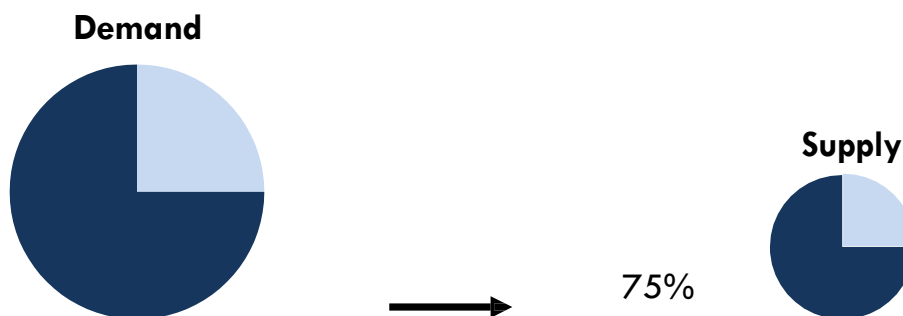
Examples of Standards	Gym Games	Gym Practice	# of Games	# of Practices	Practice Length	Game Length
Basketball Adult Competitive	A, AA	B, C	27	27	1.5 hrs.	1.5 hrs.
Volleyball Minor Recreation	A, B	C, D	1/wk per team	1/wk per team	1.5 hrs.	1.5 hrs.

Calculation of Demand, Supply & Entitlement

Gymnasium demand is calculated using the previous season's enrollment plus the projected change in demand (e.g., requests for new time, groups on waiting lists) and applying the standards of play to get the total time required by sport activity and recreation type.

Gymnasium supply is calculated by sub-dividing gymnasiums into their different size classifications and rental time availability (recognizing that not all gym sizes and rental times are equally preferred).

Entitlement is calculated by dividing demand to fit the level of supply and to find the percentage share of all supply categories. This represents each sport type's fair and equitable share of available time as per the following illustration.



Allocation of Time

The City of Edmonton Gymnasium Booking team allocates gymnasium time in accordance with the established allocation rules, strategies and conflict resolution processes. For example, due to an increase in applications, the committee may identify that all user groups will be able to protect 50% percent of their previous year's rental time slots (rollovers) in an effort to balance historic usage with providing equitable opportunities for all users to access previously unavailable time slots. All interested user groups would have the opportunity to attend an open and transparent process to acquire available time slots through a pre-established allocation process. The supply is divided between the Small, Medium and Large user groups in advance of allocation based on entitlement.

Gymnasium User Committee (GUC)

Vision

The needs of Edmonton's gymnasium users are met through equitable, unhindered access to all City of Edmonton and school gymnasium, plus auxiliary spaces.

Purpose

To advise processes and strategies for gym users to advance an equitable allocation system to the City of Edmonton. The committee serves in an advisory capacity, providing objective advice and recommendations from a citizen perspective.

The key duties and responsibilities of the Gymnasium Users Committee are as follows:

- To ensure that the allocation of gymnasium time by the City of Edmonton is within the terms of the fair and equitable allocation process
- To conduct a complete review at the end of each yearly allocation cycle
- To identify issues, offer advice and or develop strategies related to the provision of gymnasiums to Edmonton residents

The committee is composed of the following members who represent each major sport and recreation group, as well as new, emerging groups requiring gymnasium facilities:

- Two representatives from each sport of Basketball, Volleyball, Indoor Soccer and Badminton
- One representative each from Guides, Scouts, Martial Arts, Multi Sport and Edmonton Federation of Community Leagues
- Four members at large representing new, emerging sports or activities not mentioned above
- Non-voting representatives from the City of Edmonton and School Boards

Committee members are appointed during the Annual General Meeting in April on the basis of experience, interest, availability to attend meetings and strong commitment to the terms of reference.

Chair and vice chair, who sit for a two year term, are elected by the committee members. Members may have one alternate should they not be able to attend a meeting.

Booking Process and Timelines

Application for School and City Gymnasiums

Selected user groups will have the opportunity to participate in the allocation process in March. The allocation application form will be submitted and reviewed by the City of Edmonton Gymnasium Booking department. The application form will gather all necessary information from each user group in order to successfully proceed with the allocation process for the upcoming season.

Eligible User Groups (for School Board Facilities)

For use of school board facilities under the Joint Use Agreement, user groups must be one of the following:

- a City-sponsored or operated program/group, OR
- a registered not-for-profit organization under the Societies Act of Alberta, OR
- part 9 of the Companies Act, OR
- part 21 of the Business Corporations Act, OR
- special act of the Parliament of Canada, OR
- special act of the Alberta Legislature, OR
- a non-registered informal organization or group without paid leadership, OR
- must be covered by the City of Edmonton's insurance, OR
- have a minimum of 75% City of Edmonton residents, OR
- have a minimum of 12 participants per booking, OR

Information will be provided in April during the Annual General Meeting. This forum will be the best opportunity to discover how the allocation process operates, and to have the chance to meet the City of Edmonton Gymnasium Booking staff and the GUC members. Any changes to the allocation process will be announced during the Annual General Meeting.

January	March	April	May	June	July	September
User groups notified of Tournaments/Special Event application live date	Selected user groups will receive the allocation application form.	Annual General Meeting	Small user groups allocation meeting	Large user groups allocation meeting	User groups receive contract(s) for upcoming season	Open Season
	Selected user groups will receive the allocation application form.	Allocation application forms due Tournament/Special Event application forms due	Medium user groups allocation meeting		Signed contracts due	

NOTE: Allocation steps are TIME SENSITIVE. Please ensure your contact information is up-to-date.

Tournaments and Special Events

Recreational Tournament/Special Event requests are accepted by the City of Edmonton from March to April for the upcoming September-June/August Season. By submitting an application form during this time, the event will have the advantage of being completed in advance. Any event conflicting with another will be brought to the GUC to determine which event will take precedence. Requests submitted after April will be reviewed once these events have been completed.

Selection criteria are as follows:

- Event sanction (International, National, Provincial, Inter-Provincial, Local, Recreational)
- Historical vs. New

The City of Edmonton, Edmonton Public School Board, Catholic School Board, Conseil Scolaire Centre-Nord, Suzuki Charter School and Aurora Charter School work closely together to complete these events. Events may also take place at selected City of Edmonton Recreation Centres.

Event fees are as follows:

	Adult (per hour)	Minor (per hour)
City of Edmonton Facility Gymnasiums (A/AA) Over 500m ²	\$94.35	\$47.20
Joint Use School Gymnasium A/AA - over 500m ² B - 400-500m ² C - 350-400m ² D - less than 350m ²	\$50.40	\$50.40

Minor: a minimum of 75% of participants must be under the age of 18

The Tournament/Special Event application form is accessible on the City of Edmonton website. An email may also be sent to gymbookings@edmonton.ca for a direct link to the form.

Gymnasium Allocation Categories

Based on a group's historical usage, they will be assigned to one of the groups below.

Large

Acquired 300+ hours during the previous season

Medium

Acquired 45-300 hours during the previous season

Small

Acquired 18-44 hours during the previous season



Gymnasium Allocation Meetings

Small, Medium and Large user groups will be receiving invitations to their respective allocation meeting. The City of Edmonton encourages each group to have a member or two to represent their organization to acquire additional gymnasiums on top of their rollovers and to utilize the allocation process.



User Responsibilities and Awareness

To maintain a positive relationship with the School Boards and schools, users must have a thorough understanding of their responsibilities and obligations. The following are the guidelines when using the facility:

- Facility doors will be opened (10) minutes before and re-locked (10) minutes after the commencement time on the license agreement. Should the group fail to report during this time, the date will be considered a “no show” on the license.
- Facility doors should never be propped open.
- Leave gym equipment, storage room and gym in a neat and tidy manner.
- All groups shall vacate the booked space no later than the end on their license agreement and vacate the facility no later than (10) minutes after the end time on the license agreement.
- No food or drink (water only) is permitted during activities without special permits. Glass bottles are not permitted
- Schools and school property are no smoking areas.
- Street shoes are not permitted in gymnasiums. All footwear should be clean, non-marking and soft soled.
- All participants must use approved indoor equipment for their activity.
- Limit activities to the area assigned to the group and restrict participants to these areas—hallways, stage area, classrooms, etc.

Licensee’s supervisor responsibilities are as follows:

- Upon arriving at the facility, the supervisor of the rental group must identify themselves to the facility staff on duty.
- Inspect the rental facility, change area, and washroom facilities for damage and safety hazards.

NOTE: Any damage and or safety issues must be reported to the facility staff on site or your group will be assessed repair costs. If the booking slot is divided for use by distinct groups/teams of the same organization, the subsequent supervisors will repeat the inspection.

The group responsible will be required to pay the cost of repairs within thirty (30) days of receipt of an invoice (normal wear and tear is accepted by the Facility). Failure to do so will result in immediate booking cancellation.

- The rental group supervisor is responsible for the conduct of the members of the group they are supervising; as such they are responsible to enforce all rules of the Facility and any instructions from Facility staff. Failure to do so will result in immediate booking cancellation.
- Supervise entrances and adjacent areas to prevent unauthorized persons from entering the building.

How do I book gym time?

New and former user groups may access the Gymnasium In-Season Request Form on the City of Edmonton website.

Allocated and new user groups must send their additional gymnasium requests in written form via email to gymbookings@edmonton.ca. We ask for each group to include their current license numbers in the email. Please note all school gymnasium rental requests require a minimum of 7 days' notice on a first come first serve basis.

Gymnasium availability is accessible on Move.Learn.Play located on the City of Edmonton website.

How do I cancel gym time?

All cancellation requests must be sent in written form via email to gymbookings@edmonton.ca.

Cancellation Policy:

- A group may terminate or reduce the Term of the License Agreement by providing the City written notice at least sixteen (16) days in advance of the date for termination, or reduction of the Term. The group shall receive a full or pro-rated refund of any fee for the part of the Term.
- If the group fails to provide the City with written notice at least sixteen (16) days in advance of the date of termination or reduction of the Term, the Booking Fee paid/due will be non-refundable.
- If no members of the group attend the booking, the rental booking will be considered a “no show” for which the rental booking fee will still apply. All “no show” and rental booking fees must be paid in full.
- Considerations will be given to cancellations due to inclement weather (i.e. severe snow storms) provided that the group notifies the booking agent by 12:00 noon of the day of the booking.
- To cancel your booking:
 - Fax: 780-577-3527
 - Email: gymbookings@edmonton.ca

What can I do if my gym booking was cancelled?

Send an email to gymbookings@edmonton.ca and indicate the school's name, time and explanation of what happened.

How do I find out more?

Phone: 780-442-4544

Email: gymbookings@edmonton.ca

website: www.edmonton.ca