



Nick Smith Centre  
77 James Street  
Arnprior, ON K7S 1C9

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[givory@arnprior.ca](mailto:givory@arnprior.ca)  
[www.arnprior.ca](http://www.arnprior.ca)

## Memo

**To:** Nick Smith Centre Facility Users  
**From:** Graeme Ivory, Director of Recreation  
**Date:** 10 October 2024  
**Subject:** Nick Smith Centre Facility Protocol

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The following information is outlined by the Director of Recreation to serve as a reminder of facility protocol for users of the Nick Smith Centre. While our Recreation Facility Use Policy (By-Law No: 7084-20) outlines the protocol for all town recreation facilities, the intention of this memo is to outline key areas of importance and safety.

### Dressing Rooms

- Access to dressing rooms is a minimum of 30 minutes to a maximum of 45 minutes prior to your scheduled ice time. Users are not to enter a room until the previous users have vacated it.
- Users must vacate their dressing room 25 minutes after the end of their scheduled ice time (when you leave the ice).
- If your group wishes to lock your room, you must sign a key out at the front office.
- Each rental period is assigned two dressing rooms for their rental.
- An alternate dressing room is available and we ask that teams require use of it advise us 36 hours in advance so that we can schedule use accordingly as this space supports both arenas and, on occasion, the pool. Please make this request to [recreation@arnprior.ca](mailto:recreation@arnprior.ca).
- Dressing Rooms should be left clean – void of tape, water/sports drink bottles, etc. If there is an incident, please report it to the front office or facility staff for support with clean-up.
- **Alcohol is prohibited inside the dressing rooms.**

### Benches & Bench Access

- Players are not permitted on the bench at any time while the Zamboni is on the ice. If this occurs, the Zamboni operator will suspend their flood and depart the ice surface. Any flooding delays will cut into the user's ice time.
- Coaching/bench staff are permitted, but bench doors must be closed and nothing can be placed on top of the boards during the flood.
- At the conclusion of your game/practice, please close all doors to/from the ice surface including bench doors. This supports the safety of everyone.
- DO NOT spit in the bench area.
- **Alcohol is prohibited on the benches.**



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### Zamboni Area

- The Zamboni pad is always off limits and is not an access point between the two arenas.
- Gates are put in place when the Zamboni is flooding. Access through these gates is prohibited while flooding is occurring. Users must walk around or wait for the gates to be re-opened to gain bench access from this route.

### Mini Board Setup/Removal

- When mini boards are in use, their setup and tear down must be factored into the scheduled ice time.
- If boards are being moved between games for flooding and then reassembled, this should be communicated with the Zamboni driver prior to the flood who will advise of the appropriate arrangements for everyone's safety.
- Anyone that is on the ice requires a helmet, no exceptions.

### Net Pegs

- For minor hockey groups, net pegging begins at U9 with ½" steel pegs used for U9-U15. For minor ringette groups, net pegging begins at U14 with ½" steel pegs used for U14-U18.
- ¾" depth anchor pegs are used for U18, high school and Junior A / Junior B.
- User groups wanting to use anchor pegs, if not already permitted, must submit a formal request to the Director of Recreation and receive approval in writing.

### General Facility Use Reminders

- Children under the age of 12 must be supervised by an adult at all times.
- Hockey/Ringette is for on the ice, not in the hallways, lobby, dressing rooms or other public areas.
- Smoking/Vaping is prohibited at the Nick Smith Centre and its grounds. This includes all entrances, sidewalks and the parking lot.
- **Outside alcohol is prohibited inside the Nick Smith Centre – this includes dressing rooms, benches, hallways and stands. Alcohol is also prohibited in the parking lot. Alcohol can only be consumed when sold under the Town of Arnprior's liquor licence in the appropriate areas.**
- The Town of Arnprior has Zero tolerance for Violence, Aggressive Behaviour and/or Coarse Language.
- Any incidents (injury, theft, vandalism, aggressive behaviour, etc) should be reported to Town staff (Facility Operator or Front Desk Staff) and an incident report should be completed.

• **WHERE THE RIVERS MEET** •



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### **General Facility Use Reminders (Cont'd)**

- The Nick Smith Centre Parking Lot is monitored by By-Law, especially during major events and tournaments. Please park in designated areas and follow all posted signage.

### **Health & Safety**

- While most users groups require coaches to wear helmets when on-ice, the Town of Arnprior strongly encourages the use of helmets and other protective equipment when participating in all on-ice activities. It is mandatory that any user 12-and-under must wear a helmet when on ice.
- Defibrillators (AEDs) are located in each arena (next to the double-doors to the dressing room). AEDs are also located in the Pool Office and Community Hall.
- User groups are encouraged to provide their own first-aid kits, however first-aid kits are accessible at the Front Office, Pool Office or by contacting facility staff.
- In the event of an emergency where 9-1-1 has been called, please notify facility staff immediately for support.

### **Primary Facility Contracts**

- Director of Recreation: Graeme Ivory – [givory@arnprior.ca](mailto:givory@arnprior.ca)
- Recreation Administrator: Hazel Power – [hpower@arnprior.ca](mailto:hpower@arnprior.ca)
- General Email – [recreation@arnprior.ca](mailto:recreation@arnprior.ca)

Please advise me if you have questions about the contents of this memo.

A reminder that the Nick Smith Centre Revitalization Project will commence in February 2025. Stay up to date on this project at [www.Arnrior.ca/engage](http://www.Arnrior.ca/engage).

Wishing everyone a successful, memorable and safe 2024-2025 season.

Thanks,

A handwritten signature in black ink, appearing to be "G. Ivory", written over a light blue horizontal line.

Graeme Ivory  
Director of Recreation