



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:** 2 October 2023  
**Subject:** 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 and parks, the intention of this memo is to outline key areas of importance and safety.

### Dressing Rooms

- Access to dressing rooms is 35 minutes prior to your scheduled ice time.
- Users must vacate their dressing room 25 minutes after your scheduled ice time.
- This season, dressing rooms will be left open for users to access. 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.

\*\*\* Please note that should we have issues with groups accessing dressing rooms ahead of the 35-minute period, we will revert back to last years procedure of rooms being locked and keyed access being controlled at the front office.

### 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.



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### **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.

### **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 who will advise of the appropriate arrangements.
- 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 group wanting to use anchor pegs, if not already permitted, must submit a formal request to the Director of Recreation and receive approval in writing.

### **Ice Cancellation**

- A reminder that the user will be charged for any ice cancelled within two weeks or less of their scheduled game/practice or within four weeks or less of their scheduled tournament. The ice cancellation form must be completed and emailed to the Recreation Administrator.

### **General Facility Use Reminders**

- Children under the age of 12 must be supervised by an adult at all times.
- Smoking/Vaping is prohibited at the Nick Smith Centre and its grounds. This includes all entrances, sidewalks and the parking lot.
- The Town of Arnprior has Zero tolerance for Violence, Aggressive Behaviour and/or Coarse Language.

• WHERE THE RIVERS MEET •



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### **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.

Wishing everyone a successful, memorable and safe 2023-2024 season.

Thanks,

Graeme Ivory  
Director of Recreation