

# GYMNASIUM ALLOCATION USERS GUIDE



2016/17

## How to use this guide

The following information is a resource designed to give users an understanding of the City of Edmonton's Gymnasium Booking model, as well as some of the history behind the evolution of the model.

Additional resources can be found on-line at [www.edmonton.ca](http://www.edmonton.ca)

# Gymnasium Allocation Users Guide

## BACKGROUND INFORMATION

### Fair and Equitable Model for Allocation

The allowance for groups requesting time in City and School gymnasiums is 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).

The fair and equitable allocation process is used to determine how gymnasium booking time at City and joint use school facilities is 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.

**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.

### User Engagement

Integral to the fair and equitable allocation process, is that users are actively involved in the design and ongoing review and refinement of how time and facilities are allocated between them. For example user engagement occurs primarily through the:

- 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 to 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 in Edmonton. These standards are based on review of national guidelines, historical usage and the recommendations from the Gymnasium User Committee. The standards are set by activity, and then approved by the GUC. These standards are reviewed on an annual basis. Factors such as number of players, minimum space and time requirements, and practice needs by specific sport type are identified, as illustrated in the following table:

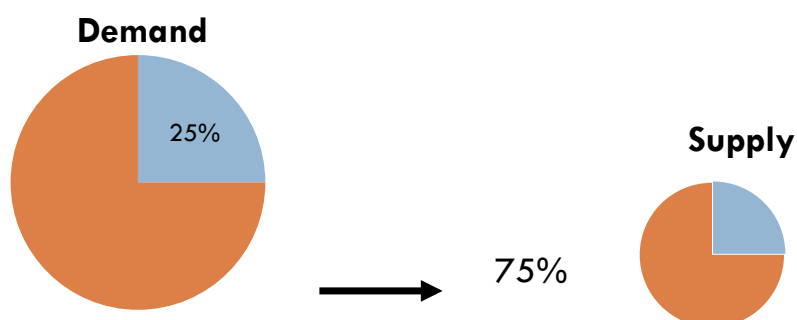
EXAMPLE OF STANDARDS	Gym Games	Gym Practice	# of Games	# of Practices	Practice Length	Game Length
Basketball - Adult Competitive	AA, A	B, C	27	27	1.5 hrs.	1.5 hrs.
Volleyball - Youth Recreation	A,B	C,D	1 /wk per Team	1 /wk per Team	1.5 hrs.	1.5 hrs.

### 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 standard 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 to find the percentage share of all supply categories. This then represents each sport type's fair and equitable share of available time as per the following illustration.



### Allocation of Time

The Gymnasium User Committee allocates gym time in accordance with their established allocation rules, strategies and conflict resolution processes. For example, due to increases in applications, the committee may identify that all gym rental groups be allowed to protect only 50% percent of their previous year's rental time slots in an effort to balance historic usage with providing equitable opportunities for all users to access previously unavailable time slots. All interested rental groups would then have the opportunity to attend an open and transparent process to bid on available time slots though a pre-established point system based on ranking criteria. The supply is divided between the small, medium and large user groups in advance of allocation based on entitlement.

## Gymnasium User Committee (GUC)

To standardize the consultation and working relation between facility users and the City; the City established the Gymnasium Users Committee to oversee the allocation of gymnasiums and to act as an advisory committee to the City in all matters pertaining to gymnasium delivery system.

The general purpose of the Gymnasium Users Committee is to:

- Oversee the allocation of gymnasiums to Edmonton residents.
- To act as an advisory committee to the City in all matters relating to gymnasium delivery system in Edmonton.

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

- To ensure that allocation of gymnasium time by the gymnasium allocation committee 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 consists of:

- non-voting department representative
- two representatives from each sport of Basketball, Volleyball, Indoor Soccer, and Badminton
- one representative representing each of Guides, Scouts, and Cadets
- one representative representing each sport of Martial Arts
- one representative representing community leagues
- one representative representing performing arts
- one representative representing Multi Sport Group
- Four members at large not from a activity mentioned above
- chairperson from each allocation Committee (3)
- one non-voting representative from the Edmonton Sport Council

Committee members elect a chair and vice chair who sit for a two year term. Committee members may have one alternate should they not be able to attend a meeting.



## Booking process and Timelines

### Application for School and City Gymnasiums

The process for booking gyms begins in the spring. In May, you will be asked to complete a “Gymnasium Allocation Application” which is submitted to the City of Edmonton, Facility Booking Office. This document asks for the number of teams/participants in the previous year.

#### 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,
- be covered by the City of Edmonton’s insurance.
- generally have a minimum of 75% City of Edmonton residents.
- generally have a minimum of 12 participants per booking.

Information will be offered in May at the Gym User Committee Annual General Meeting. This forum will be your best opportunity to discover how the allocation process works and meet with City Staff and members of the gym user committee to learn more about this process.

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

### Tournaments and Special Events

Time requests for School and City of Edmonton Gymnasiums are made throughout the month of May for the upcoming September-August season. The advantage of having your request for a tournament or special event in before the yearly deadline is that approved tournaments take precedence over regular bookings and efforts will be made to access specific times for your requests. Tournaments and Special Event requests are reviewed on an annual basis by the GUC. The GUC decides which tournaments and special events will be allowed in any given year. After the deadline of May 31 applications are no longer accepted. You may request time for any booking, including tournaments and special events from the remaining availability. Remaining availability will be opened up once all allocated time and special events and tournaments are processed, typically in mid-September.

Selection criteria include:

- Magnitude of event (International, National, Inter-Provincial, etc)
- Facilities available for your sport or activity
- Number of gyms requested

The GUC's ability to grant tournament requests is heavily reliant on the Joint Use time available to user groups from the school boards. If the school boards make time available over the weekends, the regular Joint Use fees apply (regular rate depending on the size of gym you are booking. In the case of additional availability requested and made available by schools (this is often the case to accommodate tournaments, special events) the rate of \$50.40 hour will be charged (minimum 3 hour bookings). As City of Edmonton gymnasiums balance the demand for programs, drop-in and rental use, special event and tournaments will only be granted in select facilities within the existing rental availability.

The tournament application can be found online at [www.edmonton.ca](http://www.edmonton.ca)

**It is VERY IMPORTANT that your group is represented at the Large, Medium, or Small category Gymnasium Group Allocation Meeting.**

### Gymnasium Allocation Categories

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

#### Gymnasium Allocation Categories

##### Large / City Wide Groups

- Sub category 1 - City Wide groups using over 700 hours in a season
- Sub category 2 - Quadrant groups using over 300 hours in a season

##### Medium / Quadrant Groups

- Groups booking two or more gym dates per week for 15 weeks or more and 45 or more hours per season
- Minor groups and mobility challenged groups get priority booking for location

##### Small / Seasonal Groups

- Groups booking regular weekly bookings more than 12 times per season and 18 or more hours per season
- Minor groups and mobility challenged groups get priority booking for location





### Gymnasium Allocation Meetings

Formal invitation to the Small, Medium or Large Group Gymnasium allocation meetings will be sent to the email address we have on file for your group in June. This email will provide you with the date and location for your assigned allocation meeting.

**It is crucial for you or a member of your group to attend. If you are unable to attend the meeting please appoint an alternate representative.**

The following is a list of resources that will be sent to you via email so that you are well prepared when you attend your allocation meeting:

- Chart of Availability with eligible rollover times
- A list of schools not offering Joint Use time in the upcoming school year
- Your entitlement
- The rollover sheet

### What Happens at the Allocation Meetings?

Please note that allocation processes are subject to change based on Gym User Committee feedback and with changes in availability and user demand.

#### Large User Group Allocation Meetings

The meeting format for Large User Groups is as follows:

1. The facilitator will give a brief overview of the allocation process.
2. If there is no conflicting request and the time is available, you will be awarded the time. Adult bookings must end at the end of an available time slot and minor groups must start at 6:00pm or the earliest available time slot after that. If at the completion of the allocation process for all groups (large, medium and small) the earlier/later time slot is available, you may request your time be adjusted.
3. If there is a conflict, the group that is the farthest from their entitlement of time will be awarded the slot. If both groups are equal distance from their entitlement of time, the historical user will be awarded the time slot.

#### Medium User Group Allocation Meetings

The meeting format for Medium User Groups is as follows:

1. The facilitator will give a brief overview of the allocation process
2. Groups who have sufficient time in their roll over can confirm this with the bookings staff in attendance and leave
3. All remaining minor groups will have their names put in a hat and randomly drawn to book additional times. If no other groups are interested in the time it will be awarded to the group. If more than one group is interested, conflicts will be resolved as follows:
  - a. If only one day available at a school, the minor group will take precedence
  - b. If both groups are either minor or adult, groups are asked to negotiate between themselves to come to an agreeable solution. If this can't be accomplished, both groups will draw from a full deck of cards and the high card wins the conflict
4. All remaining adult groups will have their names put in a hat and randomly drawn to book additional time. If no other groups are interested in the time it will be awarded to the group. If more than one group is interested, conflicts will be resolved as follows:

- Groups are asked to negotiate between themselves to come to an agreeable solution. If this can't be accomplished, both groups will draw from a complete deck of cards and the high card wins the conflict.

**No single group can start or end their time in the middle of an available time slot.  
Adult bookings must end at the end of an available time slot and minor groups must start at 6:00pm or the earliest available time slot after that.**

### Small User Group Allocation Meetings

The meeting format for Small User Groups is as follows:

- Gym users sign in and proceed to the tables representing their desired area of the city
- The facilitator will give a brief overview of the allocation process
- Gym users will indicate their first choice of gym location, day of week, and time
  - When two or more users are interested in the same slot, the gym will go to the historical user of the space on the given day and time
  - The next tie breaker will be by a draw of cards
  - Youth groups will be given preference over adult groups with respect to location, and in the case of multiple time slots, will be given preference for the earlier slot on weekday evenings.  
**Minor groups will automatically get precedence for the actual location. They do not receive precedence for the day of week or time of day.**
- The group not awarded their first choice of time will then have the opportunity to indicate a second choice.
- The process will continue until all groups have picked up the time they require

## User responsibilities and awareness

Educate your users about their responsibilities and obligations to maintain a positive relationship with the school. These include such things as using equipment only as directed, returning benches to where they are found, making sure to leave wet footwear on mats, supervising children in the gym and the hallways, etc.

- 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.
- 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. are off limits)



## How do I book more gym time?

All bookings and enquiries are requested at [gymbookings@edmonton.ca](mailto:gymbookings@edmonton.ca) . Always include your license number.

## How do I cancel gym time?

Cancellations are sent to [gymbookings@edmonton.ca](mailto:gymbookings@edmonton.ca) and must be sent a minimum of 16 days in advance to avoid penalties.

## How do I find out more?

Please call the gymnasium booking unit at 780-442-4544 or email [gymbookings@edmonton.ca](mailto:gymbookings@edmonton.ca) Additional resources including application forms can be found on our website at [www.edmonton.ca](http://www.edmonton.ca)