



Hamilton

Community Services,  
Recreation Division

## Memorandum

**Date:** November 6, 2013  
**To:** City of Hamilton Ice Users  
**From:** Brad Walker: Supervisor, Sport Policy and Development  
**CC:** Supervisors Arena Operations, Sport Development Specialists  
**Subject:** Off-ice Warm-ups, Safety of Patrons, and Accident/Injury Reports

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Dear Ice Users within the City of Hamilton,

We hope that you are all having a great fall season! The City of Hamilton Recreation Staff would like to communicate a few important reminders to all of the Ice User Groups that use the City of Hamilton Arenas. The three areas of concern are:

1. Warming up in the Lobby or in Common Areas
2. Horseplay and Running through the Arena
3. Reporting Accidents/Injuries

### **1. Warming up in the Lobby or in Common Areas**

Due to safety concerns, facility users are not permitted under any circumstances to use common areas (ie.lobby, etc.) for off-ice warm-ups. Pre-game warm-ups impede access through the facility and distract or interfere with on-ice activities. The City of Hamilton is committed to providing a safe and enjoyable environment for not only the participants on the ice, but also for spectators and patrons that are within the building.

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## **2. Horseplay and Running through the Arena**

Horseplay within City of Hamilton Arenas is forbidden. Examples of prohibited activities include, but are not limited to: Running in hallways/lobbies/stands/stairwells, climbing railings, shooting and throwing balls/pucks, and playing mini sticks. Participating in these types of prohibited activities compromises the safety and well-being of the public will not be tolerated.

## **3. Reporting Accidents/Injuries**

As an Ice User within the City of Hamilton, please be reminded that should an injury or accident occur on-ice or off-ice, it is important that the accident/injury is reported immediately to the City of Hamilton Arena Staff member on-duty. While injuries and accidents are typically reported to a group's governing body, organization, trainer, coach, volunteer, or parent, it is crucial that injuries and accidents are also reported and logged with the City of Hamilton Arena Staff.

**It is important for Ice User Groups to communicate the above information to out of town teams/groups/organizations that are using City of Hamilton Arenas.** Whether it is an exhibition game, league game, playoff game, practice, competition, tournament, etc., it is vital that all out of town groups are well informed. If Ice User groups can distribute this memo to those out of town teams/groups/organizations that are involved, it would be greatly appreciated. It is also encouraged that this memo be distributed within tournament/competition packages to those who are hosting tournaments or competitions.

Thank you for your attention and cooperation in addressing these matters with your league/group/organization. For more information or for questions on any of the above, please talk to Arena Staff on duty or the City of Hamilton Recreation Department.

Kind regards,

Brad Walker  
Supervisor, Sport Policy and Development