

# APPENDIX A

## THE CORPORATION OF THE CITY OF WINDSOR

### POLICY

Service Area:		Policy No.:	
Department:	<b>Recreation and Culture</b>	Approval Date:	
Division:	Arenas	Approved By:	
		Effective Date:	
Subject:	<b>Ice Allocation Policy</b>	Procedure Ref.:	Yes
Review Date:	<b>June 2020</b>	Pages:	Replaces:
Prepared By:	Ray Mensour – Manager of Arenas		Date:

#### 1. POLICY

1.1 This policy is to ensure the fair distribution of ice time amongst users of the City of Windsor Arenas.

#### 2. PURPOSE

2.1 The goal of the policy is to establish a process for the development of guidelines and formulas that would determine the priority and amount of prime ice hours each group would receive for a season.

#### 3. SCOPE

3.1 This policy applies to all City of Windsor Arena ice users.

3.2 This policy will not apply to prime ice hours under the following circumstances:

- Agreements which have prime ice hour commitments (i.e. Windsor Spitfires, Windsor Express, University of Windsor, etc...)
- Council approved Major Events which have prime ice hour commitments (i.e. FINA, CARHA, etc...)

#### 4. RESPONSIBILITY

- 4.1 The CAO will support the Ice Allocation Policy and its implementation.
- 4.2 The Community Development and Health Commissioner or designate will support the Ice Allocation Policy and render a decision in the event of any disputes that cannot be resolved by the Executive Director of Recreation and Culture.
- 4.3 The Executive Director of Recreation and Culture:
  - 4.3.1 Is responsible to direct a review of this policy annually.
  - 4.3.2 Shall carry out the role as decision maker under this policy in good faith and in a timely and expeditious manner.
  - 4.3.3 Shall mediate any disputes regarding its implementation, should any arise.
- 4.4 The Manager of Arenas:
  - 4.4.1 Is responsible for meeting with the Ice Allocation Association Members semi-annually to review, clarify and update the Ice Allocation guidelines.
  - 4.4.2 On an annual basis in August, the Manager ensures the Ice Allocation process occurs and ice time is allocated to each association for the upcoming season. Following the meeting, the manager ensures that the final permits are sent to all users.
  - 4.4.3 Will be responsible for implementing the policy and providing suggestions in revising the guidelines as required.
- 4.5 The Manager of Arenas and Supervisors of each arena shall ensure that all employees who are directly involved with ice bookings are aware of this policy.
- 4.6 Employees are expected to adhere to the policy.

## 5. **GOVERNING RULES AND REGULATIONS**

### **5.1 ICE ALLOCATION MEMBERS**

The City of Windsor's Ice Allocation Association is comprised of the City of Windsor Manager of Arenas and a representative from each group of ice users that rent a minimum of 5 hours of ice per week. The groups that chose to be part of the Ice Allocation Members in conjunction with the City of Windsor developed the Ice Allocation Guidelines which govern this policy.

### **5.2 ICE ALLOCATION FORMULA**

The primary rule in ice allocation is that each group will receive the ice times they had the previous year providing their registration numbers or number of teams does not decrease.

To ensure fairness a formula factor was developed and agreed upon by the Ice Allocation Association Members for each type of ice user group (i.e. House league, Travel, Non-Competitive Skater, Power Skater, etc...) that determines the minimum amount of ice time that should be allotted to each user group.

6. **RECORDS, FORMS AND ATTACHMENTS**

- 6.1 Ice permits will be filed and retained by the Arenas Division.
- 6.2 Ice Allocation Guidelines

# APPENDIX B

## City of Windsor - Ice Allocation Guidelines

Updated: June 4, 2015

### OBJECTIVE

To develop an ice allocation policy that ensures the fair distribution of ice time amongst all user groups and to increase the prime time ice usage across the City of Windsor arenas.

### DEFINITIONS OF HOURS

- 1 a) **Non-Prime Time** is considered to be:  
**Weekdays - Monday to Friday from 9:00 a.m. to 5:00 p.m.**  
**Weekends – N/A**
- b) **Prime Time** is considered to be:  
**Weekdays - Monday to Friday from 5:00pm to 9:00 a.m.**  
**Weekends – All hours**
2. For the purposes of ice allocation, the following categories will apply:  
Youth - a person 18 years of age and under  
Adult - a person 19 years of age and over
3. Fall and Winter Ice Time is considered to be:  
From September (after Labour Day) to the (last Sunday) in March

### ICE ALLOCATION MEMBERS

4. The City of Windsor's Ice Allocation Committee is comprised of the following groups that rent a minimum of 5 hours of ice per week:

BCB - (Border City Brawlers)  
LCBGW – (League Canadian Ballon Glace Windsor)  
RFSC - (Riverside Figure Skating Club)  
RMHA - (Riverside Minor Hockey Association)  
SPFHA - (Sun Parlour Female Hockey Association)  
SWFSC - (South Windsor Figure Skating Club)  
SWWHA - (South West Wildcats Hockey Association)  
U of W - (University of Windsor)  
WFSC - (Windsor Figure Skating Club)  
WMHA - (Windsor Minor Hockey Association)  
Seniors Group - (Bendo Blazers)

5. Each Association is entitled to have two representatives attend committee meetings; however, each Association will have only one spokesperson and one vote.

### MEETING DATES and REGISTRATION DEADLINES

- 6a) Registration forms will be sent from the City to the Ice Allocation group by the last Wednesday in July;
- b) Registration numbers or the number of teams from each Association is to be submitted to the City by the first Wednesday in August;
- c) If an Association refuses to submit registration numbers or the number of teams by the first Wednesday in August, the Association's allocation of ice time for the upcoming season will be calculated as follows:  
Previous Season's Actual Ice Usage minus 20%;
- d) The City will compare the Actual Prime Hours used the previous season to the Required Hours for the upcoming season (based on the ice allocation formula) to determine whether an Association will return or pickup ice time by the second Monday in August;
- e) The Associations that must return prime ice time are to advise the City of **which hours they will be returning** by the second Wednesday in August;
- f) The City will advise the Ice Allocation group what hours are available for pick up by the third Monday in August;
- g) The annual Ice Allocation meeting, where groups will be able to pick up ice time will be held on the third Wednesday in August;
- h) The final logs will be sent to the Associations on the fourth Wednesday in August;
- i) The annual meeting to finalize the Tournaments/Events schedule for the upcoming season will occur on the last Wednesday in May.

### ICE ALLOCATION FORMULA

7. The prevailing rule in ice allocation is that each group will receive the ice times they had the previous year provided their registration numbers or number of teams does not decrease. As a result, an ice allocation formula needs to be developed to monitor the increase and decrease of registration numbers or number of teams by an Association from one season to the next.

The ice allocation formula will be based on the upcoming season's registration numbers or number of teams to determine each group's allotted number of prime hours per week. The formula number is then compared to the previous season's actual ice usage to determine if an Association's allocation of ice should increase or decrease.

8a) The formula for **Figure Skating and other individual sports** is as follows:

**Non-competitive Skater formula factor is 0.024**

**Power Skater formula factor is 0.04**

**Competitive Skater formula factor is 0.25**

Example:

100 Non-competitive skaters x <b>0.02</b>	= 2	hours / week
50 Power skaters x <b>0.04</b>	= 2	hours / week
50 Competitive skaters x <b>0.25</b>	= 12.5	hours / week
<b>Total Hours Allotted to Association</b>	= 16.5	hours / week

b) The formula for **Hockey and other team sports** is as follows:

**Non-competitive Skater (Tykes) formula factor is 0.024**

**Non-competitive Team formula factor is 1.14**

**Competitive Team formula factor is 3.36**

Example:

50 House league teams x <b>1.10</b>	= 55	hours / week
5 Travel teams x <b>3.25</b>	= 16.25	hours / week
100 Non-competitive skaters in Tykes x <b>0.02</b>	= 2	hours / week
<b>Total Hours Allotted to Association</b>	= 73.25	hours / week

c) If the total hours required by all Associations exceeds the total hours available, the formula below will be used to determine the percentage to be allotted.

$$\frac{\text{HOURS AVAILABLE}}{\text{HOURS REQUIRED}} = \text{PERCENTAGE OF ICE} \times \text{HOURS REQUIRED} = \text{REVISED ALLOTMENT TO EACH ASSOC.}$$

## NON PRIME ALLOCATION HOURS

9. Non Prime ice time hours used by an Association will be offered to the same Association at the same arena the following season and will not be included as part of the ice allocation process.

## ICE ALLOCATION PROCESS

10. Based on the above formula, the hours deemed required will be compared to the previous year's used hours. The difference (will be rounded upward to the nearest 0.5 hour) will determine whether the allocated ice time hours will increase or decrease which will result in either Returning Ice Time or Adding Ice Time.

### RETURNING ICE TIME

- 11a) The return of prime, allocated ice time will begin with the minor sport group that has the greatest decrease in hours from the previous season, continuing in ascending order. In the event that two or more groups have the same decrease, the group with the lowest registration numbers will go first.
- b) If an Association is only required to return 30 minutes of allocated ice time according to the formula, these 30 minutes must be returned next to a block of available ice time to allow these 30 minutes to be sold in a one hour block. If this is not possible, the Association will be required to keep the ice time.
- c) When ice time is being returned, it must be stated in the following order:
  - i) Name of Arena
  - ii) Day of Week
  - iii) Time (i.e. 5:00 p.m. to 6:30 p.m.)

### ADDING ICE TIME

- 12a) The selection of allocated ice time will begin with the minor sport group that has the highest increase in hours based on the formula, continuing in descending order. In the event that two or more groups have the same increase, the group with the highest registration numbers will go first. Each group, rotating in turn, will select a maximum of 1.5 hours of ice time.
- b) After 12a), the selection of additional allocated ice time will begin with the minor sport group that requires the highest number of formula hours to support its program. In the event that two or more groups have the same increase, the group with the highest registration numbers will go first. Each group, rotating in turn, will select 1.5 hours of ice time.
- c) When ice time is being picked up, it must be stated in the following order:
  - i) Name of Arena
  - ii) Day of Week
  - iii) Time (i.e. 5:00 p.m. to 6:30 p.m.)
- d) Anytime someone is requesting ice time when an arena is regularly closed, the group shall pay the prime rate as well as associated overtime costs. (i.e. Monday

morning at 6:30am) The only exception will be when Events/Tournaments are occurring and the rental hours exceed the regularly weekly scheduled bookings.

- e) When the formula allows your Association to only pickup 30 minutes of ice time, it must be picked up before or after an existing block of your Association's season ice. Furthermore, when adding ice it cannot create a 30 minute block as it cannot be used by another group.
- f) Once the adding of ice is completed, the City in consultation with the user group will make the necessary changes (moving groups up or down by 30 minutes) to make the operation more efficient. These changes will be reflected on the contracts sent out to the user groups after the annual ice allocation meeting.

## CANCELLATIONS

- 13a) Cancellation or changes to season ice time will not be permitted after the Ice Allocation Meeting (second Wednesday of August of each year). However, severe weather or governing body decision cancellations will be approved by the Manager of Arenas on case by case basis.
  - b) After the Ice Allocation meeting, specific dates (blocks) within a season ice time (including Stat Holidays and Christmas School Break) that will not be required will be permitted to be returned but must be received prior to August 31<sup>st</sup> of each year. A maximum of 5 dates per ice block will be accepted (excluding Stat Holidays and Christmas Break).
  - c) Season ice time cancellations due to playoff eliminations will be permitted without a penalty after March 1.
  - d) All requests for season ice cancellations must be forwarded to the WFCU Centre Recreation Centre Clerk.
- 14a) Allocated season ice time not required by an Association is to be returned to the City of Windsor prior to the Ice Allocation Meeting. The City will reallocate this ice time based on registration numbers. The return of season ice will not be permitted after the Ice Allocation Meeting. A \$20.00 administration fee will apply to any changes made to any facility permit/contract after August 31<sup>st</sup>.
  - b) Subletting, reselling, donating or renting ice time for another group is not permitted. The name on the contract must be the group on the ice. User groups may trade allocated ice time in advance as long as the City receives written confirmation of the trade and the City is able to re-issue contracts to each group prior to using the ice.



- c) The transfer of ice will be permitted if the following conditions are met:
  - (i) The Permit Holder submits a written request to WFCU Centre Recreation Centre Clerk 3 days prior to the date of the proposed transfer of ice time, specifying the name and contact information of the proposed Transferee and date and times of the proposed ice use.
  - (ii) The transferee provides to the City PRIOR to the scheduled ice time, a signed Facility Use Permit, the necessary certificate of insurance and payment of the applicable fees. The Permit Holder MAY NOT authorize other persons or organizations to use its ice time. Fees paid by the Permit Holder for ice time will be refunded, credited to future billings or otherwise adjusted as the case may be where the City consents to the transfer of ice time, as determined by the City. Fees for ice time not transferred or not transferred in accordance with this protocol will be the responsibility of the Permit Holder.
- d) With the approval of the City of Windsor, substitution of a season ice block is permitted for a later date if a minimum of 14 days is available to market the returned ice. Only one substitution per block of ice will be permitted per season.
- e) All season ice time trades between Associations are permanent and must be submitted to the City of Windsor no later than August 31<sup>st</sup>.

### **ASSIGNED ICE TIME**

- 15a) University Hockey and South West Wildcats will be assigned their past game and practice ice times. These teams are not to be included in the ice allocation process and their regular season schedules will take precedence over the season ice users. Their schedules are to be shared with the affected users prior to June 1<sup>st</sup> of every year for their review and planning process.
- b) These groups will be the only groups that can pre-empt other users during the playoffs due to travel requirements. Prior to the playoffs beginning, these groups will be given date(s) that are unavailable by the Arena Supervisor which must be honoured.
- c)
  - i) Using the previous seasons Event/Tournament dates, these groups agree that home games cannot be scheduled during Event/Tournament weekends.
  - ii) Any tournament/event that is at least 3 days long and is booked at South Windsor Arena in February or March will be required to provide 3.5 hours to the University of Windsor Varsity team if required for a playoff game.

- (d) If assigned ice time is to be returned, the earliest prime ice time possible must be returned and will be offered based on the ice allocation formula.
- 16a) During playoff time, events/tournaments will take precedence over University Hockey and South West Wildcats games and practice, provided the event does not exceed 3 days;
- b) Using the time of day clock, at the end of a booking block of ice, the horn will sound and ice resurfacing will begin immediately, regardless of how much playing time remains on the score clock.

The only exceptions to this procedure will be:

- i) University of Windsor games, OWHA playoffs/playdowns and OMHA playdowns;
- ii) If an Association has a block of ice which will only be used by their teams, the above Ice Resurfacing procedure may be waived upon request by the President/Designate or by providing a flood schedule;
- c) Ice times must be for a minimum of one hour and will conclude 10 minutes prior to the end booking time on your contract. In other words, the 10 minutes allotted for ice resurfacing belongs to the City and does not belong to the ice booking.
- d) Ice Bookings Times will begin as follows:
  - Rink A - :15 or :45 (WFCU AM800)
  - Rink B - :00 or :30 (WFCU Green Shield)
  - Rink C - :15 or :45 (WFCU Grenon)
  - Rink D - :00 or :30 (WFCU Main Bowl)
- e) If a Rink Attendant deems the ice to be unsafe at any time, a flood and/or ice maintenance will occur immediately.

## ICE TIME APPLICATIONS

- 17a) All new applications for events/tournaments must be received in writing by May 15<sup>th</sup> of each year. Verbal requests will not be accepted. These contracts must be signed before June 1<sup>st</sup> of each year to be confirmed.
- b) Requests to extend the operation of an arena will only be considered if the requested time is consecutive with the existing opening or closing date and is based on a minimum of 40 hours/week per ice pad. Furthermore, it must not conflict with existing non-ice users.

## EVENTS/TOURNAMENTS

18. a) i) An event is considered to be an arena activity that is hosted outside of a group's regular ice time for:
- minimum of 8 hours or more;
  - weekends only (Friday-Sunday)
  - maximum of 2 events per month
  - maximum number of tournament doesn't exceed operating months
  - month of April is excluded from the totals (most users are done for the season )
- ii) Notwithstanding, 18.a.i. Events approved by City Council will occur regardless of the number of events occurring that month or in a year.
- iii) **If an arena is not available for a period of more than 7 days during the ice season due to a Major Event, the following steps will be taken at all the remaining arenas to ensure the fair distribution of ice amongst the Minor Sports Associations who rent season ice:**
- 1. All regular adult users will lose their prime hours at the remaining arenas to accommodate the Minor groups who lost their prime ice hours due to the major event.**
  - 2. All regular Minor Associations with 5 hours or less will lose all of their prime hours at the remaining arenas.**
  - 3. Public Skating sessions at the remaining arenas during prime hours will be cancelled to accommodate the Minor groups who lost their prime ice hours due to the event.**
  - 4. The balance of the hours required to accommodate the displaced Minor groups who have season ice hours will be realized by requiring that all Minor Sports group return a specific percentage of their season ice at the remaining arenas. The percentage will be based on the number of arenas/hours that are displaced. This will ensure that all Minor Groups lose the same percentage of ice time.**
- b) Events will be scheduled based on the previous year's usage. Event Permits with dates and times will be sent out by May 31<sup>st</sup> and are required to be signed and returned by June 30<sup>th</sup>;
- c) Modifications to event requests must be submitted, in writing, before May 15<sup>th</sup>;
- d) Event hosts must use their regular scheduled ice time as part of the event ice. This is to ensure that groups do not apply for event time without pre-empting their own ice time;

- e) Event cancellations must be received 30 days in advance and the event host Association must pick up their allocated ice time made available by this cancellation;
- f) Final event schedules must be received, in writing, 14 days before the first booking for an event. Please format the tournament schedule to ensure it can be printed on letter or legal size paper. There will be no penalty for returning non prime ice time that is not traditionally booked, up to 48 hours in advance;
- g) Existing events can only add additional hours to their existing Arenas. Additional days or facilities will be subject to Section 18a). Furthermore, the addition of more events after the Ice Allocation meeting is not permitted unless the affected groups agree to a trade of ice times.
- h) A new tournament may be added after the Ice Allocation meeting if no group is being displaced (i.e. opening an Arena early and booking a minimum of 40 hours). Trading of ice time between Associations to create a tournament is permitted.
- i) Event organizers must book an additional hour of ice time/ice rink to ensure there is sufficient ice time to allow for delays in the event (i.e. overtime, injuries etc.). Ice time delays or extensions that affect other bookings will be charged back to the event organizer. All events that exceed their booking time will be required to add that additional time the following year.
- j) To ensure the same arenas and times are allocated on a yearly basis; the event weekend cannot change (i.e. Easter). If an event host is requesting a change of dates, the request will be reviewed after all existing events are approved.
- k) Events will not be permitted in the month of September as this ice time is vital to every Association.
- l) It is recommended that organizers not use the WFCU Centre main bowl when planning a Tournament as Concerts/Spitfires/Express have priority for their Regular Season and Playoff schedules in the WFCU Centre main bowl and all other users are subject to be bumped at any time.

## TRYOUT ICE TIME

- 19 a) Tryout ice time is to be issued based on the previous year. Any additional time is to be obtained through a request from the Association to the City. Ice time will be granted based on availability and the order in which the request was received;
- b) Dry-Land Training is not permitted within the City of Windsor Arenas but static stretching is permitted near your ice pad area as long as it is not disruptive to any other facility user.

## HALL, MEETING and TABLE RENTALS

- 20a) A signed facility agreement must be received prior to the usage of any hall or meeting room;
- b) Fees will apply for renting halls and meeting rooms in all instances;
- c) Each booking will be permitted to use one table at no charge for every one hour ice rental. When a group is hosting a tournament five (5) tables will be provided by the City at no cost. Table set up must not obstruct fire egress.
- d) The City of Windsor shall have the sole and exclusive rights to the sale of food and beverages in the arena and property. Food and/or beverage vendors cannot distribute their product anywhere on Arena property without an agreement with the City or written consent from the Manager of Arenas or designate.

## PAYMENTS

- 21a) A non-profit Minor Association Group that has 90% of their total registrants as 18 years of age or younger will be charged the Youth rate for all ice bookings.
- b) Payments for ice time are as follows:
  - (i) **General Booking** – (includes managers and coaches)  
Fees are payable in full at the time of the reservation
  - (ii) **Regular Season Ice Bookings** – (Regular season user groups)  
Fees are payable in equal instalments; the first payment due the 1<sup>st</sup> day of the previous month in which the first use occurs. Post dated cheques

must be provided before the use of the ice. All outstanding balances will accumulate interest.

- (iii) **Ice Allocation Association Bookings** – (Associations)  
Fees will be invoiced monthly and payment is due at the end of each month for that month's usage. All outstanding balances will accumulate interest.

### **NON-ASSOCIATION ALLOCATION of ICE**

- 22a) Requests for ice time must be received in writing;
- b) Requests will be taken throughout the year however the previous year's user will be given priority;
- c) All requests received after September 1<sup>st</sup> will be granted based on availability and date and time received;

### **ISSUING PERMITS**

23. a) Facility Permits for the Regular Season will be issued after the Ice Allocation Meeting;
- b) Signed Facility Permits must be returned to the City before August 31<sup>st</sup> of each year.
- c) Permit holders and designate(s) must comply with the fire regulations. Failing to comply may result in a fine and/or cancellation. The permit holder or designate is responsible to ensure all of his/her group members evacuate the Arena immediately when an alarm sounds. The permit holder and designate(s) should be familiar with the fire evacuation plan for all applicable arenas.

## **LIABILITY INSURANCE for SEASON USERS**

- 24a) The Permit Holder shall maintain general liability insurance to the inclusive limit of not less than Two Million (\$2,000,000.00) Dollars per occurrence insuring all claims for damage to property, personal injury or death, or any other losses or damages, both direct or indirect;
- b) This policy must name "The Corporation of the City of Windsor" as additional insured;
- c) A certificate of insurance in the City's standard form, confirming these coverages shall be provided to the City prior to using the City facility;
- d) Neither the Permit Holder nor the Insurer shall cancel, materially change or allow the policy to lapse without 30 days prior written notice to the City;
- e) Associations must provide the City with a list of people approved to book ice time under the Association's name. This is for insurance purposes. Customers whose names do not appear on this list must obtain their own liability insurance.

## **OBSERVANCE of FACILITY RULES**

- 25. The Permit Holder is responsible for the conduct and supervision of all persons attending or participating in the permitted use and is to ensure that all regulations set out in the Permit are observed. The Permit Holder agrees to comply with any by-laws, policies, codes of behaviour and regulations imposed by the City of Windsor governing the use of the facility;
  - a) Vandalism, littering, abusive language or behaviour, or use of unlicensed alcohol in City facilities will not be tolerated;
  - b) Smoking is not permitted in any part of a City facility. Designated smoking areas must be observed;
  - c) The Permit Holder is responsible for any damages to City facilities that have been caused by any person attending or participating in the permitted use. Any such damage to the City's property will be the financial responsibility of the Permit Holder and all costs and expenses required to repair such damage to the facility will be paid to the City on demand;
  - d) Any charges for extra clean up required after the use of a City facility, in the sole view of the City, are payable by the Permit Holder;
  - e) The Permit Holder agrees to use the facility only for the uses set out in the Permit. Any breach of the terms of conditions of this Permit and provision of false or incorrect information by the Permit Holder to the City in seeking the Permit will result in the immediate cancellation of the Permit;

Any breach of the above rules may result in the suspension or the cancellation of the Permit and all monies paid by the Permit Holder to the City may be retained by the City. Future Permit applications may be rejected.



## APPENDIX "C"

Associations	Main Contact	Second Contact
Riverside Figure Skating Club	Laura D'Asti	Elizabeth Chea
Windsor Figure Skating Club	Angela Barraco	Kim Brown
South Windsor Skating Club	Maria Mann	David Beatty
Essex County Competitive Skaters	Brian Tellerd	Angela Calamita
Riverside Minor Hockey Asso	Anne Marie Schofield	Lisa Breault
Windsor Minor Hockey Asso	Dean LaPierre	Dean Pare
Sun Parlour Female Hockey	Dave Cmar	Rob Modestino
Windsor Wildcats Junior Travel	Bob Bruner	Duane Parent
LaSalle Minor Hockey Asso	Mike Freeman	Vicki Bjorkman
LCBGW Co-Ed	Gerald Martineau	Teresa Cristofanilli
LCBGW Enfants	Mark Nusio	Lisa Roehler
Windsor Rival's Men's BroomBall	Lisa Roehler	James Nalan
Windsor Clippers Lacrosse	Mike Soulliere	Paul Thompson
Windsor Minor Lacrosse Asso	Jerry Kavanaugh	Kevin Mayea
CRDI Border City Brawlers	Dana Seguin	Crystal Janisse
Windsor Essex Sr. Recreational	Tony Meriano	Mark Ross
Never Too Late Sr. League	Ray Harris	Lee Amlin
Living Dead Hockey League	Dave Devlin	
Harry Hodgson Senior Group	Harry Hodgson	
John Hanna Senior Group	John Hanna	
University of Windsor	Mike Havey	