



Ice Arena Banner Policy

Goal Statement

To establish guidelines for displaying banners in conjunction with primary local user groups, whose programs occur within the Gemini Sportsplex and West Middlesex Memorial Arena.

Objective

To provide a uniform protocol and support recognizing significant achievements, set out guidelines regarding the display of recognition banners.

Application

This protocol applies to the two ice arenas owned and operated by the Municipality within the community of Strathroy.

Responsibility

Community Services Staff shall:

- a) Ensure compliance with the Ice Arena Banner Protocol;
- b) Participate in the regular annual review of the policy.

Procedure

- 1) All requests to display a recognition banner in any municipal arena must be submitted in writing and presented to the Director of Community Services or designate. The request must include all supporting information regarding the achievement and in which facility the banner is to be displayed.
 - a. Exemptions;
 - i. OMHA Ontario Lacrosse and Women's Provincial Championship banners
 - ii. Silver Stick Championship banners
- 2) Artwork and wording included on the banner must be approved by the Director of Community Services or designate before being undertaken.
- 3) The cost of the banner and artwork is the complete responsibility of the organization or the requesting party.
- 4) The Parks and Recreational Facilities Supervisor will determine the location of the banner(s) to be displayed.
- 5) Municipal Staff will install or remove the banner(s) as required. Approval time must be arranged with the Supervisor of Parks and Recreational Facilities.

Guidelines

- 1) Significant Achievement is generally defined as OMHA or Women's Provincial Champion or other similar achievement based on the applicant's parent organization's structure.
- 2) Banner(s) honouring a single significant achievement will be permitted in the arena where the organization plays (National/Provincial/Regional Achievements only. These will be displayed till the end of the following year.)
- 3) Consolidation of Achievements onto a Master Banner (see Attachment, Item A) when the organization reaches a maximum of 14 achievements at the Provincial/Regional level. [Example: Once the overall number of OMHA/Women's Provincial or Silver Stick banners reach 14 achievements

(banners), the oldest hanging banner in the respective grouping will be removed. The banner that is removed will have the group and year identified on the Master Banner.

- 4) To preserve space and maintain the facilities' overall esthetics, "Finalists" banners will not be hung. However, they will be recognized by having the team and year installed on the Finalist Master Banner.
- 5) Players who have participated within the Strathroy-Caradoc system and have reached a significant milestone in their career by either being drafted/played professional hockey or played for Team Canada may have a banner hung bearing their name and team.
- 6) Consideration will be given to recognize and display other objects, such as a team sweater, or significant individual achievement, etc., on an individual basis. If approved, these displays will only be permitted for 12 months. The memorialization of a team member or jersey will not be allowed.
- 7) All request will be directed in writing to the Director of Community Services with supporting documentation.

Design Guidelines

- 1) Banners to be made out of non-flammable material.
- 2) Banners can be made in the established colours of the organization. All organization should keep the design of all their banners consistent.
- 3) Size: Banners shall be consistent in size and be no larger than 8 ft high and 4 ft wide.
- 4) Inclusion of an organizations crest or logo is encouraged.
- 5) Banner lettering must be large enough to be read easily. We recommend a size of letters 3 – 5 inches in height, using a traditional font.
- 6) Team Sponsor names or crests/logos will NOT be permitted. (e.g. *Canadian Tire Flyers*)
- 7) The names of individual team participants will NOT be permitted.
 - a. Exemption;
 - i. Skate Canada Banner
- 8) To avoid misrepresenting the design guidelines, please submit a rendering or plan of the artwork to the Supervisor of Parks and Recreational Facilities, or designate before undertaking.
 - a. Exemptions;
 - i. OMHA Ontario Lacrosse and Women's Provincial Championship banners
 - ii. Silver Stick Championship banners
- 9) Maintenance of the banner(s) will be the responsibility of the appropriate organization.
- 10) Should a banner become derelict in the Supervisor of Parks and Recreational Facilities' opinion, the organization will be contacted to deal with the matter expeditiously.
- 11) The Municipality of Strathroy-Caradoc is not responsible for the loss of or damage to any banner.