

MOHock 2015-2016 Season

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Prepared by: Benjamin Baum, Patrick McMinn

December 3, 2015

Summary

The following is an outline of the key logistics and regulations of our proposed pond hockey league, specifically focusing on the areas that would involve Madison Parks.

Dates/Times

December 15th - 21st

January 3rd - February 28th

Games will be played on **Wednesdays** and **Sundays**, with 3 games per game day. With the date ranges mentioned above, this totals to 20 game days throughout the winter. We will adjust accordingly if the weather requires. Each game will run for 40 minutes, and have a 1 hour time slot per game as a buffer.

Games will be played at **8pm, 9pm, and 10pm** (final game ending by 11pm).

Locations

Games are to be played in the hockey rink at **Vilas Park**. Every game day, the park will have 3 scheduled games, at the times mentioned above.

We ask for access to the warming hut to be extended past the regular hours, specifically until 11:15pm on Wednesday and Sundays. Additionally, we request that the lights on the rinks stay on until this time. We are proposing to pay Madison Parks **a security deposit of \$350 for any damages to the huts, along with a key deposit of \$75** The league remaining liable for further costs. We ask that league administrators (Ben/Patrick) have access to the huts and lights on game days.

We would also like access to any shovels/snow-clearing equipment at each of these locations so that we could briefly clear the ice before each day of play.

MADISON OUTDOOR HOCKEY ORGANIZATION

We are proposing to pay **\$50 per hour of ice used**. If weather permits, the league will consist of 60 hours of game play. After taking into account all of our other costs, this would allow us to keep our per player cost at or below \$100, which is one of our main league goals.

Insurance

We are in the process of acquiring an insurance policy with the following coverage:

- General Aggregate - **\$3,000,000**
- Products - Comp/Op Agg - **\$3,000,000**
- Personal & Adv Injury - **\$1,000,000**
- Each Occurrence - **\$1,000,000**
- Fire Damage (any one fire) - **\$100,000**

As requested, we will include Madison Parks as a co-insured/addl. insured party.

We will provide an Incident Report Form to keep track of any damages/injuries.

Rules

- Self officiated (Similar to MUFA - Ultimate Frisbee)
- 18+ yrs only
- Co-ed
- No Goalies
- No slap shots
- No shots/passes/clears above the knee
- No high sticking
- No body checking or forceful body contact of any kind
- No fighting
- Permanent league ejection for slashing on the body, spearing, punching, or any physical act that has potential or intent to injure another player.
- We will require all participants to agree to the City of Madison Parks Behavioral Policy prior to completing league registration

Equipment

- Hockey skates and hockey sticks are mandatory
 - Helmets and mouth guards are strongly recommended
 - All other protective equipment are recommended but not mandatory
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CITY OF MADISON PARKS DIVISION

Recreational Field Application



NAME OF LEAGUE/GROUP/ORGANIZATION: <p style="text-align: center;">MOHock (Madison Outdoor Hockey)</p>	
BRIEFLY DESCRIBE YOUR TEAM: <p style="text-align: center;">MOHock is an organization attempting to found a pond hockey league starting in December 2015</p>	
PRIMARY CONTACT: <p style="text-align: center;">Benjamin Baum</p>	SECONDARY CONTACT: <p style="text-align: center;">Patrick McMinn</p>
ADDRESS: (Invoice will be sent to this address, unless otherwise noted.) <p style="text-align: center;">306 W Main St. Apt 618</p>	ADDRESS: <p style="text-align: center;">1238 Williamson St. Apt 2</p>
CITY/TOWN: STATE: ZIP: Madison WI 53703	CITY/TOWN: STATE: ZIP: Madison WI 53703
HOME PHONE NUMBER:	HOME PHONE NUMBER: <p style="text-align: center;">(414) - 331 - 2886</p>
CELL PHONE: 516-660-9693	CELL PHONE: <p style="text-align: center;">(414) - 331 - 2886</p>
WORK PHONE:	WORK PHONE:
FAX NUMBER:	FAX NUMBER:
EMAIL: <p style="text-align: center;">bjb253@cornell.edu</p>	EMAIL: <p style="text-align: center;">pmcminn@wisc.edu</p>
TEAM WEBSITE: <p style="text-align: center;">pending</p>	
START DATE: <p style="text-align: center;">December 15, 2015</p>	END DATE: (including rain dates/playoffs) <p style="text-align: center;">February 28, 2016</p>
DAY(S) OF LEAGUE: (Mon, Tues, Wed, Thurs, etc.) <p style="text-align: center;">Sun, Wed</p>	EXCLUSIONS DATES: (ex. Holidays) <p style="text-align: center;">Dec 23, 2015</p>
PARKS REQUESTED: <p style="text-align: center;">Elver and Vilas Parks</p>	
SPECIFIC FIELDS, DIAMONDS, COURTS OR RINKS REQUESTED: <p style="text-align: center;">Hockey Rinks (Lighted, with boards and nets)</p>	
WILL YOU BE USING OTHER AREAS OUTSIDE YOUR SPECIFIC REQUEST? (i.e., grassy areas outside of ball diamonds for teams to warm-up) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, please list all specific additional areas or facilities of the park requested: <p style="text-align: center;">Warming huts</p>	



CITY OF MADISON PARKS DIVISION

Recreation Field Use Policy



All policies apply to both groups and individuals.

The Madison Parks Division recognizes that well-organized sports activities help to improve quality of life by providing an outlet for athletes to learn new skills and foster relationships through healthy competition. As interest in organized sports grows, so does the demand for facility use, and the need for a variety of fields and facilities. The Parks Division strives to meet ever-changing demands for athletic field use while continuing to meet our commitments to maintenance for non-athletic facilities.

In scheduling athletic fields, these are some of our considerations:

- Facility availability and amenities, including parking, restrooms, lights, etc.
- Neighborhood impact and compatibility.
- Prior history of a user at a particular park or facility.
- The need to accommodate requests by other groups.
- Priority scheduling is given to MMSD, MSCR, and groups that have written agreements with Madison Parks Division.
- Groups or individuals with outstanding balances will not be scheduled until payment in full has been received.

Please also note:

- Separate arrangements must be made for tournaments, temporary structures, amplification, and vending.
- Each year, some fields are rotated out of use so that heavily-used fields can rest and maintenance staff has the opportunity to make field improvements. Users may not use fields that are being rested.
- Please notify us as soon as possible if you are cancelling a reservation. We do not charge for games that are cancelled due to inclement weather. We do charge for a cancelled date if the cancellation is received 10 or fewer days prior to the event.
- All Madison parks close at 10:00 pm and the premises must be vacated at that time.
- Organizations may not use Play Madison Parks logo or Park image for advertisement without written approval from the Parks administration.
- Users shall deal directly with the Parks Office. No sub-contracting is allowed. Organizations shall designate one person to make scheduling requests.
- Scheduling appeals may be submitted in writing to the Madison Parks Superintendent.

GUIDELINES FOR CANCELLATION OF ACTIVITIES ON CITY ATHLETIC FIELDS

The City of Madison Parks Division reserves the right to cancel an athletic activity or event scheduled in a City Park in the case of inclement weather and/or poor field conditions. The two main purposes of this policy are to ensure the safety of the participants and to prevent the fields from being damaged. In accordance with this policy, Parks Maintenance Supervisors or their designees may deny access to a field or require an activity to stop. Organizers are also encouraged to monitor playing field conditions, and cancel scheduled games due to poor playing conditions and/or bad weather, and to help keep your players off of the athletic fields. Users must call the RAINOUT LINE 608-267-8787 to determine whether fields are playable on the date of their reservation.

- Cancellation requests must be submitted to the Parks Administration Office in writing to: 210 Martin Luther King, Jr. Blvd., # 104, P.O. Box 2987, Madison, WI 53701-2987 or parks@cityofmadison.com.
- No refunds will be given for cancellations received 10 days or less before the event date (counting cancel notice date and event date).
- 50% refunds will be given to cancellations received 27 to 11 days prior to the reservation date (counting cancel notice date and event date).
- Full refunds, minus a \$25 (plus tax) administrative fee, are given for cancellation requests received at least 28 days prior to the event date.
- Changes to a reservation (date/time or location) received more than 28 days before the event date will have a \$25 (plus tax) administrative service fee assessed.

PARK EVENT PERMIT APPLICATION

EVENT INFORMATION

Name of Event: MOHock (Madison Outdoor Hockey)

Park Requested: Vilas Park

Estimated Attendance: 25*

The league will have closer to 60 participants, but only 25 at a time (maximum) will be present

EVENT ORGANIZER/SPONSOR INFORMATION

Name of Organization: MOHock, LLC

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Primary Contact: Benjamin Baum

Work Phone: 516-660-9693

Address: 306 W Main St, Apt 618, Madison WI 53703

Phone During Event: 516-660-9693

Email: MOHockMadison@gmail.com

FAX: _____

Organization or Event Website: www.MOHock.org

EVENT SCHEDULE

Date(s) of Event: December 16 - February 28th (every Wednesday and Sunday, excluding Dec 27 and 30) Event Start and End Times: 8pm, 9pm, and 10pm, with end times of 9pm, 10pm, and 11pm, respectively

Rain Date (if any): _____

Set-Up Start Time: 7:45pm

Take-Down Start Time and End Times: 11:15pm

Does this require time in the park the day before your event? Yes No

If Yes, provide details of times and area requested: _____

Are you requesting use of the park shelter? Yes No

PERMITS

Will you have amplified sound at this event? Yes No

(If Yes, please fill out an Amplification Permit Application.)

Will you sell anything in the park? Yes No

(If Yes, please fill out a Park Event Vending Permit Application.)

Will you serve any food or beverage? Yes No

If Yes, what: _____

Will you sell beer/wine? Yes No

(If Yes, please fill out a Beer/Wine Sales Permit Application.)

Will you put up any temporary structures, such as tents, stages, inflatables? Yes No

(If Yes, please fill out a Park Event Temporary Structure Permit Application.)

Note that permits are not required for 10' x 10' pop-up tents.)

APPLICATION SIGNATURE

THE APPLICANT FOR A PARK EVENT PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Applicant Signature 

Date 11/22/15

PARK EVENT SCHEDULE

- The schedule begins when event setup starts and ends when cleanup of the event area is complete, all equipment is removed and the park is available for regular use.
- The schedule should encompass all activities planned for the event, including but not limited to:
 - » Vending: when vendors will set up, hours of operation, tear down, leave park
 - » Music/Performances: stage setup, performance schedule, tear down
 - » Displays, Exhibits, Demonstrations: setup, open hours, tear down, leave park
 - » Run/Walk/Parade, etc.: when staging starts, start time(s), end time(s)
- Please format your schedule in the following manner:
 - » Time (or time span): Activity
 - Example: 8:00 a.m.: Setup
 - 9:00 a.m.: Event Begins
 - 11:00 a.m.-12:00 p.m.: Cleanup

Provide Detailed Event Schedule:

Games will be played on Sundays and Wednesdays starting on December 16th through February 28th (weather permitting). The only dates where we will not play within that range are December 27th and 30th. This totals to 20 days of play.

On each day of play there will be 3 scheduled games:

Players Arrive for first game: 7:45pm

First game is played: 8pm - 9pm

Second game is played: 9pm - 10pm

Third game is played: 10pm - 11pm

Players from third game remove their equipment and gather their belongings: 11:00pm - 11:15pm

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

MOHockey league play will be held on Wednesdays and Sundays from December 16th 2015 through February 28th 2016 at the hockey rink at Vilas Park. The Vilas Park warming hut will also be used.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: Benjamin Baum

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
2. We will / will not have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER)
3. We will / will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such | Benjamin Baum and will be responsible to monitor the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee Benjamin Baum will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC

- b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
- c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
- d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
- 4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
- 5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
- 6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

- 1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
- 2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
- 3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

F. Law Enforcement

- 1. The need for constant Law Enforcement presence at this event
 has / has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
- 2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

- 1. Access for Emergency Vehicles will be maintained at all times.
- 2. 20' Fire Lanes are required to be kept open at events.
- 3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
- 4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public throughways.
- 5. Crowd control will be managed by: NAME.
- 6. Parking for vendor and staff vehicles will be: LOCATION(S).
- 7. Parking for attendee vehicles will be: LOCATION(S).

V. CONTACT INFORMATION

Primary Contact	Benjamin Baum	516-660-9693
Secondary Contact	Patrick McMinn	414-331-2886
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

PARK EVENT CLEANUP AND RECYCLING PLAN

- Each organization is responsible for cleanup of the event area. In accordance with Park Commission policies, a cleanup deposit of \$1,000 - \$3,000 may be required.
- Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

Provide Detailed Trash/Recycling/Cleanup Plans:

Our cleanup and recycling plan is limited to nightly inspections conducted by league organizers (Ben Baum and Patrick McMinn). Our weekly events are relatively small and do not involve food/drink so we do not anticipate much trash.