



WARREN BUILDING  
90 WASHINGTON STREET  
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR  
MATTHEW G. CHIN

TELEPHONE: 781-235-2370  
FAX: 781-237-3558

DEPUTY DIRECTOR  
BRANDON G. FITTS

## FIELD PERMIT APPLICATION

Name: John Lanza Organization: Temple Beth Elohim

Mailing Address: 18 Oakland Street, Wellesley

Email: john.lanza@comcast.net Daytime Phone # 617-543-5576

Field Requested: Hunnewell - Girls Softball Warren Field

For what activity/sport: Softball

DATE (S) – List all

May 2, 16

June 20, 27

Day (s): Sunday Time: Start 10:00 Finish 12:00

Rain Date (if needed): May 30, July 4, July 11

Approximate # of people: 20 # of Wellesley Residents: >1

### To Request a field permit:

- **Complete this form and submit to: Recreation Director Matt Chin (Address above)**
- **For Questions contact Matt Chin at 7881-235-2370 or [mchin@wellesleyma.gov](mailto:mchin@wellesleyma.gov)**
- Requests to use Warren, Brown, Perrin, Phillips, Ouellette & Hunnewell Park (Town Hall Green) will be forwarded to the Natural Resources (NRC) for approval. \*
- Requests to use school fields will be presented to the Playing Fields Task Force and the School Athletic Director for approval. \*
- \* These committees may only meet once a month. Do not expect a quick turnaround for permit approval.
- Requests for fields made by vendors operating summer camps will not be approved until that vendor has satisfied state and local Board of Health requirements.
- SEE BELOW FOR FEES AND POLICIES

## WELLESLEY FIELD PERMIT REQUEST INFORMATION

**Keep this for your records.**

### General Policies:

- No alcohol, no illegal drugs, no smoking and/or vaping.
- Public property may not be used to conduct a private business, unless certain requirements are met. The Recreation Director can aid you with this process. See "Public Facility Use for Private Gain Policy" at [www.wellesleyma.gov](http://www.wellesleyma.gov) click Government, click Recreation, click Facility & Fields, click Playing Fields Task Force & Field Applications, click Playing Fields Task Force Documents
- Users are responsible for any damage.
- Users are responsible for checking the Town website for field conditions/closures. Fields will be posted when closed during the spring, summer and fall seasons. Assume that fields are closed during the winter.
- If selling food, you must receive authorization from the Board of Health.
- In general, Wellesley fields do not have sanitary facilities.
- **WELLESLEY GREEN INITIATIVE:** The Playing Fields Task Force is partnering with Wellesley Green Schools on an important initiative to reduce waste on town fields. We require you to tell coaches, teams, family & friends, to help in the following ways: 1) Please ask players & visiting teams to BRING REUSABLE WATER BOTTLES TO ALL GAMES & PRACTICES; 2) Please consider eliminating the extra drinks & snacks that are often brought to practices & games (studies show that this has a positive health benefit as well); 3) Consider naming a team captain to oversee garbage collection & recycling or encourage players to clean up after themselves; and 4) Please remind players and visiting teams that the Town of Wellesley is committed to sustainable principles and has installed working water fountains & recycling bins at almost all Town fields.

### Priority of Use:

- 1) Town-Wide Special Events
- 2) School Use/School Coaches' Clinics
- 3) Wellesley Resident Youth Leagues
- 4) Wellesley Recreation Department Programs
- 5) Wellesley Resident Adult Groups
- 6) Wellesley Resident – One-Time Use
- 7) Charitable Groups
- 8) Non-Resident Groups / Non-Recreation Department Camps and Clinics

### Fees, as approved in the Playing Fields Policy:

- 1) Town-wide Special Events: No fee,
- 2) School Use: No fee,
- 3) School Coach(es) Clinics: \$15 per participant,
- 4) Wellesley Resident Youth Leagues: \$30 per participant per season (\$15 to Turf Field Fund),
- 5) Wellesley Resident Youth League Clinics: \$15 per participant,
- 6) Wellesley Recreation Department Programs: No fee,
- 7) Organized Use of the High School Track: \$15 per participant per season; if not a seasonal rental: \$150,
- 8) Multi-Purpose Field (at Hunnewell) for Adult Softball: \$40 per participant per season (\$25 to Recreation lighting account)
- 9) Wellesley Resident – One-Time Use: \$50 for a grass field, including the Multi-Purpose Field (at Hunnewell), but \$75 if using lights (incremental \$25 to Recreation lighting account); \$75 for a turf field,
- 10) Charitable Groups: No fee,
- 11) Non-Resident (Adults and Youth): Grass field and Sprague turf field: \$150; High School turf field: \$375 (fee is for field use only; utilization of scoreboard and sound system is not allowed), and
- 12) Non-Recreation Department Camps: \$35 per participant on a grass field; \$50 per participant on a turf field. (Camps catering to participants over the age of twelve years shall, whenever available, be assigned to turf fields).
- 13) All track and field rentals that are not charged per participant are figured in increments of 1.5 hours. Fees collected shall be deposited into the DPW Field Use Fund, unless otherwise noted or a rental of a turf field; revenue from turf field rentals shall be deposited into the Turf Field Fund.

## **General Field Use Rules**

### **Hours of Operation:**

Fields may be used until dusk with the exception of the lighted Multi-Purpose Field (at Hunnewell). Lights may remain on until 9:30 pm, except for Reidy Field, where lights may remain on until 9:45 pm. No play before 8:00 am on Sunday at any field that abuts homeowners.

### **Prohibited Activities:**

Any prohibited activities posted on signage at the High School track or any fields, consumption/possession of drugs or alcoholic beverages; use of fields beyond permitted dates or times; use of grass fields during wet field conditions or before they are declared available for use; and any activity that may cause field damage. Users must show good judgment when using fields and must stop play if the field shows damage during activity. Any group who causes damage to any field will be responsible for repair costs.

### **Field Closures:**

<http://www.wellesleyma.gov/1049/Playing-Fields-OpenClosed-Status> or call (781) 235-2370 for the latest field closures. If a field is closed, no use is permitted at all. The field status webpage and the hotline are for informational purposes only; field signage and/or direct communication from the Wellesley DPW Park and Tree Division (DPW) take precedence. Whenever possible, DPW will email user groups and post signs when fields are closed.

Please note that grass fields can be closed even when the weather appears good at the time because of standing water, previous damage or other field condition issues. The DPW, in consultation with the PFTF, will recommend when fields should be closed in order to rest them to prevent significant damage from overuse or for maintenance reasons.

### **Weather:**

Since lightning can strike up to 10 miles from a storm, users should seek safe shelter as soon as they hear thunder or see lightning. They should wait for 30 minutes without hearing thunder or seeing lightning before returning to the field.

### **Maintenance of Baseball/Softball Infields:**

Baseball/softball players and coaches are expected to groom the infields after each game and practice. Equipment for grooming is supplied and coaches are responsible for knowing the storage box combinations.

### **Litter, Trash and Recycling:**

All users are responsible for picking up any trash or litter on the field at the completion of their practice or game session regardless of whether this trash was there when they first got on the field or not. Pick up trash when you leave the field, even if it is not yours. Consider naming team captains at each practice or game to oversee litter collection and recycling.

Users are expected to use trash and recycling receptacles located on or near the fields or to take their waste home for disposal. If the group expects to generate excess trash, they must provide a means for removing trash themselves. Bring a trash bag with you to games and practices. Please pick up and recycle all plastic bottles. Inform coaches, players, players' families, and attendees at games and practices that there are water fountains at the majority of the active playing fields and that participants are strongly encouraged to utilize reusable and refillable water bottles for all practices and games.

The last group to use a field for the day is responsible for leaving a clean, litter free field. If you consistently find trash when you arrive at the field please contact the Recreation Director at (781) 235-2370, who will attempt to identify the users who might be leaving the field in such condition.

Users are urged to support the preservation and sustainability of Wellesley's playing fields through responsible use of the fields and respect for those who neighbor the fields. It is the responsibility of all coaches, managers, referees and parents to lead by example by educating our children on the proper use of field space and emphasizing the importance of caring for our community assets and maintaining a clean environment.

Concerns related to the maintenance/condition of the High School track or any field should be addressed to the Assistant Superintendent/Deputy Tree Warden of the Park Division at [dpw@wellesleyma.gov](mailto:dpw@wellesleyma.gov).



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BRANDON G. FITTS

**FIELD PERMIT APPLICATION**

Name: Evan Zides Organization: DC Baseball

Mailing Address: 9 Earle Road, Wellesley MA

Email: evan@dcbaseballacademy.com Daytime Phone # 617 838-2172

Field Requested: HS JV of Freshmen Field

For what activity/sport: Akadema Braves Baseball Games

DATE (S) – List all

April 3 - Saturday

April 18, 25, May 2, 9, 23, June 6, 13 - Sunday

Day (s): See above Time: Start 9 Finish 130

Rain Date (if needed): \_\_\_\_\_

Approximate # of people: 15 # of Wellesley Residents: 12

**To Request a field permit:**

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### FIELD PERMIT APPLICATION

Name: Jim Connolly Organization: Gorilla Lacrosse  
Mailing Address: 382 Watertown St, Newton, MA  
Email: jim@gorilla~~lax~~lax.com Daytime Phone # 978-886-2229  
Field Requested: Sprague 2 turf  
For what activity/sport: Lacrosse - (Varsity Coach as well)  
DATE (S) - List all  
April Break Tues, Wed, Thurs morning

Day (s): April 20, 21, 22 + 24th Time: Start 8am Finish 11am  
Rain Date (if needed): none April 24th 8-12am  
Approximate # of people: 15 per hr # of Wellesley Residents: 5 per hr

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TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING  
90 WASHINGTON STREET  
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR  
MATTHEW G. CHIN

TELEPHONE: 781-235-2370  
FAX: 781-237-3558

DEPUTY DIRECTOR  
BRANDON G. FITTS

**FIELD PERMIT APPLICATION**

Name: Susan Mix Organization: \_\_\_\_\_

Mailing Address: 24 Atwood St Wellesley 02482

Email: scymix@hotmail.com Daytime Phone # 805-405-5435

Field Requested: WHS Track - 2 lanes only.

For what activity/sport: running

DATE (S) - List all

start date - Wednesday April 14 - Wednesday Oct. 12 2021

Day (s): Wednesday (s) Time: Start 8:00AM Finish 8:30AM

Rain Date (if needed): If raining, session will be canceled.

Approximate # of people: 4-6 # of Wellesley Residents: 4-6

**To Request a field permit:**

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- For Questions contact Matt Chin at 781-235-2370 or [mchin@wellesleyma.gov](mailto:mchin@wellesleyma.gov)
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## Permit Application - WHS Track

This permit application is for an adult running technique clinic that will be offered weekly on Wednesday morning, from April 14 thru October 12. The cost is \$50 for a 4-week program (30 min session each week) which will repeat every 4 weeks during the requested time frame.

The coach, Susan Mix, is an RRCA certified coach and has active commercial liability insurance (see certificate provided). She is also a licensed RN with CPR and First Aid certification.

Maximum of 6 participants (plus coach) will be on the track at a time. The clinic will consist primarily of drills, visualizations, and gentle running practice. No intensive running will be done. The clinic is requesting the use of 2 lanes of the track; clinic participants will stay out of the remaining lanes so they can be used by other runners/walkers.

### Covid Protocol

Based on consultation with the Wellesley Health Department, the following Covid Protocol will be in place:

1. Participants will register for the clinic via the By Your Side Coaching website
2. Registration information will include first and last name, email address, and phone number **to allow for contact tracing if needed**
3. Each participant will be emailed an attestation form on Tuesday night before the clinic, with the following list of symptoms to check:

Have you experienced any of the following symptoms in the past 48 hours:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Please select an answer

## Yes No

If you have had any of the above symptoms in the last 48 hours, DO NOT attend a running clinic. Fully vaccinated individuals should also not attend if you are currently experiencing any of the above symptoms. Please notify the running clinic coach and the Wellesley Health Department at (781) 235-0135 if you are experiencing any of the above symptoms.

4. Participants will bring their own water bottles and will not share water bottles
5. Participants will wear masks at all times and will maintain 6 feet of distance from each other and from other runners or walkers on the track.
6. Participants and coach will clean up after themselves, leaving behind no trash.
7. In case of rain, the session will be canceled. Participants will not be running inside at any time.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/02/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Management Group 12730 Coldwater Road Suite 103 Fort Wayne IN 46845		<b>CONTACT NAME:</b> Margaret Mayers <b>PHONE (A/C, No, Ext):</b> (260) 338-2925 <b>E-MAIL ADDRESS:</b> mmayers@insmgt.com <b>FAX (A/C, No):</b> (765) 664-0761	
<b>INSURED</b> Road Runners Club of America Certified Coaches 7410 Shoreline Drive Frederick MD 21705-3652		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> National Casualty Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 11991	

**COVERAGES****CERTIFICATE NUMBER:** 2021 RRCA Certified Coach**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			KRO0000008622200	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

2021 RRCA Certified Coaches Certificate of Insurance effective 03/20/21

**CERTIFICATE HOLDER****CANCELLATION**Susan Mix  
24 Atwood Street

Wellesley

MA 02482

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**From:** [Chin, Matthew](#)  
**Bcc:** [Jay Russell](#); [Alexis Waggoner](#); [Ann Williams](#); [Ansley Martin](#); [Beth Sullivan Woods](#); [Brandon Schmitt](#); [Burson](#); [campbesn98@gmail.com](#); [Dave Cohen](#); [eugene.c.sheehan@marsh.com](#); [George Defina](#); [Jeff Wechsler](#); [Jerry Nigro](#); [Jill Fulginite](#); [Jim Miller](#); [Joe roberts](#); [John Brown](#); [Justin Maiona](#); [Katie Griffith](#); [Kelly Uller](#); [Laurance Stuntz](#); [Linda Chow](#); [Mary Anne McDonald](#); [Mary S](#); [Matt Chin](#); [michael.zalosh@wilmerhale.com](#); [Mike Quinn](#); [Mike Sabin](#); [Nancy Williamson](#); [Paul Dephillips](#); [Paul Cramer](#); [Renzella, Maura](#); [Rick Kinney](#); [Tim Bania](#)  
**Subject:** Fw: Wellesley Playing Fields Task Force - Agenda Item  
**Date:** Friday, April 9, 2021 7:44:19 AM

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**From:** WYFH Admin <admin@wellesleyfieldhockey.com>

**Sent:** Tuesday, April 6, 2021 5:11 PM

**To:** Laurance Stuntz <lstuntz@wellesleyma.gov>; Chin, Matthew <mchin@wellesleyma.gov>

**Cc:** Elizabeth Kaplan <elizabeth@wellesleyfieldhockey.com>; wellesleygirlslacrosse@gmail.com <wellesleygirlslacrosse@gmail.com>; Michael Bessette <michaelb7@gmail.com>; Beth Sullivan Woods <bsullivanwoods@wellesleyma.gov>

**Subject:** Wellesley Playing Fields Task Force - Agenda Item

[ **EXTERNAL EMAIL** : This message originated outside of the TOWN OF WELLESLEY mail system. **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]  
Hi there,

Can you please add the following agenda item to be discussed on Friday?

### **Field Permit Request Process**

- We should have a common deadline for submitting field permits each season.
- Field permits should be new for each season. No assumptions should be made based on historical field permits.
- Field permit applications (for seasonal permits) should be clear to indicate practices vs. games and the following:
  - Practices should request specific fields and the ability to request 1/2 fields to accommodate multiple requests from different user groups, when appropriate.
  - No more blanket permits from 8:30 am - dusk on weekends or 5:45 pm - dusk on weekdays.
  - Once league schedules have been released, updates to field permits should be made to create openings of available field time.
- The town needs to stay involved with the permit request discussions. Having side discussions between the groups is no longer productive. The town needs to stay involved for safety issues. Having 80+ lacrosse players or field hockey players with sticks and hard balls practicing on one field is not safe.
- Going forward, all field permits should be posted at the same time for everyone to review and see. This way, any potential conflicts can be resolved at that time (or close to) the posting date.

We all want our youth to be able to participate in organized team sports. The current situation this

spring with lacrosse, soccer and field hockey all looking to use the fields at the same peak times highlights the need for more rectangle turf field playing space.

One temporary solution, post-COVID, is for the town to think seriously about entering into a long-term field rental contract with Babson College and/or Wellesley College to help alleviate these pressure points. The realistic consequence of not having enough field space in town is to start limiting access to programs for a first come first serve basis or to start having tryouts and cutting *interested players* which is really not an intended outcome anyone wants.

I hope this committee and the town can think creatively of temporary solutions to this real immediate problem.

Thank you,

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**Wellesley Youth Field Hockey Club**  
[www.wellesleyfieldhockey.com](http://www.wellesleyfieldhockey.com)