

2019 Field Scheduling Notes, Reminders, and Tips

Read on for:

- 1) Notes from the 2019 Field Scheduling Meeting held on Oct 25, including changes for 2019
- 2) Reminders of some important field scheduling policies
- 3) Tips regarding how you can help us as we work to assist you with field scheduling needs.

We feel that this information will be helpful for anyone wanting to use City athletic fields in 2019. **If you ever have any questions about your reservations, our scheduling process, etc..., please contact us.**

Parks Scheduling Office

Paula Schoenrock, Primary Field Scheduler

Office Hours: Mon-Fri, 8:30 am-4:30 pm

Email: BallfieldRental@bellevuewa.gov

Phone: 425-452-6914

Athletic Field Reservations Webpage - <https://parks.bellevuewa.gov/rentals/athletic-field-reservations/>

Changes for 2019:

- 1) **Field Scheduling Timeline** – We are now accepting field requests for all 2019 field use. We have adjusted the submission deadlines and associated month ranges for 2019.

For Formal, Regular Season use (not tournaments or sports camps):

For Season Beginning in	Due Date (by 2 pm)
January or February 2019	September 15, 2018
March-July 2019	November 15, 2018
August-December 2019	April 15, 2019
January or February 2020	September 15, 2019

EXAMPLE: If your season starts in June, please submit your request form(s) by Nov. 15.

- 2) **Rescheduling Policy** – When not in INITIAL status, the \$5/reservation fee will apply IF changing a reserved date with less than 15 days’ notice **OR (new for 2019) the date is being changed from one month to another.**

EXAMPLE: Group wants to reschedule use, so that they are NO LONGER using Tuesday, March 5. The \$5/Reservation Rescheduling Fee WILL apply IF:

- a. The Update Form for Field Reservations is submitted after 2 pm on Mon, Feb 18 (Less than 15 days’ notice) OR
- b. The new date wanted is in April (February, or any month other than March) WHEN the group is NOT in INITIAL status.

- 3) **Amount of notice** – We have revised all the wording for 2019, so that we just count days, rather than “working” days. **EXAMPLE:** Instead of saying 4 working days’ notice, we are now saying 8 days’ notice.

- a. **For requests/additions** – In addition to changing the wording, **we have increased the amount of notice wanted.** Please submit requests with at least 8 days’ notice.

Day of the Week Being Requested	Submit Form by 2 pm, no later than:
Saturday	Friday a week prior
Sunday	Saturday a week prior
Monday	Sunday a week prior
Tuesday	Monday a week prior
Wednesday	Tuesday a week prior
Thursday	Wednesday a week prior
Friday	Thursday a week prior

Amount of notice (continued)

- b. **For returns – The General Cancellation Policy** wording was revised to adjust “working” day to just days. The amount of cancellation credit varies based on the type of the Field Agreement and the amount of notice provided.

Cancellation Categories (Unofficial Names)		INITIAL Status*	Admin Only	Partial Credit	Short Notice	Same Day	
Amount of Notice Needed		Up to 2 weeks' after Agreement Sent*	Until 15 days' prior	8-14 Days' prior	Less than 8 Days' prior	Less than 1 Day prior	
Amount of Credit Available		Full Credit	\$5/Resv Admin Fee	50% field credit. Additional Items# full credit.	\$0 field credit. Additional Items# full credit.	Credit for light fees only.	
EXAMPLE		EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	
Specific Date Being Cancelled	Type of First Field Agreement Sent Out%	Date Field Agreement Sent Out	Date Range for Notice Needed in each Cancellation Category				
Fri, July 5 Robinswood 6-9 pm	INITIAL Field Agreement	Fri, March 8	March 8 until 2 pm on Fri, March 22*	2 pm on March 22 to 2 pm on Thurs, June 20	2 pm on June 20 to 2 pm on Thurs, June 27	2 pm on June 27 to 2 pm on Thurs, July 4	2 pm on July 4 to 9 pm on July 5 (end of resv)
	General Field Agreement		March 8 until 2 pm on Due Date ⁺	2 pm on Due Date ⁺ to 2 pm on Thurs, June 20	2 pm on June 20 to 2 pm on Thurs, June 27	2 pm on June 27 to 2 pm on Thurs, July 4	2 pm on July 4 to 9 pm on July 5 (end of resv)
	Tourn or Camp Field Agreement		March 8 until 2 pm on Due Date ⁺	2 pm on Due Date ⁺ to 2 pm on Thurs, June 20 ^{&}	2 pm on June 20 to 2 pm on Thurs, June 27 ^{&}	2 pm on June 27 to 2 pm on Thurs, July 4 ^{&}	2 pm on July 4 to 9 pm on July 5 (end of resv)
% Type of Field Agreement is referenced in the subject line of email when sent out. * Initial Status lasts for 2 weeks after it was sent (unless noted). # Additional Items are Light Fees and Game Prep Fees, when applicable. + Listed on the email requesting payment, generally 2 weeks after payment was requested. & For Tournaments or Camps cancelling all use with less than 2 months' notice, the cancellation fees will be a minimum of the Initial Payment Amount.							

- 4) **Non-Peak Rate** – We already offer a discounted Non-Peak Rate on our full-size turf soccer fields, which applies to **weekday, daytime use (prior to 3:30 pm), when the Bellevue School District is in session**. The Non-Peak Rate is the Bellevue Resident Youth Rate for all use, regardless of age group or Residency Percentage. **For 2019, this Non-Peak Rate ALSO applies to use at Hidden Valley Field 1**. Now this information is also included as a footnote on the **Fees by Field (2019)** file.

- 5) **List of Fields (2019) (revised more since the meeting) –**
 - a. Beginning in 2019, **cricket will have priority over other sports at the North Robinswood Sports Fields** (formerly referred to as Big Picture), since that is the only cricket pitch we have and the number of cricket groups and requests has increased.
 - b. Includes the dates when each field will be open for the season.
 - c. **NOW includes a List of Fields by Sport/Basepath under the alphabetical listing.**

- 6) **Field Rental Fees** - Increases for almost all field rental fees. **Field Rental Fees (2019) or Fees by Field (2019)**

- 7) **Athletic Field Reservations Webpage –**
 - a. All files have been updated for 2019 and are now available online. (This is the last file to be uploaded.)
 - b. In many cases, our website now includes reference information for 2019 & 2018.
 - c. All of the files now include verbiage near the top that say they are either for 2019 or revised in Oct 2018.

- 8) **Verbiage changes** - Based on our new scheduling system:
 - a. Rental Confirmations are now called Field Agreements.
 - b. Confirmation numbers are now called Receipt #.
 - c. Client ID# is now called User Code. EVERYONE’S number has changed from the previous scheduling system.
 - d. The fields behind the Big Picture School are now referred to as the North Robinswood Sports Fields.

- 9) **Athletic Field Contact Information –**
 - a. Websites for Bellevue School District and Marymoor revised.
 - b. For the infrequent lock-out at Bannerwood, please contact the Parks Scheduling Office. If outside of business hours, please leave a message at the Parks Scheduling Office After-Hours number (425-452-2864), so that follow-up can be quicker than in the past.

REMINDERS

Please submit paperwork with as much notice as possible. If received by 2 pm, we will consider it received on that day. If received after 2 pm, it will be considered received on the following day.

Certificate of Insurance – Required for **Formal Field Use** meeting these requirements: The City of Bellevue, its officials, employees and volunteers must be named as Additional Insureds on the commercial general liability policy, and the Certificate Holder must be listed as City of Bellevue, PO Box 90012, Bellevue WA, 98009-9012. Minimum amount of general liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.

Light Programming - The Parks Scheduling Office After-Hours number is 425-452-2864.

If the light programming needs to be adjusted, call and leave a short, but detailed voicemail message.

Sample Message: “This is NAME from GROUP. We are at FIELD. WHAT IS ISSUE? (i.e. - need lights now or done with field). Our group’s timeslot is START TIME to FINISH TIME. If you have any questions, please call me at NUMBER.”

If you are using reserved field time, the lights aren’t on, and it’s getting dark, leave a message at the Parks Scheduling Office After-Hours Number.

If you arrive 15 minutes early, contact us if the lights do NOT come on within 5 minutes.

If you realize on a weekday after 4:30 pm or anytime on a weekend that you won’t use reserved field time, leave a message at the Parks Scheduling Office After-Hours Number. This is the ONLY way to get credit for light fees.

FYI: We usually don’t return the call unless we need clarification.

EXAMPLE:

Timeslot Reserved	Time of Sunset	Light Programming
5:30-7 pm	4:06 pm	5:15-7:15 pm
	6:06 pm	6:06-7:15 pm

Continue reading for additional Reminders & Tips.

Payments -

- 1) Online payments – Please let us know when an online payment has been made.
- 2) Mailing payments – When possible, it is preferred for the check to be mailed in a normal envelope (not window) and addressed to City of Bellevue, Attn: Parks Scheduling Office, PO Box 90012, Bellevue, WA 98009. If done this way, it should be delivered directly to our office. Please allow extra time for mailing, even within Bellevue.
- 3) Payment Reminders – Our office often sends out a reminder when a payment due date is approaching. Does your group count on the reminders? If so, please request a regular reminder.

Cancelling Field Time for Tournament Teams –

If you have a team involved in a multi-week tournament or playoffs, we can treat late cancellations as though we had at least 15 days' notice.

This **ONLY** applies when both conditions are met:

- 1) contact us with at least 15 days' notice to let us know WHICH reservations might be cancelled
- 2) provide at least 2 days' notice if the field time needs to be cancelled.

Allocation Process – Information available online at:

<https://parks.bellevuewa.gov/rentals/athletic-field-reservations/process-after-a-request-form-has-been-submitted>

Step 1 – Availability – What field time is available for community use? This can vary based on City programs.

Step 2 – Demand – What groups are requesting the field time? How many participants do these groups have? What is the Bellevue Residency Percentage for each group? The demand for a single season can change multiple times based on the date ranges wanted by each group.

Step 3 – Fair Share – What is the fair share of field time for each Bellevue Resident participant that is requesting field time? This number is then multiplied by number of Bellevue Resident participants for each group to determine each groups' fair share of the total amount of field time.

Step 4 – Allocation – The Parks Scheduling Office then decides WHAT field, days, and times to offer to each group. This is NOT based on historical use.

Step 5 – Proposals – The Parks Scheduling Office offers each group the field time that they CAN reserve and gives them the opportunity to respond regarding how much or little of the field time gets officially reserved.

Miscellaneous Topics -

- 1) Asking for rainout credit – The [Update Form for Field Reservations](#) is due back no later than the first day of the following month.
Example: Want to ask for rainout credit for the March 11 field time? Please submit the form no later than April 1.
- 2) Bannerwood – Once use is reserved, please coordinate if any warm-up time is wanted.
- 3) Providing services at a Bellevue park – At a Bellevue park, anyone being paid to be present or selling items needs to have prior approval. For example, food concessions, catering, vendors, equipment providers, etc... all need to meet requirements prior to getting permission.
- 4) Our new scheduling system went live on March 1, 2018. In the new system, there are still changes being made to help improve its current functionality and more upgrades are planned to hopefully create an online environment for clients. Stay tuned for updates.

FIELD SCHEDULING TIPS

Contacting the Parks Scheduling Office:

Emails are preferred. Please use the generic BallfieldRental@bellevuewa.gov email address, so that all available staff have access for follow-up. Please remember that staff assisting or filling in for Paula won't have the primary contact's name for each group memorized. **It is VERY helpful when the group name is listed at the start of each email's subject line.**

If sending photos, please attach them to the email, rather than embedding them in the email.

Please remove color-coding from files prior to sending them to us. By default, we print in black & white, so the colored fonts or highlights can easily be lost in printing.

Checking Field Availability: The best way to check availability is to provide the following information:

- Which Field(s) or Type of Field -
- Single Date Wanted or Date Range -
- Day(s) of the Week -
- Time of Day -
- Length of Time -
- Sport/Activity -
- Adults and/or Youth -
- Number of People anticipated -

When checking availability, if parameters are very specific (only one date/time will work or is preferred), please consider attaching the request form to the email. We can then start discussing the field schedule and immediately reserve, if available.

Which Form Should I Use ([Request Form for Additional Field Use](#) or [Update Form for Field Reservations](#))?

- Adding enough time for another practice/game, please use the simplified [Request Form for Additional Field Use](#).
- Adding less than enough time for another practice/game, please think of it as adjusting the timeslot and submit an [Update Form for Field Reservations](#). **Example:** group has 7-8:30 pm and wants 7-9 pm. Adjust the timeslot, rather than submitting a request to add 30 minutes.
- When requesting field time for make-up games, it is ONLY considered a reschedule if the original reservation date is still in the future. Make-up games for previous rainouts/cancellations are just additions.
- Have lots of additions/updates to submit? Consider sending in a spreadsheet with all the needed information like on our [Request Additional Spreadsheet Header](#) or [Update Form Spreadsheet Header](#) files.

Hints on Completing Forms

[Request Form for Formal Field Use](#)

- Does the current Primary Contact know their User Code from our new scheduling system? If not, please ask. Once the User Code is handy, it can be utilized on several of the forms and to keep them electronic.
- What months are wanted? If not full months, add the date range wanted (month & date, not year).
- What fields are wanted? Above the list, determine which category applies. Mark all fields being considered.

Field(s) Wanted (pick category based on quantity wanted):

All fields marked Only one of the fields marked (numbered in the order preferred)

More than one of the fields marked. Please explain or attach note: _____

Mark all fields being requested with a "X" (or number to designate priority):

- Are there some fields/timeslots that aren't wanted on some days/dates? Attach a note or add text below the list of fields to let us know the details.

Exceptions: Are there any dates/fields/times included in the ranges above that are NOT wanted? Yes No

Please explain or attach note. (i.e. no fields April 5-14, no Fridays on Field A, no dates after 15th on Field B, until 7 pm on Field C, etc....)

[Request Form for Additional Field Use](#)

- When possible, please include all the information above the chart for easier processing and the Receipt # from the Field Agreement with the current reservation(s) for the month involved.

[Update Form for Field Reservations](#) –

- Use the 4 left columns to provide CURRENT field reservation information. The far-right column is for HOW you want it changed. Updates could be, but are not limited to, adjusting the timeslot, changing the field, rescheduling to a different date, returning field time, asking for rainout/unable to use credit, or requesting prep.

EXAMPLE:

Information Needed Regarding Current Reservation				Type of Update and Details, when needed: Adjust, Change, Reschedule, Return, Credit, Game, Other
Receipt #	Date	Field	Timeslot	
1234567	May 18	Robinswood 1	12:30-2:30 pm	Adjust to 12:30-3 pm
1234567	May 26	Wilburton Soccer	3-5 pm	Return
1234567	May 1	Newport Hills Ballfield	4:30-7:30 pm	Reschedule to May 30
1234566	May 4	Lake Hills Park 1	9-11:30 am	Game Prep
1234565	May 7	Ivanhoe Ballfield	5-7:30 pm	Rainout Credit