

ATHLETIC FIELD SCHEDULING TIMELINE – Revised 11/30/2021

Beginning NOW, groups may submit request forms for all field use in 2022. You may submit one request form per year, unless separate request forms are needed (see below). For example, if your group's use is April-August, please submit a request for April-August use by the April submission deadline (Dec 6, 2021).

SEPARATE REQUEST FORMS NEEDED FOR:

- 1) **Each Tournament** – Tournament requests should be on a separate request form from regular seasonal requests. If requesting multiple tournaments, submit a separate request form for each one. A tournament offered at different basepath distances should be treated like multiple tournaments.
- 2) **Multiple Basepath Distances** – Request 60, 65, 70, 80, & 90 ft fields on separate request forms. Remember to adjust the participant count listed accordingly.
- 3) **Changes in Participant Count** – Some groups request fields for multiple months, but have participant counts that vary during the year. Please submit separate request forms to document the change in participant count. For example, if the participant count for March and April is lower than for May-July, please submit separate request forms. One form could be for March and April and another for May-July. If easier, consider one form for the March-July teams and another for the May-July teams or one request form for each team.

SUBMISSION DEADLINES FOR 2022 FIELD USE

DUE DATE (by 2 pm)	MONTHS AND TYPE OF USE
September 20, 2021	Jan-Feb 2022 Seasonal, Tournament, & Camp Use
December 6, 2021	March-July 2022 Seasonal, Tournament, & Camp Use
	August 2022 Camp & Tournament Use
	March-October 2022 North Robinswood Cricket Field Use
April 15, 2022	August 2022 Other Seasonal Use
	Sept-Dec 2022 Seasonal, Tournament, & Camp Use
September 15, 2022	Jan-Feb 2023 Seasonal, Tournament, & Camp Use

NOTES

- 1) All Field Requests submitted by Field Organizations received by the submission deadline will be included in the allocation process. The Parks Scheduling Office will acknowledge receipt of the request form, so that groups know it was received. Reminders are usually NOT sent out.
- 2) Requests received after the deadline will be processed in the order received, based on availability following the allocation for that season.
- 3) Requests submitted early will not be processed early or receive a different allocation based on when the form was submitted. If changes in submitted forms are needed, please submit the changes prior to the deadline.

Please let us know if you have any questions.

Parks Scheduling Office

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