

## Athletic Field Scheduling Timeline

**Beginning NOW, groups may submit request forms for all field use in 2019. Please submit one request per season, unless separate requests are needed (see below). For example, if your group's season is April-July, please submit a request for April-July use by the submission deadline listed for April.**

**Formal Field Use** is ongoing use for multiple months (like a full season) or multiple dates (like a tournament or sports camp). In most cases, Formal Field Use is requested by an organization, rather than an individual team. However, if a single team is requesting field time for games, it would be Formal use. **Informal Field Use** is use on a few select dates by a single team (like practices prior to the season) or for a single event (like a school field day, company picnic, or family party). Limited to 4 reservations per request form.

### When are Separate Requests Needed?

- 1) Each Tournament – Tournament requests should be separate from league play requests and separate from each other.
- 2) Different Basepaths – Request 60 ft, 70 ft, 80 ft, & 90 ft fields separately. Remember to adjust the participant count listed accordingly.
- 3) Anytime the participant count changes. For example, if the participant count for March & April is different than the participant count for May-July, please submit one request form for March & April and a separate one for May-July.

### Submission Deadlines for 2019 Field Use:

**Tournaments** (stand-alone tournaments or post-season playoffs) –

January-May 2019 – November 15, 2018

June-December 2019 – January 15, 2019

**Sports Camps** (weekday/daytime, at least 3 days/week for at least 3 hours/day) –

January-May 2019 – November 15, 2018

June-December 2019 – January 15, 2019

### **Other Formal Field Requests -**

<b>For Season Beginning in</b>	<b>Due Date (by 2 pm)</b>
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

**Requests for Informal Field Use** – Will be processed in the order received AFTER done with the Allocation.

### **NOTES:**

- 1) Requests submitted early will not be processed early or receive a different allocation because they were submitted early. Just review the form(s) submitted prior to each deadline to determine if any changes are needed in participant count, field wants, etc...
- 2) All Formal Field Requests 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.
- 3) Requests received after the deadline will be processed in the order received, based on availability following the allocation for that season.

Please let us know if you have any questions.

**Parks Scheduling Office**

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