

# Scheduling Policy

- 01) Cassie Miller is the NGS Field Scheduler.
  - 02) Anyone wanting to schedule any event on the softball fields MUST do so with Cassie Miller
  - 03) League Presidents cannot schedule field time for the coaches.
  - 04) Games take precedent over practices and practice times can be canceled by the Field Scheduler to accommodate a league sanctioned game. Practices will only be canceled to accommodate a game as a last result.
  - 05) **To schedule an extra practice or game the coach must do the following:**
    - A) Check the NGS web site for available practice times.
    - B) E-mail Cassie Miller at [cmiller@warrick.k12.in.us](mailto:cmiller@warrick.k12.in.us)
    - C) The e-mail needs to contain the field number, date of practice, time of practice, coach's name, team name. i.e. 14UMiller on Fld 4 4/3/16 at 6:30pm
- Cassie will then send an e-mail to the coach confirming if the practice request can be fulfilled. (This is only done after the initial April practices are set up.)
- DO NOT ASSUME YOUR PRACTICE OR GAME HAS BEEN SCHEDULED UNTIL YOU RECEIVE CONFIRMATION FROM CHRIS.**
- 06) Extra practices can be scheduled no more than 2 days in advance.
  - 07) There are 35-40 teams trying to use the park. Coaches, please be courteous and do not schedule more practice times than you will use and please notify the scheduler of any practice times you do not need or intend to use.
  - 08) A coach may schedule no more than 3 field practice times in one week and no more than 3 batting cage times may be scheduled in one week.
  - 09) If the Scheduler finds a particular team is not using their scheduled practice times, the Scheduler will send an E-mail notification to the Coach and will delete the remaining practices for the team not using their field or cage times. The offensive coach may reschedule no more than 1 field practices per week and 1 cage practice per week.
  - 10) Rainout practices are not rescheduled by scheduler, this must be requested.

## **Rainout Games**

- 01) Every attempt will be made to reschedule rainout games. Sometimes it may be necessary to reschedule a rainout game away from Newburgh. For example, the "away team" may have more field time available for makeup games.
- 02) Check the web site for available field times.
- 03) Contact the "away team" Coach and work out a tentative date for make up games.
- 04) E-mail Cassie and include the date, time and field number of the tentative makeup game. Include all pertinent information.
- 05) After confirming with the Umpire Scheduler, Cassie will send you an e-mail confirming whether or not the time can be used for the makeup game. (You must give at least a week's notice to schedule and umpire.
- 06) Contact the away Coach with the rescheduled date.