**TEALTOWN SCHEDULING PROCEDURES**

**WEEKLY PRACTICE NIGHT**

* All coaches will send an email to [tealtownscheduler@gmail.com](mailto:tealtownscheduler@gmail.com). (PLEASE USE THE FOLLOWING FORMAT)
  + Age Group
  + Head Coaches Name
  + Team Name
  + Practice Night: Option 1 (Monday-Friday)
  + Practice Time: Option 1 (5:30-7 OR 7-8:30)
  + Practice Night: Option 2 (Monday-Friday)
  + Practice Time: Option 1 (5:30-7 OR 7-8:30)

**ADDITIONAL PRACTICE NIGHT**

* A 2nd practice night is available at a “first come first serve basis”
* You must go up to the park after 5:30 and have a Board Member write you in on the schedule.
  + REQUEST MADE ANY OTHER WAY WILL NOT BE HONORED

**MAKE-UP GAME REQUEST**

* Send email to [tealtownscheduler@gmail.com](mailto:tealtownscheduler@gmail.com) (PLEASE USE THE FOLLOWING FORMAT)
  + Age Group
  + Team Name
  + Opponent Name
  + Date of Make-Up Game

**For Knothole and EHL Softball all make-up game request must be in by 10pm the Saturday before the game is being requested to be made up. (THIS GIVES US THE TIME NEEDED TO FIND A UMPIRE)**

**For T-Ball, Coach Pitch, and Select teams, your request can be made with a least a 1-day notice. (THESE LEAGUES EITHER DON’T USE UMPIRES OR THEY FIND THEIR OWN)**

**IMPORTANT**

**\*If a request for a field is sent to any email other then** [**tealtownscheduler@gmail.com**](mailto:tealtownscheduler@gmail.com) **it will not be granted.**

**\*Your 1st option for your practice night isn’t guaranteed (We can’t have everyone practicing on the same night). So, the sooner you get your request in, the better chance you have of getting your 1st option.**

**\*Occasionally teams will be bumped from practice for a game or make-up game If this is the case you will need to go to the ballpark, find a Board Member, and have them write you in on the field schedule.**

**If a make-up game request is made for your practice night, it’s guaranteed to be put on the schedule. If the request is made for any night other then your practice night, it will not trump another teams practice.**