

## 2017 PROCESS FOR RESERVING PRACTICE FIELDS

On Friday, March 10

Diamond Sports

In an effort to keep people from having to camp out over night at the Park Shop, and as we move forward toward an on-line process, we are trying something new for 2017.

We feel this is a fair process, providing each coach with an equal opportunity for field selection.

*This will be for the **INITIAL** practice field requests on **Friday, March 10**. Field requests made after March 10 can be made by contacting the Parks Office via phone or email.*

*From March 18 – April 9 we will work to accommodate 2 practices per week*

*From April 10-June 2 only 1 practice per week will be reserved – with the understanding that after March 27, if fields are released, an additional practice per week may be an option for the weeks of April 10-June 2.*

*(PLEASE remember – Flexibility is Key*

*Front Office Staff will Contact Coach with any Questions)*

- 1) Practice Field Requests will only be accepted via email at [parkshop@fcgov.com](mailto:parkshop@fcgov.com) on **Friday March 10 at 8:00am** with an attached **Practice Field Request Form**.

Any Practice Field Requests submitted prior to 8:00am on Friday, March 10 will be time-stamped as 9:00am, meaning they will be processed after all requests received in the 8:00am hour.

*Example: If a request is received at 7:59:59am it will be moved to the end of the list that exists at 9:00am whether that's 1 request or 50 requests.*

- 2) All Practice Field Requests **MUST** be received via email at [parkshop@fcgov.com](mailto:parkshop@fcgov.com) attaching the completed **Practice Field Request Form**. Any email received without the **Practice Field Request Form** attached will be emailed back to the coach to include the form and resubmit.
- 3) An individual email must be sent for **each** Team's Practice. Multiple request forms attached in one email will not be accepted.

*Example: If one coach has three teams, three emails should be sent – one per team.*

If more than one request is attached to a single email – one request will be processed and the others will go to the end of the list.

- 4) Practice Times are 1.5 hours in length.
- 5) Once the request has been entered into the reservation system by Front Office Staff:
  - a. The Front Office Staff will contact the Coach via phone (as provided on the **Practice Field Request Form**) confirming the requested dates/times.
  - b. Front Office Staff will collect payment via credit card.
    - i. If an Organization Director is paying for multiple practices, the Coach will inform the Front Office Staff and the Org Dir will be contacted after all requests have been entered and provided a total to be paid via Credit Card over the phone.
    - ii. If a check is necessary for payment, coach or director can come by the Front Office the next business day with payment.
  - c. Coach will be sent the field confirmation via email after payment has been received.