

## 2018 PROCESS FOR RESERVING PRACTICE FIELDS

This process is an effort to keep people from having to camp out over night at the Park Shop, and until we have an on-line process

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. Field requests made after the initial date can be made by contacting the Parks Office via phone or email.*

TURF SPORTS – Dates for Reserving Practice Fields: **Monday, March 12** (Spring/Summer) *July 19 for fall*

DIAMOND SPORTS – Dates for Reserving Practice Fields: **Wednesday, March 14** (Spring/Summer)\*\* *July 19 for fall*

*(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 dates noted above for the specific sport **at 8:00am** with an attached **Practice Field Request Form**.

Any Practice Field Requests submitted prior to 8:00am on the designated date 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.*

*\*\*If a request is submitted on Monday for a diamond sport, it will be sent back to the coach to resubmit on Wednesday\*\**

- 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 provide 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.