

To all travel team coaches using the Oregon Rec. as your home field.

We hope you are ready for the upcoming 2017 season. To make the scheduling process more accurate and effective for your teams, the Rec. will continue the game request policy instituted in 2016.

Attached to this document is a scheduling form that all travel teams need to complete when submitting their schedule. **Your games will not be scheduled until this form is completed and payment is received.** This is being done due to past problems of some schedules being submitted lacking essential details. There has also been confusion of scheduling games when two Oregon teams play each other. We have scheduled 2 diamonds for the same game not knowing which team is the home team. So please complete the attached form and submit to office. Once games are scheduled the Rec. Dept. will email you with times and assigned diamonds to avoid double booking.

**Please do not schedule games on June 3<sup>rd</sup> or 4<sup>th</sup> due to the Wolf Baseball Tournament being held in Oregon!**

In addition to the scheduling form, each team must also submit a \$200.00 deposit for the Rec. to schedule your games. This will be returned to you at the end of the season provided you play all the games as scheduled. In the past teams have scheduled games that had no real opponent as a potential rain date or practice. They would not show up for a game that we had prepped the diamond and it would not be used by that team or anyone else. You will receive your deposit back at the end of season if you play your requested and granted schedule. (Games cancelled by the Rec. Dept. due to inclement weather, obviously, do not apply.)

If you need to change a game time or cancel please give us 72 hour notice and your return fee will not be in jeopardy. If you cancel inside of 72 but before 24 hours you will lose \$50.00 per occurrence. If you cancel inside of 24 hours you will be charged a \$100.00 fee, if there is no contact and or no show you will lose the whole deposit. If you lose your entire \$200.00 deposit due to one occurrence or multiple occurrences you will need to replenish the \$200.00 deposit before any of your remaining games may be played.

This policy proved to be effective for the 2016 season, minimizing confusion and utilizing our facility to the fullest. (Based on the 2016 season all team fees were returned in their entirety.)

Thank you in advance for your cooperation.

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