

# Field & Scheduling Requests (Managers: LS, Rookie, Minors, Majors)

## General Expectations

- If you have a conflict with a scheduled game, work it out with the other team whenever possible.
- Games should be played as scheduled unless you cannot field a team or have no coaches available.
- Not every player will make every game — that's expected.

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## How to Check Field Availability

- Go to the main calendar/schedule page
- Ensure all leagues are selected (“Show Tag Menu”)
- You may uncheck 90ft divisions to simplify the view
- Browse dates to find open fields based on existing games

**⚠ Do not email the scheduler asking what fields are available — the calendar is the official source.**

## Available Fields

- Railroad A/B
- Cornhuskers A/B
- Pickell Park 2/3
- Shared town fields (noted on calendar)

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## How to Submit a Request

 **Email: [scheduler@rtjbl.com](mailto:scheduler@rtjbl.com)**

**Be specific in both the subject line and body.**

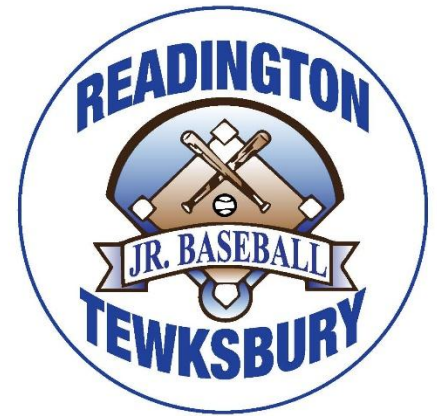
### For Practices, include:

- Division and Team Name
- Day, Date, Time, and Field requested
- Your name

### For Games, include:

- Makeup or rescheduled game (include original date)
- Division and both team names
- New Day, Date, Time, and Field

**➡ CC the opposing manager on all game requests**



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## Field Priority & Rules

- Rec games take priority over travel practices
- Rookie divisions may be moved to Pickell if needed for older divisions
- If no fields are available, you may not bump another team

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## Umpires & Cancellations

- Umpires are scheduled in advance — give as much notice as possible
- Same-day cancellations may result in umpire fees still being charged

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## Makeup Game Guidance

- Little Sluggers & Rookie: Not all games must be made up
- Minors & Majors: Standings are based on total points
  - Win = 4 points
  - Tie = 3 points
  - Loss = 2 points
  - Unplayed = 0 points
- All teams qualify for playoffs

**For more details, refer to the Manager's Handbook (Managers Corner) or contact your League Director.**