

## PWYA Procedures for Scheduling Practice Fields and Times

### 1. Scheduling through the PWYA Master Schedule Coordinator.

- a. To view the most up to date master schedule go to [www.pwya.org](http://www.pwya.org)
- b. Click on the “Master Schedule” tab at the left side of the page. Click on the “Master Schedule”.
- c. Select an open field and time and email your request to [pwyasched@gmail.com](mailto:pwyasched@gmail.com)
- d. E-mail requests will be handled on a first come, first serve basis! Often times we get multiple requests for the same field at the same time. (For example LPR East and West get a lot of requests due to proximity of batting cages.)

Understand you may get the time you requested but may get an alternate field. The Master scheduler will generally re-direct you to the best field still available.

e. All locked fields at the Woyak complex are for game use only and are not to be used as practice fields (Schlutter, Roman, Soik, Fire Pro, Spud and Blue Top.) Memorial Large field is also a game use only field and cannot be used for practice.

f. We cannot guarantee to get back to you the same day. It is best to plan ahead and try to schedule practice at least 1 week in advance. We cannot guarantee a confirmation regarding practice times if they are not reserved at least 1 week in advance. Our scheduling coordinator is also a coach and may also be at work or on vacation.