



Cascade Little League Procedures

Title: Game Scheduling Procedures	Effective Date: January 1, 2009
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Purpose

To provide consistency in game schedules for all levels of Cascade Little League.

Procedures

1. The property /facilities committee shall approve field use.
2. Teams will be scheduled for at least two games per week.
3. Changes may be made in field assignments in response to weather conditions or other issues. Changes may not, however, cause another pre-scheduled game to be cancelled.
4. Regular scheduled games always have priority over re-scheduled games.
5. Monday through Friday games shall be scheduled to start at 6:00PM.
6. Minor Division and T-Ball teams may not start a new inning after 1 hour and 45 minutes from their allotted start time.
7. Major through Senior teams may not start a new inning two hours after the scheduled start time.
8. Games shall not be scheduled on Saturdays or Sundays.
9. Cascade All-Star teams shall have priority over other leagues for practice times on Cascade fields. Practice shall be arranged with the game schedule.

Scheduler Responsibility

The Cascade Little League Scheduler may have the responsibility to coordinate District 7 Inter-League and Cascade Little League schedules that include:

- Juniors Baseball
- Juniors Softball
- Majors Baseball
- Majors Softball
- 3A Baseball
- 3A Softball
- 2A Baseball
- 2A Softball
- T-Ball

Scheduler Meeting

District 7 coordinates Inter-League Scheduler meetings with Baseball and Softball independently. The meetings will consist of negotiations between District 7 Leagues for Inter-League play. It is imperative that the League Scheduler and Cascade Little League President or representing Baseball/Softball Vice Presidents attend these meetings.

Representatives from Cascade Little League should be prepared to answer the following questions:

- Number of Teams Cascade Little League has to represent in each division
- Team Names

- Coach Names and Contact Information
- Field availability/Schedule Priority
- Conflicting Dates (listed below)

Field Priority

Field priority is given to inter-league senior divisions and other divisions descend down from there.

Field priority will go as following when creating the field schedules:

- Cascade Field #2 – Most Senior Baseball first priority.
- Cascade Field #3 – Most Senior Softball first priority.
- Cascade Field #5 – Second Most Senior Baseball or Softball priority.
- Cascade Field #6 – Third Most Senior Baseball or Softball priority.

Information Collection/Dissemination

As soon as possible, coordinate with the Cascade Little League Vice Presidents of Baseball and Softball and obtain team and coach information. The information the scheduler needs but is not limited to:

- Team Name
- Coach Name
- Coach Phone Number
- Coach E-Mail
- Division, ie; Majors, 3A and 2A
- Field availability (to include Inter-league)
- Inter-league Contacts

Schedules

There are many programs that fall to the responsibility of the League Scheduler. Following is a list of schedules that are the League Scheduler's responsibility:

1. Inter-league Scheduling
 - This task will require the scheduling of inter-league games within District 7 for one or more specific divisions. NOTE - Whether you're the District 7 Inter-League scheduler, it is recommended to obtain all District 7 Inter-League Schedulers contact information ie; Name, phone number and e-mail address.
2. Cascade Master Schedule
 - Create a Cascade Little League Master Schedule preferably in a calendar format that gives an overview of all Cascade teams and games schedule for both inter-league and league play. Priority of field schedule will go to the most senior division with inter-league play.
3. Cascade Little League Schedule
 - Create a league schedule for those divisions not participating with inter-league play. These divisions are usually 2A Baseball and T-Ball.
4. Concessions Schedule
 - Once schedules are placed, develop a schedule for those team parents who elected to fulfill a voluntary concessions commitment. Concession schedule is created by teams who play on either field #2 or #3. Team parents may be required to fulfill one shift which equals to about 3 hours and may need to accommodate up to 2 full shifts. Consideration for shift scheduling shall be considered by division and total games each division is scheduled. Senior divisions

are scheduled 5 to 7 more games in comparison to 10 to 12 games for 2A and T-Ball divisions. Concession schedules will be forwarded to the Concessions Officer and team coaches.

5. Team Photographs

- Cascade Little League Board will decide who the photography contract will be awarded. League Scheduler will then contact that photography business and arrange a league picture day which usually takes place on a Saturday. The photography business will provide the league scheduler picture intervals and team information needed to insure team and player identification.
- League scheduler will forward a team photo schedule to each league manager.

Dates to Consider

The following events should be considered non-schedule dates.

1. Awesome 3000
2. Salem Area Relay also known as JC Relay
3. Memorial Weekend Crusher Tournament (Friday, Saturday & Sunday)
4. Other Tournament Weekends set by Cascade Little League Board
5. Cascade High School Graduation

It is imperative that these dates are given to any and all Inter-League Schedulers to help eliminate scheduling conflict.

Schedule Format