

2019 OGSA Scheduling Process

For Regular Permits (e.g. games, practices)

All change requests must be submitted in writing to the OGSA Scheduler:
scheduler@oakvilleangels.com

Responsibility for Scheduling:

- Rep Teams – David Black, designated scheduling coordinator for all rep events
- Select Teams – Individual coaches
- House League Teams:
 - Blastball, Tyke and Mite – Individual coaches
 - Squirt, Novice and Bantam – HGSL scheduler (for games only) and individual coaches (for practices only)
 - Midget – MGSJ scheduler (for games only) and individual coaches (for practices only)

| RAIN OUTS | |
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| Rain Out | <p>Town of Oakville Closure: If the Town closes the diamond, the Town will notify the OGSA Scheduler. Coaches are notified and an update is posted on the Oakville Angels website. OGSA Schedule will also notify all umpires scheduled. If a diamond is closed, teams do not need to be present.</p> <p>Decisions at the Diamond: If the Town has not closed the fields, it is at the discretion of the umpires to determine if the game will continue. Both teams must be present for this decision to be made.</p> |
| Re-Scheduling | Individuals responsible for schedules will contact OGSA Scheduler to reschedule. The rescheduling procedure will follow the 'Additions' procedure outlined below. |

| DIAMOND AVAILABILITY INQUIRY | |
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| Prior to submitting requests | <ol style="list-style-type: none"> 1. Coaches can check a diamond's availability on the Town of Oakville website (https://secure.oakville.ca/iris/Facilities/FacilitiesSearchWizard.asp) IMPORTANT! A field is not confirmed until added to the OGSA permit. 2. The OGSA Scheduler will not be responding to availability inquiries. Please use the Town of Oakville search tool. |

| CANCELLATION AND CHANGES | |
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| Within 14 days of the permit date | <ol style="list-style-type: none"> 1. Per the Town policy, cancellation requests are not accepted and the full billing costs will incur. <i>*To avoid an unused permit, contact your league convener to determine if the permit can be used by another team*</i> 2. Coach or designated scheduler submits the request to cancel or change an umpire to the OGSA Scheduler by email. Specify the date(s), location and team. |

Oakville Girls Softball Association (OGSA) – Scheduling Process

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| Urgent Requests (14-21 days before the permit date) | <ol style="list-style-type: none">1. Coaches or designated scheduler submit the request to the OGSA Scheduler by email. Specify the date(s), location, time and team.2. Urgent requests will be forwarded to the Town as soon as possible to ensure that we can adhere to the Town's policy.3. Any umpires scheduled and associated with the event will be cancelled or changed automatically unless otherwise stated.4. OGSA Scheduler will confirm receipt of request to the coaches or designated scheduler. The Town will honour the cancellation request on the date the email is received. No further confirmation will be sent. |
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CANCELLATION AND CHANGES (Cont.)

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| Non-Urgent Requests (More than 21 days before the permit date) | <ol style="list-style-type: none">1. Coaches or designated scheduler submit the request to the OGSA Scheduler by email. Specify the date(s), location, time and team.2. Requests will be forwarded to the Town every Friday to minimize the number of change requested submitted to the Town.3. Any umpires scheduled and associated with the event will be cancelled or changed automatically unless otherwise stated.4. OGSA Scheduler will confirm receipt of request to the coaches or designated scheduler. The Town will honour the cancellation request on the date the email is received. No further confirmation will be sent. |
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ADDITIONS

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| (More than 14 days before permit date) | <ol style="list-style-type: none">1. Coaches or league convener submit the request to the OGSA Scheduler by email. Specify the following:<ul style="list-style-type: none">• Team• Date – should be at least 2 weeks in advance• Time – early (6:30-8:30), late (8:30-10:30) or other• Location (#1 choice and two alternatives)• Number of umpires required, if any2. Requests will be forwarded to the Town in batches every Friday to minimize the number of change requested submitted to the Town.3. OGSA Scheduler will confirm receipt of request to the coaches or designated scheduler. <i>*This does not confirm that the permit has been issued or the requested location or alternatives are available*</i>4. OGSA Scheduler will send confirmation once the permit is issued by the Town. |
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