

## **Field Use Director Responsibilities and Procedures**

*The Field Use Director is responsible for securing sufficient field times from various municipal jurisdictions and equitably assigning those fields to meet the game and practice needs of all MGSA teams.*

1. Assist with registration
  - Attend MGSA Board meetings prior to January registration and acquire a complete understanding of registration procedures and current issues
  - Attend the registration sessions and help where needed
  
2. Contact appropriate jurisdictions to obtain field availability information
  - Minnetonka Community Education Services (MCES)
    - Contact Deb Malmsten at 952.401.5050
    - MCES has occasionally held meetings to allocate fields
  - City of Minnetonka
    - Contact Ron Schwarz at 952.939.8354
    - Minnetonka holds a meeting in February to allocate fields
  - City of Hopkins
    - Contact Kevin Johnston at 952.988.4074
    - MGSA is asked to fill out an application in January and await confirmation, usually by March
  - City of Chanhassen
    - Contact Jerry Ruegemer at 952.227.1121
    - MGSA is asked to fill out an application in January and await confirmation, usually by March
  - City of Shorewood
    - Shorewood is in the process of revamping its field assignment procedures, so no specific directions are available at this time
    - Shorewood charges a fee based on the number of players using the fields
    - Once the fee and the number of players has been determined, contact the MGSA Treasurer and ask to have a check issued to the city
  
3. Provide the MGSA Scheduler with field availability information
  
4. Assign practice fields
  - Select a date and time for coaches to call in and reserve fields
    - It is recommended that this process take place over at least two nights
    - It is also recommended that the fields be assigned according to program and age, starting with Fastpitch, followed by High School Slowpitch and moving down all the way to K-1
    - The various leagues should be given time blocks in which their coaches can call in to reserve fields

- Contact the coaches through the league directors and let them know in advance what fields are available to MGSA and where the coaches stand in the selection-priority order
    - Encourage the coaches to have alternative fields and dates in mind in case first choices are not available
  - Obtain a list of game days for the various leagues, so that practices dates are not assigned opposite game days
  - It is recommended that copies of the field use schedules provided by the various jurisdictions be given to coaches in case teams find themselves in conflicts with other organizations
5. Assign batting cage sessions
- Batting cage sessions should be allocated at the same time that practice fields are allocated
  - Batting cage sessions should be assigned in X hour slots
  - Teams should only get one batting cage time – additional sessions can be granted, but only after every team has had an opportunity to select one session
  - Make sure batting cage keys are available for both cages on Bennett fields #3 and #5
6. Conduct end-of-year review
- Discuss issues with league directors following the end of the season
  - Provide feedback and recommendations to the MGSA Board

### **Timing**

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|-------------------------------|---------------------------------|
| 1. Registration               | Late January and early February |
| 2. Field availability         | February and March              |
| 3. MGSA Scheduler information | Mid March                       |
| 4. Practice field assignments | Early April                     |
| 5. Batting cage assignments   | Early April                     |
| 6. Year-end review            | Late July                       |