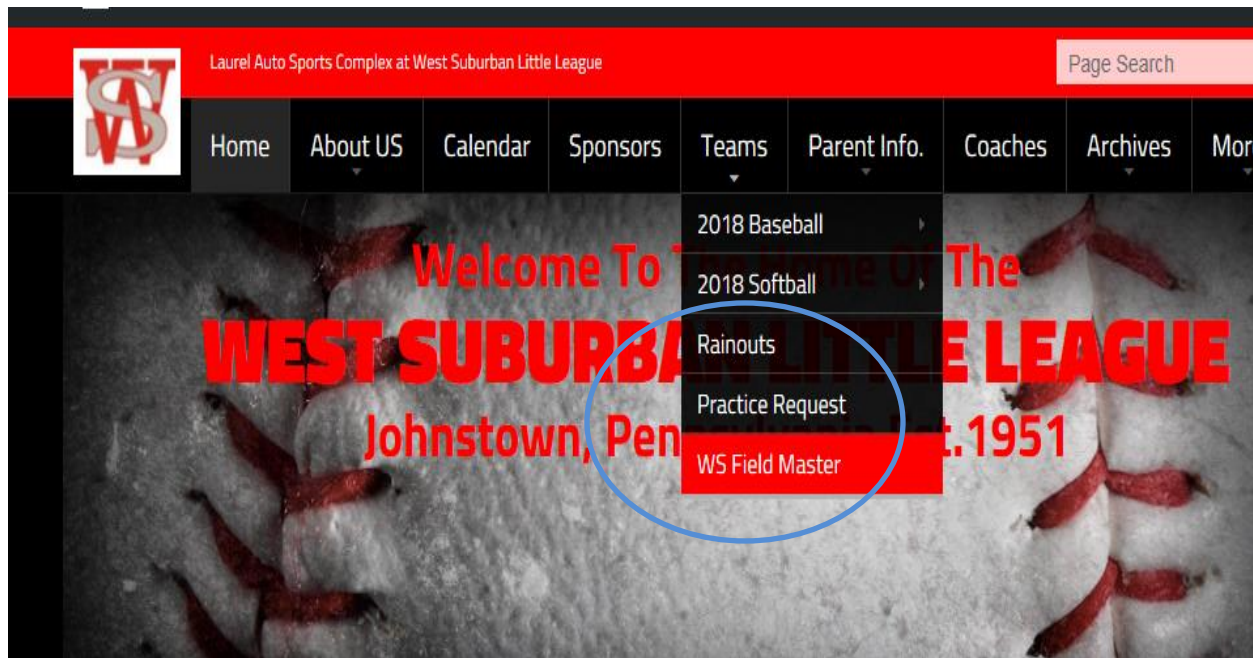


## WEST SUBURBAN LITTLE LEAGUE (WSLL) RAINOUT FIELD RESERVATION PROCEDURE



- Step 1: Determine field availability
  - Go to the “WS Field Master” area and open the spreadsheet.
    - This spreadsheet lists all field slots for Callet, Miller, and Minor fields.
    - Slots highlighted green mean they have been already been reserved.
    - Yellow highlighted slots indicate available time slots.
    - Contact Scheduling Coordinator with any questions interpreting the WSLL Field Master spreadsheet.
  - Identify an available slot that can be used to reschedule the rained out game.
  - Ensure the slot works for both teams.
- Step 2: Submit Rainout Request
  - Once a slot has been selected, go to the “Rainouts” area.
  - Accurately complete **ALL** required fields and then press submit.
    - It is important that the information is entered correctly, so it is accurately captured on the WSLL Field Master spreadsheet.
  - The submitted request will be automatically routed to the Scheduling Coordinator, Head Umpire, and Concession Stand Coordinator to ensure Concession stand, umpire, and Field/website schedules are accurately adjusted.
  - You will be contacted by the Schedule Coordinator with either a concurrence to your request or WSLL concerns with the selected reschedule day/time.
- General Comments

- **ALL RAINOUT REQUESTS ARE TO BE SUBMITTED BY THE HOME TEAM MANAGER**
- Procedure only pertains to Softball, Major, Intermediate, and Minor rainouts on Callet, Miller, and/or Minor fields
- This procedure **MUST** be followed for games rained out at a WSL field.
- This procedure does **NOT** apply to games played at CT or CV.
  - CT and CV handle the scheduling of their fields, umps, and concession stands separate from WSL
  - **HOWEVER**, if you want the **WSL website** updated with the new day and **time for a rain make-up game played at CT or CV**, you can still submit a Rainout request, and the Scheduling Coordinator will update the website with the changes.
- **Rain make-up games ALWAYS trump practices.**
  - Any slot reserved for a practice will be labeled with the word PRACTICE in the WS Field Master spreadsheet.
  - If a manager wants to use a slot reserved for practice, submit the Rainout request for that day/time.
  - Provided no other WSL issues, the practice will be bumped for the make-up game.
  - The Schedule Coordinator will notify the affected practice team.