

Sycamore Baseball and Softball Organization

SBSA Training Center – Team Practices

Scheduling Information and Procedures

The following document summarizes the procedures that must be followed to successfully schedule indoor practice time in the SBSA Training Center for your team.

General Information

The SBSA Training Center will be available to all SBSA registered baseball and softball teams whose players are also registered with SBSA free of charge. During our initial launch period of February through April of 2010, only C-1 Division teams and above will be allowed to book time in the facility. Each of these teams may request up to 2 hours of practice time per week. These teams will be able to request more practice time if all slots are not booked by the beginning of the month. Coaches will be notified via email if SBSA will entertain additional practice time requests.

During the months of April – June, teams at the D-2 level and above may request one hour of practice time per week. These times will be given on a first come first served basis but it is our hope that older teams will request practices times later in the evening (i.e. 8-10) and leave earlier times (i.e. 5-8) available for teams with younger kids. Information will be given out at the SBSA Coaches Meeting in February regarding reserving practice time during the April – June time frame.

Scheduling Team Practice Time

The following procedures should be followed to schedule a team practice at the SBSA Training Center.

1. Check the schedule published on the SBSA web site to determine what dates and times are available for team practices. You can find the schedule by navigating to the *Training* tab located on the top of the web site and navigating to the *Important Documents* menu. Choose the link titled *Training Center Schedule*. You can also find the schedule at this web link: [Training Center Schedule](#) (each month is on a separate page).
2. When you have found an open slot that you would like to schedule for a team practice, you must fill out an on-line request form that is available on the *Training* menu by choosing the *Training Center Team Practice Request* menu option. You can also find the request form at this web link: [Training Center Team Practice Request](#)

3. Fill out all information on the request form as completely as possible. Here are a few extra helpful tips:
 - a. If you are an older team booking time during a school night, please try to leave the earlier slots open for younger teams if possible.
 - b. The person whose name you list as the contact person for your team MUST be the person who checks in the team at the Blue Ash Recreation Center on practice day.
 - c. If for instance you want to book 5 weeks in a row at the same time, you only need to fill out one request and specify how many weeks in a row you'd like the practice time.
4. When you have successfully filled out all information, you should receive a confirmation email. If you did not receive a confirmation email, assume that your request was NOT received and try again. If on the second try you still do not receive a confirmation email, you can send an email to our SBSA Training Center Scheduling Coordinator Doug Backus at dbackus@cinci.rr.com.
5. Once SBSA receives your scheduling request, we will confirm the time slot requested is available and if so, send an email confirming that the slot has been booked for you. If the time slot was already booked, you will also be notified via email.

Canceling a Team Practice

If you need to cancel a team practice, please email our SBSA Training Center Scheduling Coordinator Doug Backus at dbackus@cinci.rr.com as he will need to update the on-line schedule. This will also allow other teams to use your vacated time slot.