

Pacer Park Rules & Scheduling Instructions (17-Jul-2020)

1. Facility Booking Deadlines:

- a. Pacers Park will consider one week as Monday (day 1) to Sunday (day 7). Staff resources will be assigned and print off their weekly schedule for the upcoming week every Sunday evening at 8:00 pm. Therefore, all bookings of diamonds and batting cages must be made by Sunday night at 8:00 pm for the upcoming week to ensure the facility is open and ready for practice/games. If events for the upcoming week are scheduled after the weekly deadline, call Tony Kuffner at 306-519-8646 to notify and request permission prior to proceeding with booking on ballcharts.com (**note: this is expected to occur on very rare occasion**).

Note: each event booking is tracked by username and date/time stamped for audit purposes if required.

2. Practice Time Booking:

- a. Maximum time booking is 1 hour 15 mins on weekdays and 2 hours on weekends to ensure equal opportunity for all teams.
- b. Time slots available include (pending game schedule):

Diamond Rest Day	Week Days	Weekends
Not applicable for the 2020 season.	Not available (unless pre-authorized)	9:00-11:00 am
	Not available (unless pre-authorized)	11:00 – 1:00 pm
	Not available (unless pre-authorized)	1:00 – 3:00 pm
	4:30 – 5:45 pm	3:00 – 5:00 pm
	5:45 – 7:00 pm	5:00 – 7:00 pm
	7:00 – 8:15 pm	7:00 – 9:00 pm

NOTE: scheduling of practices must not interfere with Baseball Regina’s scheduled games. Unless otherwise permitted, practices will not be allowed on diamonds that have a game scheduled later that day (as diamonds will be chalked and prepared earlier than game time).

3. Batting Cage Booking:

- a. Slo-Pitch user groups are not permitted use of the batting cages.
- b. To ensure equal opportunity for all teams, the maximum time booking is 1 hr 15 mins/team for practices, and 30 mins per team for pre-game batting practices.
- c. Teams will only be permitted to book one batting cage at a time.
- d. First priority booking is awarded to teams playing scheduled games that day (first come first serve basis using ballcharts.com scheduling procedures).
- e. Overbooking/abuse of batting cage privileges that leads to unequal opportunity usage for other teams will not be tolerated.

4. General Rules:

- a. Pitching mounds may be used during practices. However, digging out the mound near the pitching mound (bullpen or actual diamond) is **strictly prohibited** during practices and games.
- b. Upon your arrival to a diamond/bullpen, in the event the pitching mound has been dugout, report the offence to Pacer Park staff on site **before proceeding with the practice/game**. The team previously booked on the respective diamond will be contacted and be subject to disciplinary action.
- c. Dugouts and batting cages shall be cleaned of all debris/cans/bottles prior to leaving the diamond.
- d. Pacers Park is a respectful, harassment free environment for players, officials, fans and park staff. Verbal abuse, harassment, etc will not be tolerated.
- e. Teams and fans shall abide by all Covid 19 procedures/measures as legislated by the Government of Saskatchewan, Baseball Saskatchewan and Baseball Regina.
- f. Pacers Park, at its’ sole discretion, reserves the right to postpone, cancel or revise diamond allocations due to inclement weather. **PARK CLOSURES WILL BE POSTED ON BALLCHARTS.COM/PACERPARK.**
- g. **Disciplinary Action:** failure to comply with the above rules may result in the individual(s) and/or team’s immediate removal from the diamond/batting cages/premises. In the event the infraction occurs during gameplay, Pacers Park, at its’ sole discretion, reserves the right to terminate the game (resulting in a forfeit loss for the offending team) and delete all future facility bookings.

Ballcharts.com – Pacer Park Scheduling

A) Log In:

1. Go to the following: **“ballcharts.com/pacerpark”** for Pacer Park
2. Click on **“Member Login”** in the top right corner
3. Click on **“I want to register”**
4. Enter your name (first and last name mandatory), email address, username and password
5. Ensure the **“Receive Emails”** box is set to **“Yes”** as we will be using this as our main method of communication with coaches for things such as park closures, rules and regulations, etc.
6. Once the site administrator confirms registration you will be able to repeat the login procedure and be permitted to schedule events.
7. Near the bottom right beneath the **“Schedule”** tab, click on **“Add/Edit Calendar Entries”**
8. All items scheduled will be shown on the monthly calendar view (can be changed to weekly or daily view in the top right corner)
9. Schedule can also be printed by clicking on the printer icon in the top right corner of the screen

B) Adding a Practice to Calendar:

1. Click on the blue **“Admin”** button below the menu items on the left
2. Click on **“Add/Edit Calendar Entries”**
3. Click on the respective date and **check to make sure no one else is scheduled at the same place/time.**
4. Ensure the **“ All Day”** check box is de-selected
5. Ensure the correct date is selected
6. Insert event start time and stop time
7. Add the name of your **“Event”** using the following naming format:
(Practice/Game – Division & Team Name)
Ex: **“Practice – 13U AAA Buffalos”**
Ex: **“Game – 13U AAA Buffalos vs Pacers”**
8. Add the **“Location”** by entering the diamond # or batting cage (east or west). Diamond numbers and locations can be found in the photos within the left hand menu items.
Ex: **“U13 – Diamond 6 & East Cage”**
9. Click on **“Save”**

C) Adding a Game to Calendar

1. Click on the blue **“Admin”** button below the menu items on the left
2. Click on **“Add/Edit Games”**
3. Enter the required game information (Division, Date, Time, Location, etc)
4. Click on **“Save Schedule”**

D) Columbus & Lions Ball Parks – Scheduling Login

1. Go to the following: **“ballcharts.com/lionspark”** for Lions Park
“ballcharts.com/columbusparkregina” for Columbus Park
2. Click on **“Member Login”** in the top right corner
3. Username(s): **“lionspark”** for Lions Park
“columbusparkregina” for Columbus Park
4. Password(s): **“lion”** for Lions Park
“Baseball” for Columbus Park