Come prepared:

- Wear your team colors
- Bring assistant coaches
- Calendar
  - Know the dates you have access to 'your' fields
  - Note school conflict dates (band/music concerts, class trips, etc.)
  - Note your tournament schedule
- Good writing utensil (and/or good writer)
- Checkbook - if you have outstanding fees to pay

What to expect:

- Check in at the door
- Discuss how to fill out form
- Handout the scheduling form
- Calendars with available dates for city fields
- Break out w/ commissioner – review rules
- Schedule
- Checkout/pick up baseballs

Pre-Scheduling

- PST League fields will available for PreScheduling via Sign Up Genius
- Must transfer all preschedules games to scheduling sheet
- Umpire Clinic – will be sent out through sign up genius – only allowed one time slot – NOT FOR GAMES

Misc:

- Divisions will come out from your commissioner the week prior to scheduling meeting
- MUST play your division games first
- Encourage you to play 'up' and outside of your division, especially near the end of the season
- Importance of scheduling on scheduling day – especially when using your own fields
- Do not schedule games outside of the PST league Don't be in a rush to leave the meeting – other teams are often looking for you!
- VERY IMPORTANT we have your email!

What happens next?

- The weeks following the meeting I will get the schedule into our online system which is used for Umpire schedule
- You may get emails from me with questions/conflicts on your sheet
  - Please reply
  - Make sure your email is correct on spreadsheet that your comm. will send out.
- Games for your age group will be sent to you from your commissioner.
  - PLEASE search for YOUR team and confirm everything is correct
- We will schedule umpires from this schedule.
- Games can be added after the scheduling meeting
- Communications between the umpire system and the spreadsheet on our website is NOT real time