From: Ray Dunleavy
To: Ken Tyburczy
Cc: Stacey Brann-Hotchkiss
Subject: Re: Rec Basketball Schedule Review & Equipment Prep Assistance
Date: Monday, January 5, 2026 9:07:37 AM

Today is my first day back to work in 2 weeks so my schedule is pretty packed, but if you set something up I'll do my best to jump on.

> On Jan 5, 2026, at 8:00 AM, Ken Tyburczy <ktyburczy@ramseynj.com> wrote:
>
> Stacey and Ray,
>
> When you have some time today, please let me know your availability. I'd appreciate your help reviewing the game schedule. Each team has six regular-season games, with playoffs on March 14 and the championship on March 21. To keep divisions balanced, the 3rd/4th grade boys and 7th/8th grade boys are both scheduled for February 7.
>
> TeamSnap has been updated with all practice slots, the regular-season schedule, and the playoff bracket. Since you don't have direct access to the schedule view, we'll need to jump on a quick call so I can walk you through everything.
>
> I also need some volunteer assistance with equipment preparation:
>
> - Sorting basketballs by size and placing them into the correct bags
> - Sorting shirts by team and size for each player
> - Adding First Aid Kits and Scorebooks to each bag
>
> Practices may begin Tuesday, so I'd like to finalize the practice schedule as well. We can review the schedules on the call, but I'll need in-person help at my house for the shirts and bags unless you prefer meeting at the community center.
>
> Thank you both for your time and support — it's greatly appreciated.
>
> Best regards,
> Ken Tyburczy
> Ramsey Recreation Director
> (w) 201.825.3400 ext. 278
> Recreation | Ramsey Borough, NJ