

Dear SII/DII Managers,

Please see the notes below from Dominique Buckler regarding the scheduling process for **your home games at WCRP**. Double check the master "Home Field Assignment List" these are the teams which, these are the teams which, Dominique has been informed by LSC, will be playing their home games at WCRP this season.

If you have questions regarding LSC then please email lisa_talbot@lonestar-sc.com. Any scheduling specific questions regarding WCRP would go to the dbuckler@lonestar-sc.com email. Dominique will have office hours at the Lonestar office Monday – Friday from 9:00 am to 2:00 pm. You may also contact her at 512-336-5425 ext 6. PLEASE note: this process must be completed via email to ensure accurate and complete communication.

Please understand that 95% of the 8v8 game time slots that we have available are in to the following start times:
8v8 Teams - Saturdays/Sundays – 1pm, 2.30pm, 4pm, 5.30pm

Scheduling Protocol - WCRP Home Games

Your home fields are at Williamson County Park (WCRP). The email address to use for scheduling is dbuckler@lonestar-sc.com. You will receive your game scheduling grid directly from your DII or S2 Age Group Coordinator. **Please do not email Dominique at any other address regarding scheduling.**

Please read everything that follows.

First and foremost, when you email the scheduler, Email subject line MUST contain "**Scheduling: and your team name**"

The process is as follows: You will send the scheduler your home game dates.

She will give you timeslots, fields and times for those dates as well as attach a "Confirmation Grid" in Excel.

1) You call your opponents. One of two things will happen:

- The assigned time works for them, the game is now confirmed FOR YOU. Go to point 2.
- The time doesn't work for them, you find out what does work and email your scheduler to get an alternate time.

2) You put that confirmed game in the "Confirmation Grid". Be sure to change its name adding your official team name (Confirmation Grid LSC 99G Gold A). Example: Confirmation Grid LSC 99G Gold A.xls if you are attaching it in Excel.

3) The scheduler will email you back and confirm date, time and field number as well as opponents for each of your games. [The scheduler will then forward to the referee assignor for officials to be scheduled. All you need to do now is show up and play.](#)

4) You **must** send back your confirmation grid to your Scheduler once all the games are confirmed. You may confirm games as you go to reserve slots but you will have to send back your grid when it is all said and done. **You should not be confirming games throughout the season. Your season home games should all be confirmed by the time the season starts**

5) Once the scheduler has received your final confirmation grid, she will send you a receipt. Without this receipt, you will not have completed the scheduling process.

Some of this seems redundant, however redundancy helps accuracy. Consider how bad it would be to come to a field with opponents at 7:15am for an 8am game and no referee ever shows up.

Regards ,

Dominique Buckler (WCRP - Scheduler)