

Dear SII/DII Managers,

Please see the notes below regarding the scheduling process for **your home games at Westcreek and Slaughter Fields**. Double check the master "Home Field Assignment List" these are the teams which, the Lonestar South scheduler has been informed by LSC, will be playing their home games at Westcreek or Slaughter this season.

If you have questions regarding the LSC end of this process please email [lisa\\_talbot@lonestar-sc.com](mailto:lisa_talbot@lonestar-sc.com). Otherwise email Jeremiah Fasl @ [jdfasl@austin.rr.com](mailto:jdfasl@austin.rr.com) for very specific Lonestar South Scheduling items. Ideally, simply follow the process below and scheduling will be a relatively smooth process.

### **Scheduling Protocol – Lonestar South Home Games**

- 1) Receive Grid from age group coordinators or league officials.
- 2) Check your assigned home field from field assignment document.
- 3) Contact the visiting teams' managers' and agree a date and approximate time to play each game. Your grid may have guidelines such as game dates etc.
- 4) Contact Jeremiah Fasl, Lonestar South Scheduler at [jdfasl@austin.rr.com](mailto:jdfasl@austin.rr.com) with your scheduling confirmation grid requesting home days and times (email your grid requests using the excel file on the forms page of the Lonestar Web site). This should be your entire schedule. Please do not send emails game by game. One email with your entire schedule. Be sure the email comes with "Lonestar South Home Game Scheduling" and your 'Team Name and age division' in the subject line. Be sure to allow the email address [jdfasl@austin.rr.com](mailto:jdfasl@austin.rr.com) into their system, turn off their SPAM filter.
- 5) This will be done on a 1st come 1st served basis. So if the date and time you requested is unavailable you will receive the next best solution in the schedule. **If this solution does not work then the process for this game starts over.**
- 6) Note - you cannot guarantee times to opposing teams managers, we, like all teams out at Lonestar South will have to fit in with the field availability at any given time.
- 7) The Lonestar South scheduler will confirm games with you via email then you can confirm them with the visiting team.