

Dear SII/DII Managers,

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

If you have questions regarding the LSC end of this process right now then please email me. Otherwise email scheduler@tc-soccer.org for very specific T&C Scheduling items. Ideally, simply follow the process below and scheduling will be a relatively smooth process.

Scheduling Protocol - T&C 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 Chris Gardini, T&C Scheduler at scheduler@tc-soccer.org 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 'T&C Scheduling' and your 'Team Name and age division' in the subject line) Advise them to allow the email address scheduler@tc-soccer.org 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 you must use the re-schedule procedure**, see link below at point 8.
- 6) Note - you cannot guarantee times to opposing teams managers, we, like all teams out at T&C will have to fit in with the field availability at any given time.
- 7) T&C will confirm games with you by making sure they are **loaded in to the online system within 72hrs of receipt of email**. Then you can confirm them with the visiting team.
- 8) For games that get cancelled or need re-scheduling after you have confirmed them, **you must follow the re-schedule procedure on this Town and Country website page...** <http://www.soccer.tandcsports.org/schedules.php>.