

Dear SII/DII Managers,

Please see the notes below from Dominique Buckler regarding the scheduling process for **your home games at WCRP**. Please also double check that your name (as manager) and your team is accurate in the list at the bottom of this email. 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 the LSC then please email me. Any scheduling specific questions regarding WCRP would go to the ccu-scheduler@suddenlink.net email.

Also note that once more information is available from the leagues there will be scheduled times where managers can come in the Lonestar Office and sit with WCRP scheduler. Dates and times to be announced.

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 ccu-scheduler@suddenlink.net. You will receive your game scheduling grid directly from your Age Group Coordinator/STX Cup, Directors Cup and Presidents Cup. Please do not email Dominique at any other address regarding scheduling so the scheduling emails go straight into her scheduling folder.

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.

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 you must then forward to Lisa Talbot. 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)