

CYB LIGHTS

Introduction

The purpose of this document is to provide an overview of the CYB light scheduling process, and to outline specific responsibilities in this process.

Schedule Requests

Light scheduling requests are generated by CYB volunteer staff, typically the league schedulers, VP Operations, Division Commissioners and/or President. The scheduling process follows the following sequence:

- 1) Field allocations are assigned twice-yearly in a field allocation meeting that is hosted by the Carlsbad Recreation Dept
- 2) League game and practice schedules are generated based upon field availability.
- 3) Lighting schedules are generated in support of the game and practice schedules, by the league scheduler(s).
- 4) Once lighting schedules are generated, they are submitted to the field scheduling contacts shown in Appendix 1. (when light schedules are submitted, they are to be submitted by email to the primary field scheduling contact, with cc to the facility manager, Gian Lauro, other league schedulers if applicable, and the President).
- 5) Lighting schedule requests should generally be submitted a minimum of 1 week prior to the first date of required lights. Schedule requests falling within the 1-week period should be accompanied by a confirming telephone call.
- 6) The act of submitting a light schedule request does not result directly in the lights being scheduled. Lights are scheduled by the recreation dept staff, who takes our lighting requests and transmits them to Musco Lighting Co, which is the contractor that actually operates the lights. **It is important to remember that Musco will not accept light scheduling requests from CYB, but only from recreation dept staff.**

Schedule Auditing

Light schedule auditing is a required activity, due to the inability of our volunteers to directly schedule the lights with Musco. Practical experience has shown that without auditing there are typically many errors in the light schedules, and that many times the lights only get scheduled for a month or so out of the season, then the remainder of the season is not scheduled without re-submitting the original request.

Light schedule auditing is a shared responsibility among league schedulers and division commissioners. Because it is easy to overlook something amidst all of the details, upon being notified that lights are scheduled for a certain period, the scheduler should conduct an audit and should also request this of the affected division commissioners. Errors found as a result of such an audit should be routed by the scheduler to the facilities at which errors have been found.

To conduct the audit, the auditors should refer to the light schedule request, and compare this to the actual schedules as shown on the Musco website. **It is important to note here that the lights shown scheduled on the Musco website are accurate; if shown they are scheduled, if not they are not scheduled, independent of what any CYB or recreation dept staff may say.**

To view lighting schedules on the Musco website, use the following procedure:

- 1) In your Internet browser, navigate to the URL below

<http://www.control-link.com/cgi-bin/wspd CGI.SH/WService=clcws/live/index.html>

- 2) Enter the login information below, then click “Login”
 - a. Username: cyb
 - b. Password: cyb
- 3) Click on the calendar above “My Schedules”; this will take you to the schedules screen. On this screen you can all lights scheduled on the fields by ALL user groups for a 1-week period
- 4) Next to User Group, click the arrow and select “Carlsbad Youth Baseball”, then click GO. On this screen you can all lights scheduled on the field by CYB for a 1-week period. (Note: while it is rare, it is possible to see the lights scheduled on a given field under the “All” schedule view, but not on the CYB view. This is indicative of a potentially big problem, because it indicates a confusion over the field allocation for this time period).
- 5) To change to a daily or monthly view, select the appropriate tab above. To change the 1-week period, click on the small calendar above the field schedules.

Turning Off Lights

Typically, in developing the light schedule requests, the schedulers will provide for lights to be scheduled well past the expected ending of the last game or practice on a field. It is the responsibility then of the team with the last game or practice to turn off the lights at the field at the conclusion of their practice. To do this, use the following procedure:

- 1) Call Musco at (877)347-3319
- 2) Give the Username (cyb) and Password (cyb)
- 3) Give the name/number of the field (refer to the field guide below if needed).

Fields

Chase 1 – South Mustang Field
Chase 2 – Pinto Field
Chase 3 – North Mustang Field
Calavera 3 – Pony field
Pine Softball – East side with diamond
Pine Soccer – West side away from diamond
Poinsettia 1 – Colt field by snack bar
Poinsettia 2 – Upper Bronco/Pony field

Turning On Lights

Sometimes, coaches will arrive at a field and find that the lights are not on, or have the lights turn off prematurely during their event. In this case, a few guidelines are important to remember:

- 1) If the lights are still **ON**, CYB can have the end time of the lights extended; coaches may do this by calling the Musco phone # shown above
- 2) Once lights on a field have gone **OFF**, CYB can not have the lights turned on. This becomes a new lighting request, which must therefore be made through the Carlsbad recreation dept. Because time is of the essence in such situations (umpires will generally call the game off if lights are not restored in 15 minutes), an escalation process is required. The following is the escalation process:
 - a. Call the field-specific telephone numbers shown below. Inform the staff member who answers about your problem. If he/she is able/willing to assist with your request, give your thanks. If he/she is not able to help with your request, go to step "b."
 - i. Pine/Chase - (760)213-5875
 - ii. Poinsettia/Aviara – (760)484-3083
 - iii. Calavera – (760)602-4680 (or walk to the office)
 - b. Call Stagecoach Community Center staff, (760)602-4090. Inform the staff member who answers about your problem. If he/she is able/willing to assist with your request, give your thanks. If he/she is not able to help with your request, go to step "c."
 - c. Call the Carlsbad Police Dept Dispatch Number (760)931-2197. Inform the dispatch officer who answers about your problem. Ask them to have someone at the Recreation Dept assist you with this problem by calling your right back on your cell phone.

APPENDIX 1

FIELD SCHEDULING CONTACT SHEET

Contact	Phone #	E-mail	Fields
Brian O'Grady Cecilia Moran Bonnie Elliot	602-7513 602-7513 602-7515	bogra@ci.carlsbad.ca.us cmora@ci.carlsbad.ca.us belli@ci.carlsbad.ca.us	Pine Ave. Park Chase 1,2,3 Buena Vista Magnolia Field Valley Upper & Lower Jefferson Hope Kelly Zone 5 Aviara Middle School Soccer/Baseball
Jesse Almada Lori Swenck	602-4684 602-4649	jalma@ci.carlsbad.ca.us lswen@ci.carlsbad.ca.us	Calavera 1, 2, 3
Eric Biggin Gian Lauro	602-4693 602-4691	ebigg@ci.carlsbad.ca.us glaur@ci.carlsbad.ca.us	Stagecoach 1, 2, 3 Levante Fields El Fuerte Fields Safety Center Field
Jim Stuckrad Kevin Granse	931-6528 931-1052	jstuc@ci.carlsbad.ca.us kgran@ci.carlsbad.ca.us	Aviara Community Park Soccer Field & Baseball Poinsettia 1, 2, 3 & Soccer
Steve Herrera	434-2973	sherr@ci.carlsbad.ca.us	Infield Maintenance