

2014 NCJLA Scheduling Process - Boys and Girls

Welcome to the 2014 season! The 2014 scheduling process will kick off on December 14th with NCJLA scheduling meetings, two regional meeting for boys and one meeting for girls. It is important to not begin any game scheduling until December 14th when conferences have been finalized. Scheduling early may result in unnecessary extra work. The primary goal of the scheduling meetings is for club schedulers to complete 60-70% of their schedules with the focus on completing in-conference game scheduling.

For a complete list of clubs with boys teams divided into West and East, [click here](#). Scheduling meetings are for youth divisions only and will be held at the following locations and times:

Meeting	Location/Address	Conference Scheduling*	Non-Conference Scheduling
West Boys Scheduling Only	Town School Cafeteria 2750 Jackson St. San Francisco	Boys: 10 AM- 11:30 AM	Boys: 11:30 AM- 12:30 PM
East Boys Scheduling & Girls Scheduling	Head-Royce School Cafeteria 4315 Lincoln Ave. Oakland	Boys: 10 AM- 11:30 AM Girls: 1:30 PM- 3:00 PM	Boys: 11:30 AM- 12:30 PM Girls: 3:00 PM- 4:00 PM

**Please arrive 15 minutes before scheduling begins to check in.*

Wifi is available at both meeting locations:

- Head-Royce School: Use network called "HRS-Guest" Password is "#126thyear!"
- Town School: Use network called "TBS Guest" Password is "tiger2013" You can also download the [pdf with wifi instructions for Town's network](#).

Key Scheduling Dates:

- December 8th - Team Registration Closes
- December 8-13th - Conferences set by NCJLA Staff, Commissioners, and Board Member Committee.
- December 14th - Scheduling begins with NCJLA sponsored scheduling meetings.
- January 22nd - Final day to input boys schedules into the NCJLA website
- January 26th - Final day to input girls schedules into the NCJLA website

Schedulers:

1. Please bring the [Boys Scheduling Appendix](#) and/or [Girls Scheduling Appendix](#) to the scheduling meetings. These documents contain important black out dates and division qualifications for end of season events for all divisions.
2. Bring a print out of the [Boys Conferences](#) and/or [Girls Conferences](#).
3. A list of your clubs host dates. Do not schedule games unless you have a field for that day.

4. Make sure you have all of your teams' black out dates, scheduling goals, and travel requirements for next season. It's a good idea to bring the 2013 game schedule with you as a point of reference, so you know who you owe to travel to, if you hosted last season, and vice versa.
5. Schedule games on grass fields as late in the season as possible OR have a backup turf field available.
6. Home team inputs all games into the NCJLA website. In the event that you have scheduled a round robin where your club is hosting two other teams, please make sure that one team is designated as "home" and the other as a "visitor." See NCJLA website for instructions on [Entering Game Schedules](#) and [Confirming Game Schedules](#).
7. A password protected list of club schedulers can be found on the NCJLA website under the Club Administrator tab. The NCJLA webmaster emails schedulers a password to use to access the contact information for each team's scheduler by 12/15/2013.
8. Schedulers will be able to access the game scheduling features of the NCJLA website within a week after the game scheduling meetings.
9. Be sure to ask about the experience level of each team and the divisional structure for the club you are scheduling with. Are they stacking the teams or are they equally split? Clubs vary on their approach but it is very important for schedulers to know this so they don't put their top B team against another club's bottom B team, for example. Three common approaches are: Stack rank - Top B team takes the best 22 players; next best takes player 23-45; etc. Split by skill - Players are split evenly across teams by talent level. Split by age - Players are divided into teams by age or grade.
10. Finally, after the game scheduling meeting the remainder of teams' schedules are completed via email and phone calls. It helps tremendously if game schedulers are responsive to emails, so the scheduler reaching out gets a prompt response. Also helps to put your club name in the subject line of all emails going out about scheduling.

Officials Considerations:

- **Boys and Girls Officials Considerations:**
 - Games must be stacked back to back, without any additional time in between games.
 - Keep boys blocks separate from girls blocks, not intermingled.
 - Schedule in blocks of youth vs. high school, best to schedule in blocks of teams close in age level.
 - In addition, schedule age groups together and have a progression, like: BU11A; then BU13B; then your GU15A round robin.
 - Don't schedule U9 games (no officials) in between older teams' games.
- **Girls Umpire Considerations:**
 - Girls games must be scheduled in a blocked fashion with multiple games back to back at each site. This can be done with either round robins or age divisions back to back in sequential age order, for example U11 then U13.
- **For scheduling blocks of games please use the following guide:**

Girls Scheduling Time Blocks				
GHS	GU15 A and B	GU13 A and B	GU11	GU9
1 hr 30 min	1 hr 15 min	1 hr 15 min	1 hr	1 hr
Boys Scheduling Time Blocks				
BHS	BU15	BU13	BU11	BU9
1 hr 40 min	1 hr 30 min	1 hr 30 min	1 hr 15 min	1 hr

Key Terms:

1. *Divisions*- All teams at a particular age (U9-HS) and competitive level of play (7v7, 'C', 'B', & 'A').
2. *Conference*- Teams within a division that are grouped in a certain geographical area. Conferences may have as few as 6 and as many as 12 teams.
3. *Non-Conference*- A game played between teams of two different conferences. Also referred to as *Inter-Conference*.
4. *Non-Divisional* - A game played between two teams of differing competitive levels. Teams from an older age level may not play teams from a younger age level. Please note that when non-divisional games are played the less competitive rules must be used. Also referred to as *Inter-Division*.
5. *Black out dates*- Dates that teams are not allowed to schedule play.