**NCBA Team Scheduler Guidelines**

First of all, thank you all for taking on one of the most important roles in our organization: the Travel Team Scheduler. Your role early on establishes the season’s calendar. Your continued support ensures smooth game schedules. You will work closely with your team manager with all team communications. Do the best you can and if you have any questions don’t hesitate to ask. We recognize that you are giving your valuable time and that you are the glue that holds our organization together.

**Team Scheduler:**

* Responsible for scheduling all of your team’s games. See below for 2017 **Mandatory FCBL Scheduler’s Meetings**:

5th & 6th Grade Girls

Wednesday November 1st – 7:00-8:30 pm – Bedford Middle School

5th & 6th Grade Boys

Wednesday November 1st – 7:00-8:30 pm – Weston Middle School

7th & 8th Grade Girls

Thursday November 2nd – 7:00-8:30 pm – Bedford Middle School

7th Grade Boys

Thursday November 2nd – 7:00-8:30 pm - Weston Middle School

8th Grade Boys

Monday November 6th – 7:00-8:30 pm - Weston Middle School

Scheduler must bring:

9 Home game time slots, a calendar with all dates blocked out that your team does not want to play an away game, team [roster](http://fcblhoops.org/Documents.asp?n=28022&org=FCBLHOOPS.ORG) with players home addresses, Birth certificates and [grade exception forms](http://fcblhoops.org/Documents.asp?n=28022&org=FCBLHOOPS.ORG) (for any "held back" players)

* All initial games are entered by FCBL - any subsequent changes are made by Scheduler on FCBL site.
* During the course of the season, games can get postponed or cancelled, and need to be re-scheduled. Scheduler must coordinate all gym changes (practice or games) with the NCBA Scheduling Director- ncbascheduler@gmail.com, to ensure gym availability.
* One week before each game, scheduler must confirm with both teams’ coaches the time and place of the upcoming game.
* Upload to website any changes to the schedule during the season and communicate these changes to team members, coaches, and the NCBA Scheduling Director (ncbascheduler@gmail.com.)
* Please note: No changes should be made after Monday of each week except in the case of an emergency.

**Key Dates for the 2017-18 Season:**

11/6/17 - First week of practice

11/17/17 - BIG EVENT NCHS/NCBA Fundraiser at Waveny House 6:30 pm

12/1/17 - Games start

1/5/18 - Coppo Players Event - no games scheduled

1/23/18 - NCBA Super Bowl Cocktail Party

3/1/18 - FCBL Tournament starts

3/12/18 - NCBA Banquet (tentative date)

**Travel Game Schedules**

NCBA is a member of the Fairfield County Basketball League. Games will start on December 1, 2017.

**Game Confirmation**

Beginning of each week, send an email to the scheduler/manager or coach of the opposing team. Confirm with your manager of any unexpected changes. The FCBL website has contact info and schedules for every team. If a “home” game is not properly listed by the home team the game will not load to the opponent site. (No one wants to travel to discover an empty gym because of a schedule issue or lack of communication.)

Example…

Please confirm the following:

New Canaan 8BB Team vs. Darien 8BB Team

2:00 pm, Saturday, December 2, 2017

Saxe Middle School,

468 South Ave, New Canaan, CT 06840

Ashley 203-966-1234

Enjoy working with your team, your coaches and families. Watching these young basketball players develop is exciting - have fun! NCBA is a fantastic organization, growing stronger every year because of wonderful supportive parents like you. Enjoy the season and good luck! Again, if you have any questions or concerns please reach out to Ashley Burr (ashleyburr1@gmail.com) or Chris McKiernan (cmckiernan@abmck.com).