

# 2019 Game Scheduling Information

## Scheduling Appendixes

- [2019 Boys Scheduling Appendix](#)
- [2019 Girls Scheduling Appendix](#)

## Game Scheduling Orientation Sessions

Please check your email and the NCJLA homepage for the presentations, video links and supporting examples. (Club Administrators tab> 2019 Scheduling)

### A & HS Level Boys and Girls Scheduling

A & HS level Boys and Girls schedulers will be using an NCJLA hosted online scheduling tool for 2019 games. Those schedulers should reach out to [execdirector@ncjla.org](mailto:execdirector@ncjla.org) for the information or visit the 2019 Scheduling page for instructions [HERE](#)

### Schedulers Contacts Listings:

Boys & Girls Schedulers Contact Information will be available after Dec. 15<sup>th</sup>.

- A password to access this information will be sent to all assigned schedulers.

If you will not be the person entering games for your teams in the contact list then please send an email to [webmaster@ncjla.org](mailto:webmaster@ncjla.org) and provide the following information for the responsible party with the person's first and last name, Club, the teams they are responsible for and contact information.

- Person's First and Last Name
- Email Address
- Phone Number (please indicate if it is a home, work, or cell number)
- Club
- Teams that they will be entering schedules

### Scheduler Etiquette

- When contacting other teams do be sure to include your club name in the subject of email AND whether it's girls or boys game scheduling you're inquiring about.
- Do respond promptly to emails, so those reaching out can free up dates they might be holding for you.
- Schedulers get a lot of email this time of year. Please be mindful to not send unnecessary messages, try to batch them.

## Entering Games In the NCJLA Website After the Scheduling Meeting

To enter games, go to [www.ncjla.org](http://www.ncjla.org) and click on the Log In button on the upper right side of the home page and then log in with your email address (the one that the original email was sent to) and your personal password for your account/profile. From there follow the [instructions to enter games](#) from the How To on the NCJLA website in the Help & Support section. The system will open for game submission after Dec 17<sup>th</sup>.

**Note:** If you do not know your password just enter your email address and click on the Log In button. An email will be sent to you with instructions on how to set your password.

- The home team enters the game and the visitor then confirms the game.
- There are 3 types of teams in the scheduling process:
  - Home team- team who is responsible for entering the game, there must be 1 designated especially for round robins.
  - Host team- team that will book the fields and provide all materials, regardless of whether they are “home” or “away”
  - Away or Opponent team- team that is responsible for confirming games
- Here are [instructions to enter games](#) (home team, not “host”).
- Here are [instructions to confirm games](#) (visitor).
- Game schedules must be entered and confirmed on the NCJLA website by January 20th 2019.

Game Times should be as follows:

	High School	14U	12U	10U	8U
<b>Boys</b>	1 hr 40 min	1 hr 30 min	1 hr 30 min	1 hr	45 min
<b>Girls</b>	1 hr 30 min	1 hr 30 min	1 hr 15 min	1 hr	45 min

**NOTE:** If a team is going to play more than one game in a day at the same location, there should be no more than 20 minutes of down time for the officials between games. Clubs are encouraged to schedule another game from the same gender in between the first and second game to accommodate longer breaks for the players (example 14UB, 12UB, 14UB).

### Questions/Issues

If you have any questions or issues regarding entering or confirming games on the NCJLA website please contact the [webmaster@ncjla.org](mailto:webmaster@ncjla.org).