

A Level and HS Boys and Girls Online Scheduling 2019

A and HS level schedulers for boys and girls schedulers,

Last year the girls A level and HS teams completed phase 1 of the pilot scheduling program. The results were overwhelmingly positive and showed us that it is possible to schedule virtually. In phase 2 the NCJLA is adding the boys A and HS level teams to the 2019 scheduling process. Our goal is to fine tune this process so that in phase 3 we can build our own program for use in 2020. Your participation is crucial to its success. Should the NCJLA staff discover that a scheduler is not participating every effort will be made to involve that club and their president. Below you will find the instructions and timeline for participation in the 2019 Phase 2 Online Scheduling Pilot (A level and HS Boys and Girls Teams).

Points of Contact

Laura Jennings-NCJLA Executive Director
Kelly French- NCJLA Board Member
Chris Gehrke- NCJLA Boys Director
Megan Miller- NCJLA Girls Interim-Director

Resources

[2018 Pilot Scheduling Phase 1 example](#)
[Game Scheduling Format Examples \(Round robin, 5 teams, etc\)](#)
[2019 Phase 2 Online Scheduling Pilot A and HS level GIRLS Teams \(updated 12.6.2018\)](#)
[2019 Phase 2 Online Scheduling Pilot A and HS level BOYS Teams \(updated 12.6.2018\)](#)
[2019 Girls Scheduling Appendix](#)
[2019 Boys Scheduling Appendix](#)

Key dates and Timelines

A. Training and setting up your club host dates

- **Dec 6th** scheduling opens to build out your club sheet, scheduler info for each team, and days that your teams can host a game "host dates" (B12uA, G14UA, HS)
 - Example of a club sheet, will be listed alphabetically after the instructions tab and schedulers tab

A screenshot of a spreadsheet showing a row with columns for date, time, and location. A red circle highlights a cell containing '5/6/2018 (turn, firm date and location)' and a red arrow points to it from the right.

31	and location)	PM	1)						
32			2)						
33									
34	5/6/2018 (turn, firm date and location)	PM	1) Alameda						
	Lamorinda	Menlo Atherton	Morgan Hill	Napa	Novato	Petaluma	Pleasant Grove	Sheet4	Pleasantc

A screenshot of a spreadsheet showing a row of tabs. A green circle highlights the tabs: 'Rules and Instructions', 'Schedulers Contact', and 'A & HS Schedule sign ups'.

			2)						
	5/6/2018 (turn, firm date and location)	PM	1) Alameda						
	Rules and Instructions	Schedulers Contact	A & HS Schedule sign ups						

- Clubs should organize their club sheet for each division similar to the example below. Exact game times are recommended but not necessarily needed just if the field availability is in the AM (8-11am start time), or PM (noon to 4pm start time). You do NOT need to list the exact field name. It is the responsibility of the club to ensure that if they say they have a field available to host a game that they do in fact have a permit for its use on the date and time listed. NCJLA Commissioners and Directors will be reviewing club sheets for compliance prior to scheduling opening. They will take the host dates and post them to the A and HS Schedule Tab (see below).
- Teams may **only host 2 times initially**, but may be able to host more than 2 times if more host dates are needed because of the size of the division. The NCJLA Commissioner will consult with the NCJLA Director before opening more dates.

Club Name	Mascot	Club teams in that division listed from highest to lowest.		
Team by Age	Host Date	AM/PM	Opponent	Notes
14UA	3/17/2019 (Turf)	AM	1)	
			2)	
	4/15/2019 (turf)	PM	1)	
			2)	
U12A	3/3/2018 (Turf)	PM	1)	
			2)	
	5/5/2018 (Turf)	PM	1)	
			2)	
GHS	2/17/2018 (Always Buddy Play Day)	9-3pm	1)	Play day for referee training, not part of see
			2)	
			3)	
			4)	
	3/3/2018 (turf)	PM	1)	

B. Conference Scheduling Opens

- **Dec 12th**
 - 6 PM: Conferences released along with the [TEAM STRENGTH SCORES](#). Strength scores are collected at the time that the club registers the team with the NCJLA. The scores will help schedulers find teams that match their teams in terms of experience, coaching, athleticism, etc. (download the form from the NCJLA website: documents>Help & Support> Club Best Practices)
 - 6:30 PM: BOYS Scheduling opens to "sign up" for other club's host dates for CONFERENCE games.
 - 7:00 PM GIRLS Scheduling opens to "sign up" for other club's host dates for CONFERENCE games.

Please note: When conferences are posted schedulers will visit the A and HS Schedule tab to see what dates are available to host and compare that to all of the other clubs and their own field availability. Just because a club has a host date does not mean other teams are required to play that club that day. This format speeds up the process for clubs to find the best location and date for what their team needs in relation to what other teams have to offer. The A and HS Schedule TAB is the best place to see everyone's availability on ONE sheet. See last year example below:

Host Date (2 dates per club)	14UA Host Club (5 clubs per weekend)	Host Date (2 dates per club)	12UA Host Club (3 clubs per weekend)	Host Date (2 dates per club)	GHS Host Club (4 clubs per weekend)
Sat, March 3	1) 2) 3) 4) 5)	Sat, March 3	1) 2) 3)	Sat, March 3	1) 2) 3) 4)
Sun, March 4	Umpire Training	Sun, March 4	Umpire Training	Sun, March 4	Umpire Training
Sat, March 10	1) 2) 3) 4) 5)	Sat, March 10	1) 2) 3)	Sat, March 10	1) 2) 3) 4)
Sun, March 11	1) 2) 3) 4) 5)	Sun, March 11	1) 2) 3)	Sun, March 11	1) 2) 3) 4)
Sat, March 17	1) 2) 3) 4) 5)	Sat, March 17	1) 2) 3)	Sat, March 17	1) 2) 3) 4)
Sun, March 18	1) 2) 3) 4)	Sun, March 18	1) 2) 3)	Sun, March 18	1) 2) 3) 4)

A & HS Schedule sign ups (2) Rules and Instructions Schedulers Contact A & HS Schedule sign ups Petaluma Sheet1 14/

2018 A and HS Schedule Sign Up Tab

As you can see, teams that could host another team or multiple teams had their availability posted for all other clubs to see. Once scheduling opened the commissioners opened the “(Age Level) All Teams Tab” so that visiting teams could sign up for those host dates. For example: Boys 12UA All Teams Tab.

Host Date (2 dates per club)	14UA Host Club (5 clubs per weekend)	Host Date (2 dates per club)	12UA Host Club (3 clubs per weekend)	Host Date (2 dates per club)	GHS Host Club (4 clubs per weekend)
Sat, March 3	1) El Dorado Hills 2) Ross Valley 3) Coyotes (host 1 game) 4) 5)	Sat, March 3	1) Pleasanton 2) 3) Petaluma (need 1 more team)	Sat, March 3	1) Petaluma 2) 3) 4)
Sun, March 4	Umpire Training	Sun, March 4	Umpire Training	Sun, March 4	Umpire Training
Sat, March 10	1) Lamorinda 2) 3) Novato 4) Coyotes (host 1 game) 5) Southern Marin	Sat, March 10	1) Diablo Scorpions 2) Ross Valley 3) ---	Sat, March 10	1) San Jose Extreme 2) 3) 4) ---
Sun, March 11	1) Riptide Black - SF 2) Firehawks 3) 4) --- 5) ---	Sun, March 11	1) Walnut Creek 2) --- 3) ---	Sun, March 11	1) Napa 2) 3) 4)
Sat, March 17	2) Coyotes (host 1 game) 2) Petaluma 4) --- 5) ---	Sat, March 17	1) Walnut Creek 2) Southern Marin 3) ---	Sat, March 17	1) Chico Rebels 2) 3) 4) ---
Sun, March 18	1) Diablo Scorpions (8:00am)(need 1) 2) Menlo-Atherton Grizzlies 3) Riptide Red - SF	Sun, March 18	1) Riptide - SF 2) Lamorinda 3) ---	Sun, March 18	1) Napa 2) 3)

_(Name of Age level)_____All Teams Schedule tab

Host Date (2 dates per club)	14UA Host Club (5 clubs per weekend)	RR Team1	RR Team2	Notes	Time Slot Confirmation
Sat, March 3	1) 2) 3) 4) 5)				
Sun, March 4 Umpire Training					
Sat, March 10	1) 2) 3) 4) 5)				
Sun, March 11	1) 2) 3) 4) 5)				
Sat, March 17	1) 2) 3) 4) 5)				
Sun, March 18	1) 2) 3) 4)				

Here is an example of the 2018 14UA All Teams Schedule Tab

Please keep in mind that for the Girls 14A the majority preferred to have round robins. A few teams in that division could only do single games so they created a schedule that worked for their team. Schedulers are encouraged to compromise when possible so that all teams get a chance to play. In the case of the boys schedules, this tab may only have space for 1 opponent on any given host date. There are no rules that say a team can only play 1 game in a day, only that players must have a 20 min rest period per 90 min of play.

Host Date (2 dates per club)	14UA Host Club (5 clubs per weekend)	RR Team1	RR Team2	Notes	Time Slot Confirmation
Sat, March 3	1) El Dorado Hills 2) Ross Valley 3) Coyotes (host RR) 4) SF Riptide Black 5) West Valley Redhawks	Pleasanton So Marin MA Grizzlies Diablo SF Riptide Red	Lamorinda Petaluma Skyline Firehawks Novato	11:30am Ross Vs. Pet, 12:45pm Pet vs SMLC, 2:00pm SMLC vs. Ross RR ENTERED in NCJLA	
Sun, March 4 Umpire Training					
Sat, March 10	1) Lamorinda 2) Petaluma 3) Novato 4) Coyotes (host 1 game) 5) Southern Marin	SF Riptide Black Santa Rosa (14Bv-non division game) Diablo WV Red Hawks	El Dorado Hills diablo scrappers 14bv (divisio Ross Valley	12:00 Pet vs SR, 1:30 Diablo vs SR, 3:00 SR vs Pet East Washington Fields #3- ENTERED in NCJLA ENTERED in NCJLA	
Sun, March 11	1) SF Riptide Black / SF Riptide Red 2) Firehawks 3) 4) -- 5) --	Pleasanton Coyotes	So Marin MA Grizzlies		
Sat, March 17	1) Pleasanton 2) Coyotes (host 1 game) 3) Petaluma 4) Skyline 5)	El Dorado Hills Lamorinda SF Riptide Red	West Valley RedHawks Novato Walnut Creek	YAY!!!! Novato in! 9:00 Pet vs Novato, 10:15 Novato vs Lamorinda, 11:30 Lamorinda vs Pet East Washir	

C. Non- Conference Scheduling Opens

- Dec 13th 6:30 pm scheduling opens to "sign up" for other club's host dates for NON Conference games.
 - This process takes place on the same tabs as used for conference scheduling. NCJLA directors and commissioners monitor scheduling to make sure that conference games receive priority.

D. NCJLA Scheduling Meeting-Head Royce School

- **Dec 15th 11:30am –noon**, Cafeteria, All schedulers who participated in the pilot program will meet to debrief and provide feedback to the NCJLA on the program.
- Schedulers who have missing games or need to adjust game times may do so at the scheduling meeting or continue to use the 2018-2019 NCJLA Phase 2 Online Scheduling Pilot workbooks.
- In Phase 1 (2017-2018) schedulers used the workbook up until the NCJLA system closed for entering games (late January).
- NCJLA Directors and Commissioners are available at anytime to help with this process and answer questions. We are actively seeking solutions to make scheduling an easier process in the future. Your participation is crucial to us developing the right tools for the league.

E. Additional Information from the Veteran Schedulers

1. What format or special rules do the schedulers have to follow in respect to the number of games and locations?

The NCJLA operations guide has had every variety of scheduling protocols and advice. Over the years the board and commissioners have found that a combination of several strategies is the best approach for schedulers. For example boys teams may benefit from the ease of using the girls strategy of scheduling round robins. Below is a list and description of strategies that boys and girls teams of any level are allowed to use. The only rules from the NCJLA can be found in the Scheduling Appendix and the officials contracts (do not leave large gaps of time between games were officials will be sitting around).

1. Round Robin format, 3 teams, play on one field, typically the hosting home team plays with a break while the teams that traveled play back to back to shorten the time spent onsite. There are 3 teams: host home team, visiting home team, visiting team. The NCJLA recommends that teams have a 20 min break between back to back games.
2. Home and away format: 2 teams meet on two separate days to play a home game and away game similar to the way CIF HS teams schedule. Due to the NCJLA RPI formula it is not required that teams play a home and away, simply that they play each other once.
3. Double header: one team schedules 2 teams to visit and play them back to back. The visiting team only plays one game, while the home team plays 2.
4. 4 team round robin format: 1 team is the host home team, there are 3 other visiting teams (visiting home team, visiting team, visiting team 2) The 4 teams will play a total of 6 games, each team will play 3 games with 2 back to back games and 1 with a break. This is usually the preferred format for teams with a large amount of substitutions. The NCJLA recommends that teams have a 20 min break between back to back games.
5. Club visit format: Some clubs like to schedule to have all of their various level teams play each other on a given day. These are typically single header games of various age levels. For example: 8am Club A 10U vs Club 10U, 9am Club A 12UA, vs Club B 12UA, Club A 12UA red vs Club B 12UA Black etc)
6. One off game format: 1 team only plays one game a day. This typically forces the team to play on both Saturday and Sunday for the entirety of the 8 week season.

2. What should I do if the city/school district has not released our field dates?

- Schedule more away games
- Review the field dates you had last year
- Schedule more away games with the next closest club to minimize travel
- Pick host dates further into the season so you have time to relocate if necessary

3. What should I do between now and Dec 6th?

- Determine your coaches availability for the season.

- Know your club specific blackout dates, prom, concerts, spring break
- Determine your weatherproof field availability (turf)
- Determine your other field availability
- Know your budget- more home games = higher officials costs
- Know your NCJLA scheduling requirements
- Communicate with distant clubs that you need/want to play about making a “day” of it in their area
- Review the NCJLA RPI document for standings
- Communicate to everyone in your organization that ALL teams have post season play on May 11

4. Locations for Playoffs and Flighted Tournament for teams that do not make playoffs:

1. Boys and Girls HS V and JV: Bartholomew Sports Complex, Elk Grove, May 11
2. Boys 14A, 12A and 10A: Treasure Island, SF, May 11 (pending new turf location)
3. Girls 14A and 12A: Patelco Sports Complex, Pleasanton, May 11

*** Please keep in mind if your division has 10 teams only the top 4 teams make playoffs. If your division has 11 teams only the top 6 teams make playoffs.

4 teams:

May 11

Game 1: 1 v 4

Game 2: 2 v 3

May 19

Winner G1 V Winner G2

6 teams:

May 11

Game 1: 3 v 6

Game 2: 4 v 5

1.5 Hr break

Game 3: 1 v Winner game 1

Game 4: 2 v Winner game 2

May 19

Winner G 3 V Winner G 4

Championships:

Patelco Sports Complex, Pleasanton, May 19

9-3pm

Flighted tournament for teams that do not make playoffs:

10 team division:

May 11: Example

G1: 7 v 10

G2: 8 v 9

G3: 5 v winner G1

G4: 6 v winner G2

G5: LG1 V LG2

G6: winner G3 V winner G4 (flight championship)

11 Team division:

May 11

TBD will depend on how many total teams are in the division.