



## **SUBMITTING A STUNT SCHEDULE**

### **LEAGUE SCHEDULES**

League schedules must be submitted by ONE representative. Schedule submissions window will be November 15th through December 15th, any schedule changes after January 15th will incur a change fee and is not guaranteed, but we will work with leagues on confirming their schedule. All schedules submitted are final pending approval. Once the association confirms the availability of officials they will approve your leagues schedule, and you will be notified.

SoCal STUNT Officials - [www.socalstuntofficials.com](http://www.socalstuntofficials.com)

Central STUNT Officials - [www.castuntofficials.org](http://www.castuntofficials.org)

### **SCHEDULING GUIDELINES**

- League games should be scheduled on weekdays.
- Start time of games should be no earlier than 5pm.
- A minimum of 3 consecutive games must be scheduled on a given date (this does not mean the same team needs to play all games - please refer to our game format below for options)
- Games should be scheduled every hour. (example: 5pm, 6pm, & 7pm)
- Facilities need to be available 1 hour prior to the first game start time.
- Teams will be required to have a minimum of 6 games on their league schedule to be considered for the section tournament.

### **GAME FORMAT**

The below is an option of how to format your games on a given day.

- One host school with multiple teams playing
  - Game 1 - Team A plays Team B
  - Game 2 - Team C plays Team D
  - Game 3 - Team E plays Team F

### **TOURNAMENT SCHEDULE**

The proposed schedule for a tournament must be submitted to your official's association no later than 4 weeks prior to the tournament date. Confirmation of the tournament will be 1 week prior to the tournament date. Exact teams do not need to be submitted on a schedule until 1 week prior to tournament date.

### **SCHEDULE CHANGES/FORFEITS**

All schedule changes must be sent into your official's association by January 15th, any schedule changes beyond that date will be subject to a schedule change fee. In that case please send in more than 10 days prior to the original game and will still need approval before it is confirmed. If a forfeit occurs, the forfeiting team's athletic director must notify your official's association more than 48 business hours in advance through email otherwise they will be held responsible for all game/officials fees.

### **PAYMENTS**

Invoices for Assigning Fees will be sent out November 15th to all schools participating in the 2024 STUNT Season. Host schools will be responsible for all official fees for the games located at their sites. When games begin, invoices will be sent out one time per month in March, April and May. All past due invoices must be paid in full prior to any officials being assigned for the upcoming season. Payments can be made directly to NCSOA.

### **HOW TO SUBMIT YOUR SCHEDULE**

When using NCSOA template, please use instructions below: Enter all the information into the NCSOA STUNT Schedule Excel Sheet for your entire league's schedule. Please save the Excel Sheet as "*LEAGUE*"



NAME\_ SUBMISSION DATE MMDDYYYY" (example: NCSOALEAGUE\_01152023). Please do not abbreviate your league name as we have several leagues with the same letters. Note, assignments of officials is not guaranteed for all games. Templates not submitted properly maybe delayed in approval.

\*Please submit your schedule along with your 2024 NCSOA Officials Contract for invoicing and assignment fees (see below). Invoices/billing will be sent to host schools.

**Entering data into column**

1. **Date** – Enter games by chronological order. Enter format as MM/DD/YYYY (example: 01/01/2022)
2. **Time** – Enter format as HH:MM AM/PM (example: 05:15 PM).
3. **Day of the week** - Enter the day of the week, no abbreviations.
4. **Level** – GIRLS VARSITY.
5. **Home Team** – Enter the home team, no abbreviations.
6. **Away Team** – Enter the away team, no abbreviations.
7. **Site** – Enter the site where the game will be played, no abbreviations.
8. **Site Facility**– Enter the Facility that will be used at the location, example: Large Gym, Small Gym., no abbreviations.
9. **Bill to Person** – Enter party that is responsible for paying official and assigning fees (who is being invoiced for the fees). Please make sure this is accurate for your league/district/section.
10. **Bill To Full Address** - Enter the full address that the bill is to be sent to.

Please use the designated scheduling template located on your official's association website to send the entire leagues schedule in to NCSOA [www.norcalstuntofficials.org](http://www.norcalstuntofficials.org)