



# USJN PRE-EVENT CRITERIA / RULES



USJN schedulers **ONLY** use information provided in our online system under your 'team info' area. Verbal or emailed information to USJN employees are NOT used as part of this process. Please plan accordingly.

**LEVEL OF PLAY** – USJN places teams into pools based off of the information provided in this area of your team account. If left blank, USJN reserves the right to put your team at any level needed to balance the schedule. To understand USJN's 'age' breakdown for teams/events go to: [http://www.usjn.com/about\\_new.php](http://www.usjn.com/about_new.php)

**SPECIAL REQUESTS** – Information must be provided by the timeline below. It is not USJN's responsibility if you are not happy with your schedule if no special request information was entered in the system. We do not guarantee 100% that we can accommodate these requests BUT 90% of the time we are normally able to schedule accordingly.

\*\* To find this area: log in to [www.usjn.com](http://www.usjn.com), go to 'my team pages' on the left hand column then click on your team that you want to make any requests for. You then will click on 'edit team info' – here is where you will find Level of Play, Special Requests, & Coaches Info. \*\*

## **SCHEDULE TIMELINE**

**10 days prior to the event:** All level of play and special requests must be in the system as this information is pulled from our online system to begin the scheduling process.

**5 days prior to the event:** GRID 1<sup>st</sup> version of the schedule is posted (this is a one page version of the schedule so teams can see basic schedule & let USJN know if there are any SMALL errors in schedule or if we missed certain requests that were put in the system). This schedule format is posted for 48hrs.

**3 days prior to the event:** LONG FINAL VERSION of the schedule is posted before end of the work day. This will be the schedule that goes into the college booklets/posters and is the FINAL VERSION. Any emergencies that happen inside of this time the site director will correct by calling and contacting teams to ensure that they know of the changes.

**\*\*DUE TO HEIGHTENED NCAA RULES – USJN must strictly enforce the below rules to maintain NCAA CERTIFICATION\*\***

## **TEAM ROSTERS – Data Entry into USJN & NCAA systems**

All roster information for players must be entered into the [USJN system](#) by midnight 5 days prior to the event start or the online USJN administrator will be fined \$50 by USJN. The fine & the official roster must be received at check-in before the team's first game. **THIS IS NOW STRICTLY ENFORCED.**

USJN is held to the highest standard by the college coaching community and they expect us to provide a product to them. To ensure proper print time for these booklets of information, and the highest level of professionalism we need club coaches to assist in ensuring that their players' information is received in a timely & organized fashion.

NCAA Certified Events – all roster information must be put into the [NCAA online system](#) & 'opted in' to the specific USJN tournament prior to the start of the event. If this is not completed by midnight 3 days prior to the event start the coach of the team will be fined \$50 by USJN. **THIS IS NOW STRICTLY ENFORCED.**

## **CLUB COACH CHECK IN @ USJN Events**

All coaches must bring their government issued ID's to receive a sideline band ONLY if they have an NCAA approval #. Coaches must come and receive their bands themselves – other staff members cannot pick up these bands for them. Scorekeepers that wish to sit on the [bench](#) MUST have a NCAA approval # as well (these are NCAA rules not USJN rules & hold true at all NCAA certified events). Scorekeepers can purchase spectator bands & sit at score table if seating is available.

**IF a coach is not put into the USJN system 5 days prior to an event they will NOT be allowed to receive a sideline band at the event – NO EXCEPTIONS.** Someone cannot come up to the table & say 'I'm a coach' and get a sideline band. Please plan accordingly to get all of the information in the USJN system under the appropriate teams.

\*\* NCAA Approval #s are NOT needed for Feb/March/May/June USJN events (non-D1 exposure events)

\*\* Maximum # of coaches for a team is Head Coach & 2 assistant coaches

To learn more about NCAA rules / NCAA sideline certification & roster submission go to: [http://www.usjn.com/ncaa\\_new.php](http://www.usjn.com/ncaa_new.php)