

Coordinator Season Primer

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Pre-Season Key Dates

- Oct 14 – Gym Avail Due
- Oct 17 – Athletic Teams/Conflicts Due
- Oct 24 – Rec Teams/Conflicts Due (2nd-6th)
- Oct 29 - Shootout Registration Deadline
- Nov 3 - Shootout Schedule Published
- Nov 8 – Coord Athletic Schedule Review
- Nov 14 – JH-HS Teams Due (7th-12th)
- Nov 22 – Schedules Published
- Nov 29 – Waivers/Rosters Due
- Dec 1 – Season Starts

Pre-Season Shootout

- November 11th/12th at local gyms
- 3 game round robin
- Athletic AND Rec Divisions
- Boys/Girls 3rd-6th Grades
- \$95 per team, **includes ref fees**
- 2-14 minute running clock halves with stop and go last minute of half
- Register teams on-line during season registration
- Open to non-CPYBL teams
- Communicate gym availability for tournament on-line from portal

Coordinator Portal

- Email sent upon coordinator acct creation
- Register teams
- Enter gym availability
- Enter schedule conflicts for teams
- Enter team roster information
- Mass edit of jersey numbers for team
- Verify all players have waiver signed
- YouTube video tutorials available
- Edit/Delete registered teams
- View/export your team schedules

GYM AVAILABILITY

- Ideal – plan for 75% of teams play at home per weekend
- Athletic teams must provide two days per weekend for home games
- Teams without homes to play at SportsPlus (\$35/game)

What's New?

- 7th-12th Boys High Rec Division
- Coordinators can now maintain a list of coaches to speed up the registration process. More info on your portal.
- Teams that do not have a home gym or who cannot provide appropriate home gym time will be scheduled to play at SportsPlus for a \$35/game fee.

Communication

Parents, Coaches, and Coordinators can subscribe to a wide variety of notifications by editing their user account on our web site. Here is a list of the available notifications.

- Game Change Email/Text
- Report Game Score Email (coach only)
- My Gyms Game Change Email (coordinator only)
- My Teams Game Change Email (coordinator only)
- Subscribed Game Change Facility (receive an email when a game changes at a gym)

In-Season Key Dates

Dec 1 – Season Starts

Dec 18 – 2-week winter break begins

Dec 19-21 – Competitive Balance evaluation

Dec 26-31 – Competitive Balance re-schedule

Dec 31 – Roster Freeze Date

Jan 2 – Invoices sent (\$75 or \$140 per team)

Jan 5– League Play Resumes

Jan 31 – Payment due

Feb 4 – Super Bowl: games at 12, 1, 2, 3, 4,5

Feb 15 - Tournament schedule published

Feb 22 – 25 Post Season Tournament

Competitive Balancing

While it is our hope that all teams are registered and placed in a competitively-appropriate division, inevitably there are a few teams either dominating their division or getting blown out. We evaluate these teams during winter break based on record, point differential, and strength of schedule.

If a team needs to be moved up or down a division, we will contact the coordinator and coach and begin to re-work the schedule. The goal is to provide the best possible basketball experience for our kids with minimum disruption to the schedule.

Discipline and Conduct

- All rules and codes of conduct are available on front page of web site
- Coordinators should report all inappropriate conduct to the league
- League will review incident and obtain statements from unbiased 3rd parties
- The incident will be reviewed by the league and the coordinator from a community not involved in the incident
- If the conduct results in sanctions against the offending coaches, players, parents, or referees, they will typically be levied within 5 days of the incident being reported to the league.

Liability Waivers

A parent/guardian for each child playing in the league must fill out a Liability Waiver on-line this season. The waiver form is available NOW on the front page of our web site for parents to fill. The web site will match the waiver to the roster entry based on the following information:

- organization name
- player last name
- player date of birth

If any of the three fields don't match between the waiver and the roster, the web site will not be able to match them up. Coordinators will have tools available to investigate. **NO WAIVER NO GAMES!**

Game Rescheduling

During the pre-season, coordinators have the opportunity to log schedule conflicts for their teams from their portals. The league will review these conflicts and if they are approved, schedule around them. Valid conflicts include: team cannot field enough players **due to a school conflict or the head coach and all assistant coaches are not available to coach a game**. Please provide a valid reason when submitting the conflict or it will be rejected.

If, during the season, a scheduled game cannot be played due to illness or gym closure, the process to reschedule the game is as follows:

1. Contact the league to notify them of the game that cannot be played and the reason why
2. The league will mark the game as "postponed" on the schedule which will notify the opponent
3. The coordinator of the team cancelling should work with the opposing team coordinator to find a new time to play. Please provide 3 options to your opponent.
4. Notify the league of the new game time with proof that your opponent has approved
5. The league will reschedule the game on the web site which will provide notification to referees as well as any parents, coaches, and coordinators that subscribe to game change notifications