

Coordinators,

I want to apologize up front for the length of this email, but there is a lot of information that needs to be communicated as planning for the 2017-2018 season is now underway. Much of what we are stating in this email is also available on your Coordinator Portal in the form of PDF guides and YouTube videos or on the new Coordinator Page that is available from the front page of the web site. We have attached the two page Season Primer that we handed out at the meeting last year. We will also post this on the web site on the Coordinator Page.

Also, please plan on attending our season-kickoff member meeting that will take place a week from today (Wed Sept 20) at the Evendale Recreation Center at 7pm.

TEAM REGISTRATION

Team registration is now open. You can access the online Team Registration, Gym Availability, and Schedule Conflict forms from the Season Setup section on your Coordinator Portal OR options on the Coordinator sub-menu on the Portals menu after you have logged into your coordinator account. When you register your teams, you need to know the gender, grade, and division the team will be playing in and preferably know who the head coach will be. We would prefer that you wait to register a team closer to the deadline if you will know who the coach will be at that time, but do not know who it is now. **IT IS CRITICAL, that you register your teams by the deadlines listed below.** There are a lot of moving parts to the league this year due to our increased membership, and we can't afford to miss deadlines.

Team Type	Registration Deadline	Coordinator Schedule Review
Athletic	October 17 th	November 8-11
2 nd -6 th Rec and High-Rec	October 24 th	November 17-20
7 th -12 th	November 14 th	November 17-20

In regards to the playing divisions, please do your best to choose the appropriate level of play for each of your teams. If you would like to see how your teams did last year to provide some guidance, please go to our Standings page and you will see a link that will take you to the standings from last year. If your team dominated at a certain level last year, please move them up a level when you register them this year if the makeup of the team will be similar. Available divisions are spelled out on the registration form, but here are a few quick clarifications:

- All 2nd grade teams are instructional
- An athletic division will be offered for 3rd grade boys, but not girls (due to lack of interest). The rest of 3rd grade teams will play recreational.
- Athletic A and B are offered to 4th-6th grade boys and girls but an Athletic C division is offered to boys only in those grades due to the large number of teams for boys that can support a 3rd level of athletic
- 9th and 10th graders should play in a JV division and 11th and 12th players must play in a Varsity division.
- High Rec divisions will be offered for 7th-12th grade boys due in part because the new organizations that have joined us this year had a vibrant High Rec division. There might be some travel involved with these divisions based on the total number of teams that sign up for them

- Due to our increased numbers, please register your girls 7th-12th grade teams as 7th, 8th, JV, or Varsity. If we don't have the numbers to support separate divisions or travel is too much, we might combine 7th and 8th for instance.

COACHES

In order to streamline the registration process, we created a list of your coaches based on who coached last season (for teams that were with CPYBL last year or new teams that provided us a list). This list can be edited from your portal if you want to remove coaches, edit information about them (i.e. an email address change), or want to add new coaches. When you register your teams, you can choose a coach from a drop-down list now instead of having to enter all of the coach information each time which should save you a lot of time. If you are registering a team that has a coach that is new to your organization, you can enter all of the information during registration and the coach will be added to your list. If you don't yet have a coach when you register your team, we will assign a coach of Unknown to your team and you can edit your team list later to assign it a coach when you have that information.

When we approve your teams after the registration process, an account will be created for your coach based on the email address you provided during registration or that exists on the current coach record on your list. **PLEASE DO YOUR BEST TO MAKE SURE THIS EMAIL ADDRESS IS VALID!!** It cause all of us a lot of headaches when you don't submit a valid email address.

GYM AVAILABILITY

You may enter your gym availability up until end of day October 14th. Each organization must supply ample home gym time to allow us to schedule 50% of their games at home. If you are going to use a gym that we don't have in our system yet, please respond to this email with information about that gym and we will get it setup. Here are some guidelines regarding gym availability:

- All athletic teams MUST provide two days per weekend to schedule games
- Organizations that only have rec or high-rec teams (no athletic) must supply one weekend day (preferably Saturday) but it could be a Sunday to host games. Fridays only will NOT be accepted this season.
- If you cannot provide a home gym, your home games will be scheduled at SportsPlus at a cost of \$35/game.
- When registering teams, you can specify a preferred facility and/or gym for that team to play in. Please keep this in mind as it helps us put the better teams in larger gyms or younger teams in the smaller gyms for instance.
- As you try to determine how much gym time to give us, a good guideline is to assume that 75% of your rec/high-rec teams will be playing at home on a given weekend and that each of your athletic teams will be playing 1.5 home games a weekend. The more flexibility we have in scheduling, the better the schedule will be for everyone. I can't stress this enough. We will schedule games contiguously and "give back" to you any gym time that we don't need after the schedule has been built. We realize that 75% is not possible for everyone, but want to put that out there as a guideline.

SCHEDULE CONFLICTS

These are due at the same time registrations are due. After you register a team, you can go to our conflict form and let us know if there are any times that this team can absolutely NOT play. We will review your request and either accept it or deny it based on the reason you have given. Please be

judicious with this. There must be a really good reason for us to not schedule a team in a certain time slot. We expect that each team has a competent assistant coach and thus will not schedule around conflicts for your head coach. If there is a mandatory school event that the players must attend, this is an example of a conflict we can schedule around. In addition, our scheduling algorithm will schedule around coaches with multiple teams so please don't enter these as conflicts, it just muddies the waters. As long as you assign the coach to both teams, we will know about it. We simply ensure that a coach can get from one game to another it isn't a guarantee that they will always play back-to-back home games for instance. This is for head coaches only, not assistants.

LIABILITY WAIVERS and ROSTERS

As an additional reminder, you may begin instructing your parents to fill out the on-line Liability Waiver which is available on the front page of our web site. We must have a waiver on file for each child before they are allowed to play in a league game. In addition, rosters are due by November 29th. Most organizations submit an Excel sheet that we will load but it **MUST follow a specific format**. You can also hand enter your rosters, but this is probably not a good idea for mid-to-large sized organizations. You can find a template on your portal in the Season Setup section. We will be updating the template with the team list once registration has closed. Also, as we mentioned before, new this year is the ability to have your rosters created automatically for you when your parents submit their waiver. If your organization wants to do this, you must let us know. It won't happen by default. In some cases, you will need to re-assign kids to the correct team if the parent makes a mistake or in some cases, they might submit the waiver before the teams are registered. Again, you will need to assign them to teams but it is a fairly easy process. Let us know how you'd like to handle it. **This decision needs to be made by the time of our meeting on 9/20.**

PRE-SEASON SHOOTOUT

We offer a two-day round robin tournament on November 11/12 for \$95/team which includes ref fees. If you have a team that is interested in playing in this, you can check a box during the season registration to register them or email us later. This is a three game running clock tune up for the season that is played in member gyms. If you would like to host games for this event, please indicate your gym availability on the calendar. We will continue to offer this option as it is a low key start to the season for 3rd-6th grade boys and girls. Athletic and rec teams are welcome. We will also advertise tournaments that your organization might be running as well. Simply email us the information and we are happy to post and socialize that information. I know several of our member organizations run great tournaments so please check them out!

REGISTRATION FEE

The fees this year are \$80 for rec/high-rec teams (10 game schedule) and \$150 for athletic teams (20 game schedule). We will invoice you in December. Please note that we will be charging \$200 if you have to drop a team after the schedule has been built. This is meant to discourage the practice as it results in A LOT of extra work on our part. Don't register a team unless you are sure you can field a team.

We will be in touch on other topics over the course of the next several months. We are looking forward to a great 2017-2018 and hope to see you next week.

Thanks,

Doug and Ben