



# CPYBL Registration Period Information

This document contains information you will need, as a coordinator, to navigate the pre-season registration period. As always please feel free to reach out to us with questions.

Thanks!

Doug and Ben

## Housekeeping Items

- All registration items (as documented below) must be completed by the league deadlines as specified on the web site. Please plan all of your internal registrations, tryouts, and drafts accordingly.
- Coordinators can access these items (team registration, gym availability calendar, and schedule conflict form) from their Coordinator Portal when logged into their account
- If an organization has a change to their contacts as listed on the website, please email Doug
- If an organization is using a facility for home games that doesn't yet exist on our website, please email Doug

## Team Registration

- Coordinators should register teams in the appropriate division based on last year's results if applicable (if a returning team and core of team is the same)
- DO NOT register a team **hoping** that you'll get enough players to form the team. We start the scheduling process a few days after registration closes and it is very difficult to remove a team once this process begins.
- A reminder that there is no 20-game high-rec option this year
- If you don't yet have a coach for a team that is fine, but please update your coach info from your Coordinator Portal as soon as a coach has been assigned to the team by clicking on the Assign Coach button next to the team in your Portal.
- Please double-check the email address that you are entering for your coach during registration. Their account is built based on this and we spend a lot of time each year "fixing" invalid email addresses.

## Gym Availability

- We will use the gym availability you give us in the most efficient way possible and schedule games consecutively.
- We need gym availability for each weekend of the season. If you aren't able to offer gym time on a weekend that home games need to be scheduled, they may be placed at Elite Athletic Complex or at the site of your opponent, resulting in a "lost" home game.
- If you have athletic teams, we need gym time on multiple days each weekend (Saturday and either Sunday or Friday)



- Returning organizations have a good idea of how to provide gym availability and are familiar with our need for a lot of hours to use during scheduling, but we “return” all unused hours when the schedule is completed.
- For new organizations, a good formula to use when estimating the **absolute minimum** number of hours to provide the league per week is as follows:
  - $(\# \text{ teams} \times \# \text{ home games}) / \# \text{ weeks in season}$
  - Teams playing a 10-game schedule have 5 home games and teams playing a 20-game schedule have 10 home games
  - We need more than the minimum number of hours from you to schedule your teams as we deal with gym availability of your opponents, schedule conflicts, coaches with multiple teams, etc ...

## Schedule Conflicts

- Schedule conflicts should only be entered for teams due to a mandatory school activity that prevents the team from playing at a given time.
- You don't need to enter a schedule conflict telling us someone is the head coach for multiple teams. Our scheduling engine figures this out and tries to avoid conflicts between the two schedules. Also, we only do this for head coaches, not assistants.
- Please do not put in a schedule conflict saying a coach cannot coach on Saturdays due to their job (for example). Please find another head coach and possibly have this coach be an assistant.
- When entering a conflict, please enter specific information as to why the team cannot play so we can best evaluate the request.
- Each year we get requests that we deny and when discussing with the coordinator we get an “I didn't think you would allow it but I told the coach I would ask”. If you know we aren't going to approve it, don't ask and it will save us both some time in a very busy period. 😊
- Not all conflicts will be approved. You can check back later and see the status of the conflict. We will review all of them before scheduling begins.

## Team Rosters

- Complete rosters are due for all of your teams before that team can play a league game. Please make sure all information on the roster is accurate.
- We have an Excel roster template that you can use (please follow the instructions) and email to the league and we will then load the roster onto the web site once it has been filled out. Alternatively (and we would only recommend this for smaller organizations), you can enter all roster information from your Coordinator Portal.
- Make sure you follow all roster rules as specified in our rules document. If you don't, the team could be disqualified from league play.

## Compliance Items

- We need an electronically signed Organization Agreement from each organization (it doesn't matter which coordinator fills it out) before we schedule games for your teams. It is available on the Coordinator option under the Portals menu.



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- All coaches must fill out an electronic Coach Code of Conduct form before league play begins. These forms are available from the Coach option under the Portals menu. This option will not be available to coaches until 1) scheduling has begun and 2) a coach account has been created for your coach (this happens when teams are approved at the end of the registration process. If your coach tells you they don't see an option to fill out the form they are either not logged in or are using an account that doesn't have coach privileges.
- All players must have a Liability Waiver form filled out on our web site before they OR THEIR TEAM is allowed to play a league game. Please note that to make it easier on everyone to determine who has not filled out a waiver, we match liability waivers to rosters based on player last name and birth date. The Coaches and Parents section on your Coordinator Portal will help you investigate missing waivers.

## Player Waiver

If a player that is not from your community wants to play for your organization (usually there is some type of extenuating circumstance), this is allowed if 1) the player lives in a community that DOES have an organization in our league and 2) the organization where the player lives approves and 3) having this player on your team does not violate any roster rules. Please fill out a Player Waiver Request from your Coordinator Portal menu. If another community makes a request of you, you will receive an email. Please go on the web site and either approve or deny the request.