

## **BPYSL Group Scheduling Guidelines**

1. Someone from the group/bracket should locate all the emails from the teams in your bracket from the contact list (posted on the scheduling page on our website) and send a group email to start communications.
2. We need someone from the bracket to volunteer or the group should vote on a bracket leader.
  - a. The bracket leader is NOT to schedule each team's games. They are just the coordinator to be sure that everyone follows the guidelines and the leader finalizes the spreadsheet template of all games to email back to us.
3. Teams determine who is playing who and are to work with each other for game dates/times/location. Only 6 games to be scheduled between teams at this time.
  - a. Please refer to the scheduling information document on the website for allowable fields and game times.
    - i. Fields listed are those that BPYSL contracts with. You are welcome to list a club field for your use if you have permission (BPYSL does not cover costs for use of Club fields).
4. Each team is responsible for sending their 6 games that they have scheduled to their group leader.
5. The group leader is to enter each team's games into the spreadsheet template (located on the website), rename it to the age/gender/bracket and send to [bpyslmanager@gmail.com](mailto:bpyslmanager@gmail.com) when it is complete with all the games.
  - a. It would be ideal if the group leader only entered 1 instance of a game between 2 teams. If the group leader enters the game from both teams playing each other we will have duplicates to clean-up which will delay schedules getting posted.
- 6. Deadline for Scheduling games is Saturday AUGUST 1st**