

County League Master

Surrey Squash Leagues

User Manual

League Master Software Systems

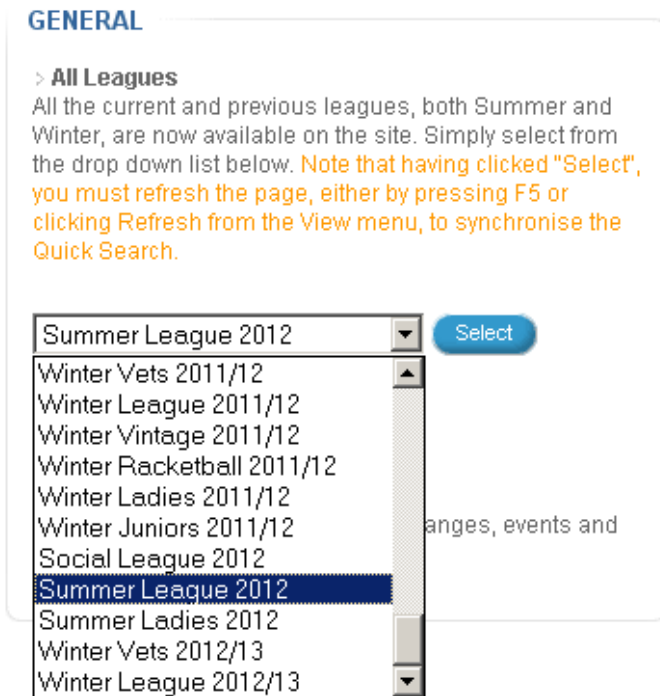
OVERVIEW

The League Master County Leagues web site for Surrey Squash can be found at:

<http://county.leaguemaster.co.uk>

To view general league information, use the links on the left-hand side. However, note that **Club**, **Team** and **Division** data is dependent upon your selected league.

To select a league use the drop-down list on the home page and then click the Select button.



Coordinators

All Surrey Leagues have at least one coordinator and you will find the coordinator relevant to your league and division on the **Help** page. Also on the help page is a link to the current rules.

Please ensure that you read the rules before contacting a coordinator. However, they are there to help and ensure that any issues are dealt with.

Administration

To log in to the site, you will need to obtain the user name and password for your club. This gives you full access to all club administration tasks.


Alternatively, you may be issued with a "Team Only" password. This is for team captains who only require access to their own contact details and matches. This guide will assume that you have full club access.

CLUB DETAILS

To access club details, click on the Edit Club Info button.

Club Information

You can show contact information, directions and maps, as well as links to your club web site.

A red, pill-shaped button with the text "EDIT CLUB INFO" in white capital letters.

Basic Club Information

Manager, Address, Phone, Email, Website, Directions and Map.

These fields are all intended to be useful information for anyone who wants to know how to contact your club.

In particular, Directions can be very helpful for players from opposing teams who need to find you.

There are many web sites which allow you to find a location and save the link to it. (eg www.streetmap.co.uk). You can enter such a link in the Map field, again for help in people finding your club.

Fixture Secretary

Fixture Secretary, Address, Phone, Mobile and Email.

For any league, there **must** be a person designated responsible for the leagues within a club. Whether it is opposing clubs arranging fixtures at the start of the season or the league administrators needing to send out entry forms, fixture information or any other important notes and messages during the season, this is the person it will be sent to.

Additional Fixture Secretary

Additional Fixture Contact and Email.

In case of holidays, illness or travel where collecting emails may be difficult, it is **vital** that another person is responsible for actioning or responding to emails sent to the Fixture Secretary by the league administrators.

If you enter someone as an Additional Fixture Contact, they will receive a copy of all emails sent to the Fixture Secretary, but they will not appear on the web site, so will never receive emails from any other source.

TEAM DETAILS

To access Team details, click on the link for the relevant team.

Team Information

You can show contact information for each team by selecting below:

[Colets 1](#)

[Colets Vintage 1](#)

[Colets 2](#)

Team Contact

Team Contact, Address, Phone, Phone 2, Mobile and Email.

It is **vital** that teams are able to contact the “captains” of any side, to confirm matches, times or problems.

At least the Team Contact, Mobile and Email data should be considered mandatory, although the other fields are optional.

Reserve Contact

Reserve Contact, Phone, Phone 2, Mobile and Email.

It always helps to have a reserve contact, who might be considered a “vice-captain” and can be contacted if the main contact is unavailable.

Results Entry Contact

Results Entry Contact and Results Entry Email.

If the automated emailing system is being used, then by default, all emails will be sent to the Team Contact. However, you may wish to separate these roles and have emails sent to another person.

If you enter a Results Entry Contact, then all automated emails will go there instead.

This Results Entry Contact information does not appear on the web site, so they will never receive emails from any other source.

FIXTURES

Home and Away

Editing of fixture information, such as updating dates and match results, is restricted to the home side, with the away side only required to verify the result.

This has the benefit of making the league largely "self-policing" on the assumption that the away side know what happened during the match and if they agree with the result entered by the home side, then barring any collusion, the result can be trusted.

Dates

All fixtures are entered automatically from a division matrix. This requires that all the fixtures for a given week are entered on the same day.

For some leagues or divisions, there may be a default day, in which case the fixtures can be entered accordingly but otherwise, they are entered for the Monday of the relevant fixture week and clubs must then log in and update all their home fixtures.

This raises the question of potential date confusion – "is the match actually to be played on the Monday or is it just the default day that has not been changed". To assist in this, each fixture uses "Date confirmation".

Date:	<input type="text" value="30/05/2012"/> (Wed 30 May 2012)	Confirmed: <input checked="" type="checkbox"/>
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A Confirmed tick box will appear against the date when editing a fixture and to a user of the site, it will then be shown with a (c) after the date.

Wed 30/05/12 19:30 (c)	Colets 1	Christophers 2	0-0	0-0	View
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This also effects the alert messages. **If you have rearranged a match, the home side must immediately update the fixture date or the alert system may penalise you in error.**

Do not just send an email to a coordinator saying "we have rearranged the match". Update the web site yourself!

Teams Withdrawing from the League

Where a team withdraws from a league, you will see a number of effects:

1) The word "(withdrawn)" appears next to the team name in the division listing.

9	St.George's Hill Vintage 1 (withdrawn)		8	3	5	40	69	0	40
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2) All fixtures have the withdrawn icon against the fixture and it cannot be edited by a club or team.

	Wed 30/05/12	Rodmersham 1	Folkestone 1	0-0	0-0
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3) The fixtures scores are adjusted according to whether the team withdrew in the first half or the second.

ENTERING RESULTS

To enter or updates results, select the relevant league and click Edit Results.

Add Results



You can add and edit results for all teams, as well as changing fixture dates. By default, you will edit the current league, although if available, you can edit previous leagues.

Summer League 2012 ▾



EDIT RESULTS



This will give you a list of all fixtures for your team or club, although they may or may not be available for editing depending upon the fixture status and the various options selected when setting up the league.

FIXTURE LIST

The standard system is to allow only the home team to enter results. In this case all home matches for a team will initially show the Edit Results icon  and all away matches for a team will initially show the Home Team Only icon  and no access to the fixture is provided.

As the league progresses, other icons will be used:

Once the home side have entered the result, it becomes locked to them and the icon for the home side changes to the Awaiting Away Team icon  until the away team have verified the result. At the same time, the icon for the away team changes to the Verification Required icon , advising them that they need to verify the result.

Once a match has been entered and verified, the Verified Fixture icon  is displayed. However, if a match is not entered by the home side, then it can be automatically locked pending further administrative action. In this case, there is no result to verify and the Under Coordinator Control icon  is shown.

BASIC FIXTURE ENTRY

For all Club logins, the Match Details page is the same when entering results, and is made up of a number of sections.

Basic Details

Division:	Division 3R		
Home Team:	Colets 3		
Away Team:	Christophers 4		
Date:	<input type="text" value="29/05/2012"/>	(Tue 29 May 2012)	Confirmed: <input checked="" type="checkbox"/>
Time:	<input type="text" value="19:30"/>	(07:30 pm)	

Apart from the basic information on the match, the Date and Time can be edited at any time and would be done where a match has been rearranged. Once a fixture date has been confirmed, you should tick the Confirmed tickbox.

League Points

Home Team:	<input type="text" value="0"/>
Away Team:	<input type="text" value="0"/>

Although the result of the individual strings could be used to calculate the points, it remains as a separate data entry area.

Result

Home Player	Away Player	Result	Game Scores
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> - <input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> - <input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> - <input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> - <input type="text" value="0"/>	<input type="text"/>

All players are entered from drop-down lists, populated from the team nomination lists.

Entry in the Result section is based upon a "best of 5 match", so you will enter 3 in one and 0 in the other, for example, to show a 3-0 home win.

Game Scores are optional but please try and enter them - something like "9/2 9/5 3/9 9/2" for instance.

Match report is an optional section which teams can use.

Save

Save Fixture:	<input type="button" value="Save"/>
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Once the result is entered, click Save to save all data. If an invalid date or time is entered, an error message is displayed.

Verification

A fixture may require verification by the away team. In this case they will see the result as entered by the home side but cannot edit it. They will, however, see a new section at the bottom to allow them to carry this out.

Verified By:	<input type="text"/>
	<input type="button" value="Result Verified"/>

PLAYERS & NOMINATIONS

Overview

All players are entered from drop-down lists populated from **Players and Nomination** lists.

Result

Home Player	Away Player	Result	Games
(1-4) tom richards	(1-4) alex gough	3 - 0	5-4 AG ret. injured
(1-5) steve meads	(1-5) mark cairns	3 - 0	11-8 12-10 11-8
(1-7) nafizwizan adnan	(1-1) nick mathew (1-2) renan lavigne	3 - 1	11-9 11-8 6-11 11-8
(1-6) joe lee	(1-3) scott handley (1-4) alex gough	3 - 1	11-5 11-8 13-15 11-7
(1-8) pete genever	(1-5) mark cairns (1-6) lee drew (2-1) jessie engelbrecht (2-2) peter marshall (2-3) danny meddings (2-4) clive ewins (2-5) ryan thompson	3 - 0	11-3 11-5 11-6

Players

To add Players, click the **Add Players** button on the Club login page. ONLY players added here will be available when creating your nomination lists.

Players

[Admin Home](#)

ES Membership No	Player First Name	Player Surname	Delete
	mark	cairns	Delete
	lee	drew	Delete
	jessie	englebrecht	Delete

This player list is common to all leagues created for your site, so may end up containing men, women, juniors etc. It is also perpetual, so that in following years, the players added here will still be available.

It also means that if a player has already played for a team, he is almost certainly already in the list. **Be careful not to duplicate.**

Simply add in the player names at the bottom. There is no significance to the order in which you enter players and when you click the Save button, they are reordered and shown in alphabetical surname order.

If you run out of fields for new players, simply save the current entries and upon returning to the list, additional blank fields will now be available.

You can remove a player from the list by clicking the Delete link beside a name.

Note: Once a player has been added to a nomination list, you can no longer delete that player.

Nominations

If using nominations, LMCL adds a league selection drop-down box and a Select button to the Club login page.

Nominations

Each club can enter their own nomination list, but you can either enter nominations for any club here, or you can lock the list to prevent them making further changes to it by a club.



A screenshot of a web interface showing a dropdown menu with the text 'Summer League 2012' and a small downward arrow. To the right of the dropdown is a red button with the word 'SELECT' in white capital letters.

Using nomination lists to add players to your results has a number of advantages. It allows opposing teams to select players from their opponent's nomination lists, thus reducing the chance of error and also enables you to enforce rules concerning player orders and teams.

Nomination Periods

It also introduces the concept of Nomination Periods, which for almost all leagues, there are two periods: "First Half" and "Second Half".

Once a nomination list has been created, it can be locked so that a club or team cannot change it. This will normally be done as soon as the first match of a period or "half" has been played and will not be reopened until the next period or half so that clubs can edit it if required.

Team Nominations

This is the most usual system, where each team has it's own nomination list.

Team Nominations

[Admin Home](#)

Colets Health and Fitness 1	1	nick mathew
Edit nominations	2	renan lavigne
	3	scott handley
	4	alex gough
	5	mark cairns

Depending upon how many teams you have in the selected league, so the list will be grouped into sections, with an Edit nominations link under the name of the team.

Note: Once a nomination list becomes locked, the Edit nominations link is no longer active.

Clicking on the Edit nominations link will bring up the list for that team.

Team Nominations

[Admin Home](#)

Position	Nomination / Player	Insert
1	<input type="text" value="Mike Stewart"/>	← Above
2	<input type="text" value="Matt Hall"/>	← Above

Simply start at the top and work down creating your list of nominations from the drop-down selection boxes.

To remove a player, simply select the blank record which is the first option in the drop-down selection, and click Save.

Bottom Team Nominations

The current rules do not allow players to be added to the nomination lists after the start of the leagues or after they close again at halfway.

However, the exception to this is the bottom team in any club. They may add any eligible player to the bottom of the bottom team 'to make up the numbers' and a link is provided on the nominations page:

	34	Arron White
Add extra nomination		

Anyone added in this way is 'team locked' and **may not play up**.

However, if added in the first half, they may be nominated in the normal way for the second half and play up as usual.