

LEAGUE ADMINISTRATION

Once a competition or league has been setup, it will generally require little in the way of administration, particularly if used with the League Monitoring System (**LMS**).

Fixture Errors

If using the LMS, you will be set up to receive copies of any error messages sent to teams. These will include incorrect scores or points, missing players, players playing out of nominated order, and potentially other messages depending upon your rules.

Most of these are sent out when a result is saved and the team are given 24h to correct any mistakes, so bear in mind that by the time an administrator looks at the fixture, any issues may already have been corrected.

The LMS can be set up to automatically award penalties for some of the errors but at some point an administrator should check the fixture to ensure that the result is correct and that any penalties are added.

Missing Players

When entering results, there are a number of options to ensure that teams enter all the player scores, including not leaving players blank.

Fixtures with blanks or walkovers
This shows fixtures that should have been played over 7 days ago.

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	Date	Division	Fixture	String	Issue
	18/05/2015	Division 1	West Herts 1 v Cumberland 1	5	walkover
	20/05/2015	Division 3	Hazelwood 2 v Dolphins 1	5	walkover
	19/05/2015	Division 3	Coolhurst 3 v Oakleigh Park 1	5	walkover / blank
	20/05/2015	Division 4	Finsbury Leisure 1 v Uxbridge 3	2	blank

To check on missing players, you should login to County League Master (**CLM**) using the 'super' user and select Missing Players for the particular league.

You can also check for walkovers.

Playing Up

If using the LMS, it can be set up to automatically check how many times a player has played up, and send out warnings. It can also automatically tie a player to a higher team, in which case a copy of the email can be sent to an administrator.

To check on playing up, you should login to County League Master (**CLM**) using the 'super' user and select Playing Up for the particular league and period.

Players who have played up to the limit

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	Player	Team	Playups	Status	Team in or tied to
⚠	Chris Mair	Bourne 3	2	warned	Bourne 3
⚠	Steve Jackson	Bourne 3	2	warned	Bourne 3
👉	Joe Collett	Bourne 4	3	tied	Bourne 3
⚠	Derek Murray	Bourne 4	2	warned	Bourne 4

It shows that Joe Collett is tied having played up 3 times, one more than the rules allow for this particular league. Clicking on his name brings up his stats and you can check this in case of a dispute.

Player Stats: Joe Collett

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Date	Match	Opponent	Result
07/05/2015	Lensbury 1 v Bourne 3	Adam Wright	Lost 1-3
20/05/2015	Bourne 3 v Barnes 1	Stuart Macleod	Won 3-0
26/05/2015	Cheam 2 v Bourne 3	Andy Challen	Lost 0-3

Nominations

Assuming you are using player nominations for your league, then you may allow teams to change their nominations after the first half. If so, then each fixture will be associated with a particular nomination list. (Note that each half matches uses a different nomination list, although to a team, they may appear to be the same one).

When the league starts, the first half nomination list will be the one that teams can update. However, as the second half approaches, you will need to open the second half nomination list for teams to renominate.

Login to **CLM** using the 'super' user and select **Nominations & Club Functions** for the particular league. Under **Nomination Lists**, change the **Period** to 2. It would also be common to copy the first half nomination list to the second half one, to give the teams a starting point. Do this by clicking **Copy nomination lists**.

You must then **Unlock all nomination lists** so that a club or team can access it.