

League Administration Document



Administration

- Ensure that all of your contact details are updated with email addresses and mobile numbers which allows people to receive the automatic email messages sent from the system.
- Make sure that captains have the username and password for your club so that they can log on to the system to get contact details of other clubs. You cannot see other contact details unless logged in.
- Tag onto which league first and then select the team from that division you wish to contact and hopefully their details are on.
- When team players are added to the ranking order, they need to have a valid ES number which can be obtained by going onto the ES website of your club. They will show as invalid on the league list if there's an issue with ES numbers. Problems can occur with incorrect spelling of names so the name on the league system has to be the same as on ES membership list for your club.
- Once matches have started the rankings are locked and if a new player is needed to be added, each club should add them to their player list with a valid ES number. The player list isn't locked, just the ranking order.
- Once done then contact the league secretary and ask for the new player to be added giving the position to be placed in, above or below a current player.
Team captains.
- Ensure that you know your ranking order of players and that your players know it, particularly if you have a last-minute change of players for a match. Players ranked 1-5 can only play in a first team, 6-10 in first and second etc.
- Clubs must field full strength squads for their higher teams but if there's a last-minute issue, normally with an away player with a transportation problem they must inform the home team asap and concede the fifth string with players moving up the order. The player who was selected but couldn't arrive must be named and comments put on the match report page.
- If a higher team plays short of a player and not because of a last-minute issue then all lower teams will forfeit their match.
- Away captains should note the start time of the team they're playing and ensure that players arrive on time and ready to play promptly.
- The home captain should have their team order and get the away team's order before matches start. Please get full names of players to ensure the correct players are shown on the result.
- The away captain should find if any of their players have any dietary issues and how many of the team will stay for food and send a message to the home captain as far ahead of the match as possible.
- Home team to put the result on within three days otherwise five points deducted. There are automatically generated messages to contacts about forthcoming matches and a reminder if a result hasn't been entered yet.
- Any player under the age of 19 who participates in in any WSRA Squash League match must wear ES approved eye protection in all games and the knock-up. If a player

deemed as a junior, under 19 years of age, does not wear eye protection then both teams are penalised 5 points. In addition, the team with the junior player lose that string and any lower string.

Marking of matches

We do not want our sport to be tarnished with poor behaviour on court, particularly foul and/or abusive language. It's expected of the marker to enforce conduct points, games or matches and this effort should be supported by both team captains on the night.

If conduct warnings are given to a player, then this should be added on the match comments and email the league secretary advising of any incidents. If a player is found to be a serial offender our league rules permit a suspension can be enforced.

If it's felt that a match maybe a potentially difficult one to mark ensure that the most capable person takes charge or get a home and an away player to officiate.

It's advisable for clubs to have a hard copy of the current rules of squash so that they can be referred to when issues such as an injury to a player occur if the marker isn't clear on what process should follow.

Please remember that our county motto is
Play Hard - Play Fair - Play Safe

We all must play our part to keep our league competitive but played in the correct manner and your help is appreciated.

Roger More
Warwickshire League Secretary