

Attention Singles and Doubles Captains: This is THE vital email of the upcoming season! It contains just about everything you need to know about the upcoming season, so please read (there's also some new stuff!).

The Winter 2022 Singles and Doubles schedules are now set up and ready to go on the USSquash website.

Play begins **Monday January 3**.

Playoffs are the weeks of 3/7 and 3/14 with a captain's optional deferred week of 3/21 (see online calendar for details) -

https://www.phillyboast.org/PSRA_Tournaments.htm

Links to both singles and doubles are available in the left column on the PSRA website:

<https://www.phillyboast.org>



as is a link to this letter, under *League Information* - <https://www.phillyboast.org/LetterToCaptains.pdf>

As indicated later in this letter all players MUST be fully vaccinated to play in PSRA sanctioned leagues and tournaments.

US Squash has a **JotForm** (<https://form.jotform.com/212355751935156>) which players must complete. It will ask for name, email, district (Philadelphia), photo of vaccination card and signature. Much like the singles referee exam, this only needs to be completed once.

The vaccination status of players will be available to captains by way of the *Player Report* on the League Team Page under *Admin Reports*. **Captains are advised to run the report for your team. If players do not appear in the report as vaccinated please have them fill out the JotForm indicated above.** Please note that once the JotForm (above) is completed, it may take a few days to appear in the report (so players may want to bring copy of card as per below).

Players are also advised to bring a copy (photo on phone) of their vaccination card to matches. In fact many clubs may ask for proof of vaccination before entering the premises.

Please read thoroughly the following information about the upcoming season.

1. PSRA and USSquash Membership are required to play in the PSRA Leagues

- a. If, by some chance, you are not currently a member of both the PSRA and USSquash, you must first join.
- b. Please see the link on the PSRA web site regarding membership https://www.phillyboast.org/PSRA_Membership.htm.

2. US Squash has updated the League software to run under Club Locker, so things will look a bit different than in previous years. Hopefully the following instructions are accurate and will get you through. If there are issues, please contact me and I can help you through and also update the instructions.

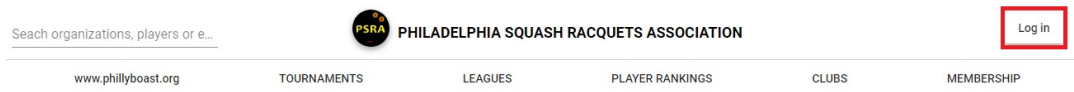
3. Access the Singles or Doubles League, as per the links on the PSRA website:

<https://www.phillyboast.org>



4. LOGIN

- a. As a captain, In order to check your personal information, enter and confirm results, contact other captains, manage your rosters, etc, you will need to login to your US Squash account.
- b. If you do not have or do not know your logon username and password, please contact Bill Buckingham at USSquash (212-268-4090, bill.buckingham@ussquash.com).
- c. Login to your account by accessing the *Login* option at the top of the page.



- d. Upon logging in, The *Login* option will be replaced by your name.
- e. Check your personal information by clicking on your name and selecting *My Profile*
- f. You can Click on *Edit* to make sure your telephone and email and other preferences are accurate
- g. Scroll down to check *Preferences* to make sure you phone is visible and that others can email you.

5. Access your League in "captain" mode

- a. Utilize the link from the PSRA site again to access the singles or doubles league.
- b. If needed, LOGIN as per above.
- c. Select your specific League.
- d. The league page, under Division Standings, will show you the teams, captains and standings for the current season.
- e. If you then click on your team, your schedule and player roster will be shown.

6. Enter Your Roster

- a. If you haven't already done so, LOGIN as per part 2 above, and then access your league and team as in part 5 above.
- b. At first there may be no names entered for your team.
- c. Click on the Manage Roster link.
- d. You can then start entering some letters of a teammate's last name, and select them from the list of players. Click *Add* to add them to your roster. Remember to add yourself.
- e. If their name does not appear in the listing, you may need to contact them to join US Squash and the PSRA.
- f. Upon entering their names, and exiting the *Manage Roster* screen, you can click on *Show More* under the Roster or click on the *Roster* column at the top of the page to confirm your team members membership status so that their results will not be forfeited because they are not a member. It is also possible that you chose an incorrect record for that player when adding the - there ARE duplicate/bad records in the database. Check the Roster to make sure you got the right one.
- g. ***For your convenience here is the link to a spreadsheet with submitted team rosters, captain information and club restrictions/requirements to this email.***

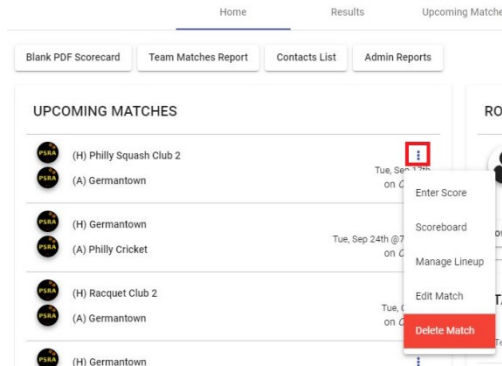
https://www.phillyboast.org/Winter_2022_LeagueTeams_SendOut.xlsx

7. Pre-Match confirmation with the opposing captain

- a. In order to contact another captain to touch base regarding an upcoming match, you may use the League website to email them or to look up their phone number.
- b. If you haven't already done so, LOGIN as per part 2 above, and then access the League page by again using one of the given links from the PSRA web site.
- c. To access the opposing captain's information, simply click on the captain's name from the team listing.
- d. Their phone number should be listed, or you can send them email by clicking on the "*Send Email*" link.
- e. Their information may also be found in the attached spreadsheet of rosters.

8. Recording Results

- a. If you haven't already done so, access the League page by using one of the given links from the PSRA web site and LOGIN as per part 3 & 4 above.
- b. Either the home or the visiting captain may enter scores.
- c. Both **captains are responsible for the entry and either may enter the scores**. Don't count on the Home captain do enter them!
- d. The other captain will (should) be prompted by email to confirm the results.
- e. **When looking at your team, under *Upcoming Matches*, Click on the menu button next to the specific match, and select *Enter Score*.**



- i. You will need to indicate the players names, score per game, and who won.
 - ii. Important - See <https://www.phillyboast.org/PSRA%20League%20Playing%20Rules.pdf> regarding **stacking** (Rule 2.2.4)
 - iii. If a player does not appear in the lookup for a team, you may select "Not on Roster"
 - iv. If the player subsequently becomes a member and is added to the roster, notify [me](#) and I will edit the result.
 - v. Please be courteous to other captains by having all of your players current and listed on your roster!
 - vi. If you don't know point scores (it's best to record actual scores), you can use default 3-0, 3-1, 3-2 options (See Important Note #2 below regarding calculation of standings).
 - vii. Select the appropriate status
 - viii. The status for each match defaults to "Completed".
 - ix. If it's a Default
 1. Indicate the status as being "Default" and enter 0 scores (15-0 or 11-0)
 2. Make sure you enter the names of the winners and "Default" for the defaulting loser
- f. You may also record results and even score a match from your smart phone using US Squash's **Club Locker** website. The easiest way to access Club Locker from your phone is to access the PSRA website <https://www.phillyboast.org> from your phone. You will automatically be redirected to our mobile website where you can select *Leagues* and then *Enter Scores w Club Locker*. You will need to log in the first time using your US Squash credentials as per part 2 above.

9. Playoffs

- a. Generally, there will be two weeks of playoffs at the end of the season.
- b. Generally, the top 4 teams in the division will participate, unless there are mitigating circumstances, ex. there are only 4 teams in the division and not all of them participated adequately to qualify for playoffs (too many defaults or too few exposures).
- c. See <https://www.phillyboast.org/PSRA%20League%20Playing%20Rules.pdf> Section 3 for more on playoffs, especially as regards **calculation of Standings**. Briefly, Standings are calculated by Percentage of Individual Match Wins, followed by Highest Percentage of Games Won, and on.

10. Credit for passing Referee Exam - (Singles Leagues) – Suspended for the time being due to software issues.

Important Note #1 - Player Membership

If a player is not a current member, then even if that player is recorded as winning, the win will NOT be reflected in the Team Points. *Note: Currently there is a bug in the USSquash software where a doubles team may receive such credit for the win if just one of the players is current and the other is not. Those matches May be converted to defaults at the end of the season.*

If the offending player does become current afterwards, then the win may be restored.

Important Note #2 - Calculation of Standings

Standings and Playoff positions are determined by the number of Individual Matches won, NOT team wins nor games nor points.

Note that if there are an odd number of teams in your league, teams may receive a BYE sometime during the season.

This may result in a different number of matches per team.

This is why there is a percentages column to indicate the true team standings.

This percentage represents the number of individual wins by the team so far, as compared to the TOTAL number of individual matches scheduled for that team for the entire season.

Games won only comes into play when two teams are tied in match percentage.

For more on tie-breaking rules, please see the (reformatted) League Playing Rules, section 3 - <https://www.phillyboast.org/PSRA%20League%20Playing%20Rules.pdf>.

There is also (fairly) new information about defaults as regards to playoffs (section 3.3):

In the event that one team (A) has a substantial number of default wins where they make the playoffs to the detriment of another team (B) that has a higher percentage of actual wins, then upon appeal from Team B, the league committee and association president may elect to hold a playoff feed-in match between the 2 teams. Factors may be taken into account such as the default record of each of the teams.

Points will not be examined in regular season matches, due to the fact that they are unreliable.

Important Note #3 - Entry Deadline at End of Season

All regular season matches SHOULD be recorded by noon the next day from the last scheduled match of the season and MUST be recorded by noon on the Saturday following the last scheduled match of the season. Please do not ask for an extension beyond that time.

This is due to the fact that captains and their players will be trying to schedule their time to play their playoff matches. *Please be courteous to all and have your results posted in time.*

Important Note #4 - Playing Rules

You should also read the PSRA playing rules, found at the PSRA web site:
<https://www.phillyboast.org/PSRA%20League%20Playing%20Rules.pdf>

Answers to questions concerning playing in multiple leagues, substitution, playoff eligibility, etc. will be found there.

Important Note #5 - Defaults

It is important to the vitality of the league that captains take measures to field a team for all matches and avoid defaults.

For more information about defaults, please see item 2.8 of the League Playing Rules -
<https://www.phillyboast.org/PSRA%20League%20Playing%20Rules.pdf>

Important Note #6 - Clothing

Many clubs (Merion, Philadelphia Cricket Club, Racquet Club, Germantown Cricket Club, Cynwyd Club) require players to wear all white, including visitors playing league matches.

If there's anything I missed, and I'm sure there is, please drop me a line.

Thanks and have a great season,

Ken Jaffe
League Recorder
KDJPSRA@Comcast.net