

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.

*First thing that you should do is **Reply To This Email**, so that I know that your email is correct and that you received this information. Doing so will eliminate the need for me to follow up with you individually. Thanks!*

The Winter 2018 Singles and Doubles schedules are now set up and ready to go on the USSquash website.

Play begins the week of January 2 for all Singles and all Doubles.

Please note:

- The **Super-B and B Doubles** are split into two equal divisions (Blue and Green).
 - a. The first two weeks of play in the Super-B and B Doubles will consist of matches vs teams in the other division. The remaining seven matches will be against teams in their own division.
 - b. All matches count equally, including inter-division.
 - c. Playoffs for Super-B and B Doubles will consist of the top 2 teams in each division, semi-finals will be Blue 1 vs Green 2 and Blue 2 vs Green 1.

- C Singles Division - generally, a player needs to be rated **below** 3.75 to play in the C division. As an exception, if a player is rated 3.75 or higher and below 4.00, then that player may play, but is restricted to playing the number 1 spot. If such a player plays in the 2 - 3 positions, that match will be defaulted. Ratings for this purpose will be those that will be calculated as of 12/27/2017. See the **Ranking Periods - List History** section of the **Rankings** tab on a player's profile for the applicable rating.

- B Singles Division - generally, a player needs to be rated **below** 4.50 to play in the B division. As an exception, if a player is rated 4.50 or higher and below 4.75, then that player may play, but is restricted to playing the number 1 spot. If such a player plays in the 2 - 3 positions, that match will be defaulted. Ratings for this purpose will be those that will be calculated as of 12/27/2017. See the **Ranking Periods - List History** section of the **Rankings** tab on a player's profile for the applicable rating.

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

<http://www.phillyboast.org>



as is a link to this letter, under *League Information*.

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 http://www.phillyboast.org/PSRA_Membership.htm.
2. **LOGIN to the USSquash website** - <https://www.ussquash.com/serve/?program=login>

The image shows the login page for the US Squash website. At the top, there is a navigation bar with the US Squash logo on the left and a 'DONATE' button with social media icons on the right. Below the navigation bar is a search bar with two input fields: 'Player search ...' and 'Search the site ...'. The main content area features a login form with the following elements: a label 'Email or username' above a text input field, a label 'Password' above another text input field, a checkbox labeled 'Keep me logged in', a blue button labeled 'LOGIN', and two social login buttons for Facebook and Google. At the bottom of the form, there are links for 'Create account', 'Forgot Password?', and 'Learn More'.

- 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. Use the singles or doubles links from the PSRA website <http://www.phillyboast.org> to access the US Squash website.
- d. Login to your account by accessing the *Login* option on the *My Account* dropdown on the orange ribbon at the top of the page.
- e. Upon logging in, The *Login* option will be replaced by *Go To My Profile*, etc. and you will be transferred to your Profile page.
- f. Sometimes the *My Account* dropdown will not appear on the US Squash website.
 - i. If that is the case, go to your team and click on your name.
 - ii. If you are not logged in, you will see messages in red such as "**Login to see ...**".
 - iii. Click on that message and you will be either prompted to log in, or will be logged in immediately depending on your browser configuration and if you had previously logged in.
 - iv. You will then be at your profile page.

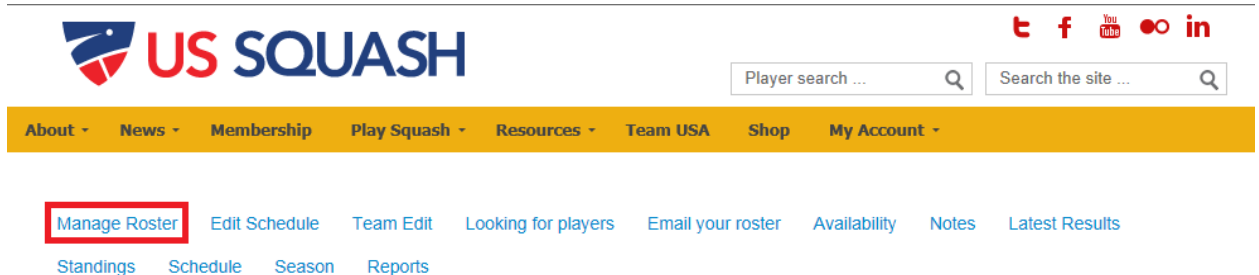
3. Check your personal information

- Click on the *Account* tab.
- Click on *Summary* on the vertical column to make sure your telephone and email are accurate
- Click on *Preferences* on the vertical column to make sure your phone is visible and that others can email you.

4. Access your League in "captain" mode

- After logging in (step 2 above) you will probably find yourself on the *My Profile* screen
- I suggest keeping the web page open after logging in as per above, and then **utilize the link from the PSRA site again to open a second window.**
- Select your specific League
- The league page will show you the teams, captains and standings for the current season.
- If you then click on your team, your schedule and player roster will be shown.

5. Enter Your Roster



The screenshot shows the US Squash website interface. At the top left is the US Squash logo. To the right are social media icons for Twitter, Facebook, YouTube, and LinkedIn. Below these are two search boxes: 'Player search ...' and 'Search the site ...'. A yellow navigation bar contains links for 'About', 'News', 'Membership', 'Play Squash', 'Resources', 'Team USA', 'Shop', and 'My Account'. Below the navigation bar, a row of links includes 'Manage Roster' (highlighted with a red box), 'Edit Schedule', 'Team Edit', 'Looking for players', 'Email your roster', 'Availability', 'Notes', and 'Latest Results'. A second row of links includes 'Standings', 'Schedule', 'Season', and 'Reports'.

- If you haven't already done so, LOGIN as per part 2 above, and then access your league and team as in part 4 above.
- At first there will be no names entered for your team, aside from perhaps yourself.
- Click on the Manage Roster link at the top of the page.
- You can then enter some letters of a teammate's last name, hit search, and select them from the list of players by clicking on the radio button next to their name under *Choose*.
- For your convenience, I have attached a spreadsheet with submitted team rosters to this email.***
- When you click on "Save and Continue" or "Save and Exit", they will be added to your team.
- If their name does not appear in the listing, then you will need to contact them to join US Squash and the PSRA.
- Upon entering their names, the next thing you should do is to confirm their membership status and expiration date so that their results will not be forfeited because they are not a member.

6. 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.

7. Recording Results

- a. If you haven't already done so, LOGIN as per part 2 above, and then access the League page by using one of the given links from the PSRA web site.
- b. ***Either the home or the visiting captain may enter scores and both are responsible.***
- c. Click on the "Record" hyperlink next to the specific match on the schedule to enter results.
 - i. You will need to indicate the players names, score per game, and who won.
 - ii. If a player does not appear in the lookup for a team, or their membership has lapsed, you may select "Not on Roster"
 - iii. If the player subsequently becomes a member and is added to the roster, notify [me](#) and I will edit the result.
 - iv. Please be courteous to other captains by having all of your players current and listed on your roster!
 - v. If you don't know point scores, just put in as something like 11-9 for singles or 15-10 for doubles for each game (See Important Note #2 below regarding calculation of standings).
 - vi. Select the appropriate status
 - vii. The status for each match defaults to "Completed".
 - viii. 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.
- d. The other captain will be prompted by email to **confirm** the results. The "Record" hyperlink will be replaced by a "Confirm" hyperlink for the opposing captain to do so.
- e. 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 <http://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. You can even use Club Locker to enter your team roster.

8. Playoffs

- a. 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, i.e. 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. In the case of the **Super-B Doubles League** and **B Doubles league**, where there are too many teams to have one division, there are 2 equal divisions. The top two teams from each division will participate in the playoffs. In the semi's, first place in one division will play second place in the other, and the finals will be held at a neutral site if the seedings of the finalists are equal, or at the club of the finalist with the higher seeding.
- d. There is also one additional week scheduled for playoffs, the *Deferred Week*. Because of spring break vacations etc at this time of year, each finalist captain has the option of deferring one match to that following week.

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 League Playing Rules, item 6 - http://www.phillyboast.org/PSRA_Leagues_PlayingRules.htm.

There is also information about defaults as regards to playoffs under rule 6:

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:

http://www.phillyboast.org/PSRA_Leagues_PlayingRules.htm

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 18 of the League Playing Rules -

http://www.phillyboast.org/PSRA_Leagues_PlayingRules.htm

Important Note #6 - Clothing

All clubs require squash shoes to have non-marking (gum rubber) soles.

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

Additionally, Merion requires white squash shoes, headbands and wristbands as well.

Huntingdon Valley allows squash clothing to be any color, but has a strict "No Denim" policy for clothing worn at the club.

If there's anything I missed, please drop me a line.

Thanks and have a great season,

Ken Jaffe

League Recorder KDJPSRA@Comcast.net