

**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!*

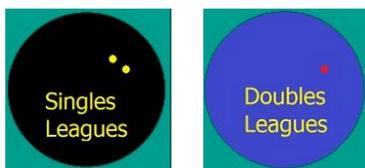
The Fall 2017 Singles and Doubles schedules are now set up and ready to go on the USSquash website. Play begins **Tuesday September 19, 2017** for C Singles, Senior Doubles and Mixed AB Doubles, due to no matches on Thanksgiving, Rosh Hashana and SquashSmarts Night at The Phillies. All other Singles and Doubles leagues will start the following week (September 25th and on).

Please note:

- The Vets and Seniors League has two divisions. Both have an odd number of teams, which would result in a bye each week. As such we have scheduled inter-division matches for those byes. Inter-division matches will count in the standings as regular matches. Both tiers will have their own playoffs of 4 teams each.
- 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 - 4 positions, that match will be defaulted. Ratings for this purpose will be those that will be calculated as of 9/13/2017 for the C's. See the **Ranking Periods - List History** section of the **Rankings** tab on a player's profile for the applicable rating per rating date. Note that such players may not be limited to this list - check ratings!
- 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 - 4 positions, that match will be defaulted. Ratings for this purpose will be those that will be calculated as of 9/20/2017 for the B's. See the **Ranking Periods - List History** section of the **Rankings** tab on a player's profile for the applicable rating per rating date. Note that such players may not be limited to this list - check ratings!
- US Open Week - there are no matches scheduled October 9-12, 2017. This is due to the US Open being held at Drexel University. So don't sweat about playing vs watching! Take a break - go watch the world's best players, and get pumped up for the following week when league play resumes!

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

The image is a screenshot of the USSquash website's login page. At the top left is the 'US SQUASH' logo. To the right are social media icons for Twitter, Facebook, YouTube, and LinkedIn, along with a 'DONATE' button. Below these are two search boxes: 'Player search ...' and 'Search the site ...'. A dark blue navigation bar contains links for 'About', 'News', 'Membership', 'Play Squash', 'Give', 'Resources', 'Team USA', 'Shop', and 'My Account'. The main content area features a login form with fields for 'Email or username' and 'Password', a 'Keep me logged in' checkbox, and a 'LOGIN' button. Below the login button are 'or' and social login options for 'Facebook' and 'Google'. At the bottom of the form 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](mailto: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.

### 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 top navigation bar of the US Squash website. On the left is the US Squash logo. On 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 the following links: "About -", "News -", "Membership", "Play Squash -", "Resources -", "Team USA", "Shop", and "My Account -". Below the yellow bar is a horizontal menu with the following links: "Manage Roster" (highlighted with a red box), "Edit Schedule", "Team Edit", "Looking for players", "Email your roster", "Availability", "Notes", and "Latest Results". Below this menu are the links "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.
- c. Both captains are responsible for the entry and either may enter the scores.
- d. The other captain will be prompted by email to confirm the results.
- e. 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, 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
- 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 <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.

## 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 Vets and Seniors Doubles leagues, where there are 2 *tiered* divisions, each division will have its own playoff.
- d. See Rules 5 and 6 for more on playoffs.

### **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](http://www.phillyboast.org/PSRA_Leagues_PlayingRules.htm).

There is also new 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](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](http://www.phillyboast.org/PSRA_Leagues_PlayingRules.htm)

**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.

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

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

Thanks and have a great season,

Ken Jaffe

League Recorder

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