Setting up a League on SportyHQ

This document is to help league organizers set up and run league within SportyHQ. The document will take you through from the beginning till the end of the event. It outlines rough timelines that organizers should follow in regards to sanctioning, advertising etc.

More Help: There are many other menus and features within Sporty HQ that we haven't touched on here. If something in this document doesn't make sense, for more help go to https://www.sportyhq.com/help and you'll probably be able to find the answer there.

Note: This document is being written as if you're a first time organizer. If you're doing a league for the second year or more, there are many areas where you can duplicate what you did the year before. We'll try to point those parts out.

Things to do 4 weeks before the event starts.

Setting up the League: If the organization that is hosting an event uses SportyHQ or you have Admin functions with Sporty HQ then you can set up a League yourself through those admin back ends.

If you're not an existing Sporty HQ admin person, contact Squash BC and we will set up the initial league program for you. Once the League has been set up, you will be notified it has been set up or you may even see the event on your personal SportyHQ "Home Page" before we notify you. (This is the page you see when you first log into your personal SportyHQ account.) On the left side, the League will be listed. Click on the red name of the event. This will take you to the "Admin Backend" of the League page.

The first column on the left side, **"Setup the League"** is what you want to do first

Clubs:
First step is to add clubs to your league.
- Under "Add a Club" click the box where it says, "Search for Club" and then type in the name of the club. A list will appear of clubs that have part of what you've typed, please make sure you choose the right one.
  NOTE: All Squash BC affiliated Clubs have been added to the Club Database. You will not have to "Add" a new club to the database, simply select the participating Clubs and add them to your League.

Leagues Settings:
Next up, from your admin panel click on "League Settings."
- This is where you can name you're league and the most important part is adding "League Admins." These people will have the same admin capabilities as you do. Click in the box and start typing in the person's name you want to add. Like the clubs a list will come up. For common names there will be many names, look at the name and their club and make sure you choose the right person. The rest of the info in this section is fairly self-explanatory.

Upload League Logo and **Manage Sponsors**

- This is fairly easy to do, make sure you have the logo's saved to your computer so you can drag and drop them into the program.
- We recommend that you get sponsor logos uploaded as these will then show up on draws, score sheets etc. when you produce them. You can also add the sponsor's information like their web site so members can just click on the logo to go to their site. This is **very important and very easy** to give your sponsor's more value for their sponsorship dollars.

Now go to "Sign Up Configuration":

This section is for leagues that collect fees from individuals.

- Click on "Configure" and then click on the various buttons and check the date boxes. Click the "Sign Up Status" when you're ready to receive entries, you'll have to come back to this after filling in other pages.
- Most leagues will want the online payments.
- Having a team captain seems to be something that has to be there?
- The next few items are self explanatory.
- The captain sign up can be done here. Figure out what a team would pay in bulk and enter that amount in "Regular Price." You can also put in early and late pricing. Click Save.
- Next go to "Sell Additional Items" and click "Create Item". This is where you'll put in your League Fees in one item and Sanctioning Fees in another.
- Name the item and add a description.
- The "Amount Type" should be a "Fixed Amount" for almost all items. Put in the "Amount" you're charging for the item and click 'No' for "Editable Amount."
- "Plus Tax" will be for GST. For Sanctioning Fees you must collect the 5%. Squash BC must pay GST so has to collect it on all fees. Most leagues probably don't submit GST so for league fees you don't need to collect it. Click Submit.
- The "Sign Up Layout" is self-explanatory.
- Make sure you click the additional items you want to offer.
- There's a basic wavier terms and conditions that should come up automatically, if not there's one at the bottom of this document you can use. Click Save.
- Now go back to Configure and click "Live" on the Sign Up Status. Check and make sure the dates are right.

Now that you've set up the payments go to the home league page and click on the "Individual Payment" and go through the payment process and make sure everything is looking right. If you don't pay league fees get somebody else to test it.

Custom fields allow you to collect additional information from your registrants. Some examples include:

- T-shirt size (dropdown menu)
- Preferred meal option at a League dinner (radio buttons)

There is no limit to the number of custom fields you can create. More info can be found in the Sporty HQ help link at the start of the document.

Now that you've created your custom field, you need to add it to your sign up page. To do this, return to your League's main page and click on "Sign-up Page Layout" in the Administrator bar. Scroll down to the "Additional Information" section and select the custom field(s) that you have created.

Next click on, "Manage Events, Teams & Players" then under the "Setup & Configuration are the following,

Event Settings:

Now you need to start setting up your league.

- If this is your second year you may click on the "Duplicate" button from the previous year. In the next box you'll need to decide how much information you'll need to duplicate. Depending on how much changes from year to year will depend on which line you choose. Think about the changes and make the appropriate choice and you'll have less work to do later on.
- If you've duplicated your league go to "**Request Sanctioning**."
- For your first league click, "Create Event." Fill in all the detail about the league format and scoring options.
- "Number of Team Positions" and "Matches Per League Round" are usually the same number.
- Position naming is where you choose what the players or pairs are called. The numbers or letters will match the number of players or pairs you have. Custom give you more flexibility to name them. Pair A, Pair B would be a choice for doubles.
- The thing to take time with is how is the winner of each round calculated? There are several options but the usual one is Matches, Games, then Points. For leagues with an odd number on teams this isn't so important.
- Winning Bonus points is also important. There are certain situations where the winning team will actually receive less points than the losing team if just games are added up. If a team wins 3-2, 3-2, 3-2, 0-3, 0-3 the winning teams will receive 9 points and the losing team will receive 12 points. This type of situation is why there are bonus points so the winning team will gain the most amount of points. In this case 5 bonus points is usual amount.

Rules and Modules:

- This is a fairly important step to do. There are a variety of questions that Sporty HQ asks you that will determine how Sporty HQ will handle your league. The questions are fairly straightforward and should be easy to follow.

Request Sanctioning: Once the Sign-Up Configuration is done it's now time to Request Sanctioning.

- Select the Governing Body, "Squash BC."
- You'll have to click to agree to the terms and then submit the form.

Sanctioning fees are as follows:

Adult Interclub Leagues	$8.00/registrant (spare or regular)
Junior Interclub Leagues	$3.00/registrant (spare or regular)
In-house Leagues/Ladders	No Sanction Fee Applies

Note:

- Participating club/facilities must be full members of Squash B.C. and all participants are required to be current Individual Members of Squash B.C.
- Sanctioning fees will be withdrawn from the League entries before Squash BC produces the cheque for the League if the league is using Sporty HQ sign-up.
- If a League used other means to collect entry fees, an invoice will be sent to the League after the event is online and the number of competitors are determined by Squash BC in consultation with the league.

The next sections can be done closer to the start of league when you have a better idea of how many teams/players will be in the league.

Manage Divisions:

- Click on "Manage Divisions" and then "Create Division." Fill in the page "About" the division and keep creating divisions till you get the number you need.
- You should then click on "Division Settings" and follow the instructions for each division.
- "Manage Teams" is where you'll be able to add teams and players. Team Settings is where you'll be able to edit team names and clubs.

Create Teams, (Bulk Create), Second Method:

- Click "Create Teams (Bulk Create)" and the next page will be "Create Teams." This page will allow you to name the teams and clubs and which division they'll be in more of a bulk situation. It's probably best to keep teams from the same club one after the other. It's sometimes easier for scheduling.

Adding Players:

- Click "Manage Players" in the Teams. Here is where you can add players to teams or you can add the Captain to the team and they can add the players. When you want a person to be the Captain, you must make them the Captain so they will have the capability to add players from their league page. You add players by typing their name in the "Add a New Team Member," making sure you're adding the correct player. If there is a player in the database with two entries, usually they have been lazy at some point and signed up again

by using a different name, (Bob instead of Robert,) do a little research and make sure you choose the right one. This will save a lot of hassle later on.

- ALSO, if a player has a common name there will be MANY names that come up for that name. Usually the player you want will have a club associated with them. Again, very important to get the right player.

League Scheduler:

- This section allow you to set up the schedule for all your divisions. There are various questions that are asked by SpHQ, they are either in drop down menus or text boxes. Please make sure you've filled in all the fillable boxes.
- You'll have to figure out how many rounds and cycles you want under "Divisions" so have a calendar handy. (A round is one night of match play and a cycle is when the teams have played all the other teams in the division once. For 10 teams it will likely be 2 cycles, 18 rounds. 6 teams = 3 cycles, 15 rounds etc.) The rounds number will automatically change when you put in the number of cycles.
- "Round Dates" is where you'll add the first date of play and then you can click on "+1 week" to have round 2 on the same day the next week. If you have to miss a week because of a holiday, choose the next date league will be played then use the + 1 week option again.
- Once the dates have been filled in, click "Generate Schedule."
- ***VERY IMPORTANT NEXT STEP***. Do not assume the schedule is correct just because you clicked a button.
- Click on "**View Full Schedule by Round**." The next page will show you the schedule for each week. Click on the "Week" in red on the left.
- The top box under "Summary" will show the number of "Home Matches" at each club. Make sure the club has enough courts to hold the scheduled matches.
- If you need to change the home/away you can "**Swap**" the Home/Away with the "**Swap**" button on the right within the "**Matches**" table.
- Now click the next "**Week**" and check that week.
- Taking your time here and checking the schedule to the best of your abilities will likely stop some irate messages from clubs and teams.

"Publish your League." Go to the League "Home Page" and check to make sure all the info is showing up how you want it to. Once you're satisfied, click "Publish League." This will make it so the public can see it and enter the League when they go to the "**Leagues**" menu at the top of Sporty HQ pages. Click on the **BC** check box on the left to shorten the list of leagues.

Send Activation Emails are self-explaining. You can send the leagues web page address to "**Club Admins/Pros**" so they can add the times for the matches at their clubs if leagues have multiple start times. The club admins can also add captains and participants to teams. To do this they need to be added as an Admin person on their Sporty HQ club page on "**Club Settings**."

Congratulations on a successful event

Thanks to Lynn Broman and Cathy Brown for their suggestions to this document.

Next:
- Waiver and Release of Liability,
- Glossary of Terms.

The following may be copied and pasted into your league setup pages.

WAIVER AND RELEASE OF LIABILITY:

Photos may be taken by event organizers to be used for Squash BC publications and or marketing purposes. Please inform the event organizers if this should not be done.

I am aware that squash by its nature involves a certain element of risk which involves a potential for bodily injury. These may include but are not limited to, self-inflicted injuries, injuries occurring when colliding with other athletes while on court, being struck with a racquet or ball, training injuries that occur within the off court training program or any other activity that improves an athlete's skill level within the fitness, technical or mental training aspects of the sport of squash.

In consideration of being permitted to participate in the Squash BC sanctioned events and on behalf of myself, my family, my heirs, executors, and administrators, I hereby waive and release any and all claims, demands, damages, actions or causes of action of every nature or kind against Squash BC sanctioned events organizers, volunteers, coaches, officials, the owners and/or operators of the facility or facilities in which the said events are being held, and any of their employees, agents, instructors, coaches or assigns, in respect to my participation in the events including activities not directly related to participating therein, and travel to or from the said facility or facilities and including, without limiting the foregoing, any negligence, acts or omissions of Squash BC, Squash BC Committees, their employees, agents, instructors, coaches or assigns.

By clicking below the participant agrees to Squash BC's Wavier that will run for the dates the event is scheduled to be organized. As the participant or guardian of the participant, I acknowledge the element of risk in squash and by clicking below agree that I have read and understood the risks and agree to the obligations required as stated in policy to participate in the Squash BC events.

Glossary of Terms used in BC Squash Leagues

Pair: might best be used for the two players of a doubles partnership.

Team (as used in league): all the players (in singles the 3 to 5 players, the two pairs in VDSL)

Position: the rank order of players or pairs on teams. In singles league, 1 through to 5. In doubles A and B.

Round: one week of play.

Cycle: the weeks required to complete one round robin schedule to play every other team of the division. Eg. 6 teams = 5 weeks = 1 cycle.

Night or Tie: the accumulation of scores of a night's play; bonus points awarded to the winner of the night or tie.

Round date: The assigned date for a round.

Playing date: The date for a given tie. Playing date defaults to round date, but can be adjusted with "date override".