SFL Master Player Roster Summary

General

The Master Player Roster is used by a club to provide the required player information to the SFL. It is used by the SFL for many things including (1) generating the SFL Team Rosters for the club, (2) identifying potential errors in player assignments, and (3) ensuring that the club has an adequate number of players to support their registered teams. The Master Player Roster Summary is an important part of this process since it is used to provide information back to a club on errors that may have been present in the Master Player Roster submission and other information to ensure that a club can support its registered teams. It is up to the club to address any issues identified on the Master Player Roster Summary and submit a revised Master Player Roster when required. Otherwise, the club's team may be unduly penalized.

Players On Registered Teams

The Players on Registered Teams work sheet provides summary information on the players assigned to each registered team. It shows the total players assigned to each team and the number of players in each age group assigned to a team. For example, an Under 14 Division 1 team may have 16 players meeting the age criteria for that age group and 2 players meeting the age criteria for an Under 14 Division 2 team. This work sheet can be used to identify some obvious problems such as players whose birth dates are clearly in error, e.g., a player meeting the Under 8 age criteria being assigned to an Under 14 team, teams with an excessive number of players, e.g., 30 players on an Under 14 team, and registered teams that do not have any players assigned to them.

Players With Errors

The Players With Errors work sheet is used to identify players with potential problems and whether applicable SFL waivers have been obtained. This work sheet shows (1) players assigned to unregistered teams, invalid birth dates, players which need a waiver from the SFL to play on their assigned team, apparent errors in formatting player names, apparent duplicate players, and errors in uniform numbers.

• **Roster Team Not Registered** – This column shows the players assigned to teams that are not registered. This is normally associated with improperly assigning players to a team whose name and/or age group does not agree with the team registration information. For example, the club may have registered Team 1 as a Division 2 team but the Master Player Roster shows the players assigned to Team 3 or assigned to Team 1 as a Division 1 team. These players cannot play until they are assigned to a registered team. Furthermore, these players will not be shown on any SFL Team Roster generated by the SFL. The code TNRMNP (Team Not Registered – May Not Play) is used to signify players falling into this category. The necessary adjustments need to be made to the player assignments on the Master Player Roster, e.g., using the proper division for a team, changing the team name to the registered team, etc.

How To Correct

1. Open up the Master Player Roster.

2. Using the filters, select the age group and team associated with the players assigned to unregistered teams.

3. Select the proper registered team(s), age groups, and/or divisions from the drop down lists.

4. Make the necessary corrections and save the changes or correct in the club's source data base and repopulate the Master Player Roster file.

Example

The Players With Errors work sheet shows 5 players assigned to the unregistered Under 14 Boys Team 5 and 3 players assigned to Under 14 Boys Division 2 Team 1. In this example, the errors were caused by (1) selecting Team 5 rather than Team 2 from the drop down list and (2) selecting division 2 rather than division 1 for the 3 players on Team 1. The following actions are used to correct these errors.

► Open up the Master Player Roster and go to the Master Roster Data work sheet. Using the Age Group filter, (1) deselect the (Select All) and (2) select the U14B on the drop down list. This should show all the players assigned to the Under 14 Boys teams.

► Using the Team Name filter, (1) deselect the (Select All) and (2) select the proper team names. In this example, Team 1 and Team 5. This should show the eight players identified on the Players With Errors work sheet in this example.

► Select Team 2 from the drop down list for the 5 players currently assigned to Team 5.

► Select Division 1 for the three players assigned to the division 2 Team 1.

► Save the changes.

Invalid Birth Date – This column shows the players where the birth date on the roster is invalid. Players with invalid birth dates are not allowed to play. The code IBDMNP (Invalid Birth Date – May Not Play) is used to identify these players. Reasons for invalid birth dates include improper date formats and players whose birth date makes them too old or way too young to play in the SFL. Correcting the birth date or dropping over aged players will eliminate these problems.

How To Correct

1. Open up the Master Player Roster and go to the Master Roster Data work sheet.

2. Using the Actual Age Group filter, (1) deselect the (Select All) and (2) select the Player Appears to Be Too Old or Too Young.

3. Make the necessary birth date corrections, e.g., delete the data for players that are too old or too young, correct the birth date to agree with the birth date validated by club when the player was registered, etc. and save the corrections.

Potential Waiver Needed – This column shows the players (1) who need a waiver to play on the assigned team based on age and (2) whether the necessary waiver has been received. Three codes are used for this column – AWGPMP (Age Waiver Granted – Player May Play), MWGPMP (Medical Waiver Granted – Player May Play), and WRPMNP (Waiver Required – Player May Not Play). Waiver requests for players coded as WRPMNP should be submitted to the SFL as soon as possible or making the necessary changes needed to remove the requirement for a waiver, e.g., changing the player's team.

How To Correct

1. Review the names related on the Potential Waivers Needed that have not received waivers and determine whether (1) the player is expected to play for the team that requires the waiver and (2) a waiver request has been submitted to the SFL. If a waiver is not expected or the player is assigned to the incorrect team, e.g., an Under 14 player is assigned to an Under 12 team, then make the necessary corrections as discussed below.

2. Open up the Master Player Roster and go to the Master Roster Data work sheet.

3. Using the Potential Waiver filter, (1) deselect the (Select All) and (2) select Waiver Required.

4. Review the players and determine which players are shown where (1) a waiver was granted or (2) a waiver request has been submitted to the SFL and is expected to be approved.

4. For any remaining players change the team and/or division so that the player no longer needs a waiver, e.g., change the team and division assignment from an Under 12 Boys Division 1 team to an Under 14 Boys Division 2 team.

5. Save the changes.

Player Name Error – This column shows the players whose names appear to have formatting problems or has missing information. The code NError (Name Error) is used to show the names that need to be reviewed and the necessary corrections made. The normal reasons that names show up in this category are (1) only one name is provided and (2) a space is omitted between the first and last name, e.g., Smith,John rather than Smith, John, JohnSmith rather than John Smith.

How To Correct

1. Open up the Master Player Roster and go to the Master Roster Data work sheet.

2. Using the filters, select the age groups and teams associated with the players assigned to unregistered teams.

► Using the Age Group filter, (1) deselect the (Select All) and (2) select the age group(s) with name errors, e.g., if the names were associated with the Under 14 Boys and Under 16 Girls teams, then U14B and U16G would be selected. This should show all the players assigned to all the teams in the age groups selected.

► Using the Team Name filter, (1) deselect the (Select All) and (2) select the proper team(s) names.

3. Review the players listed and make the necessary changes to those identified on the Players With Errors work sheet, e.g., adding the first name, putting a space between the first and last name, etc. and save the changes.

Duplicate Players – Players who are shown more than once on the same team or have been identified as potentially playing for more than one team. The following codes are used in this column – DPSTMP (Duplicate Player – Same Team – May Play) and DPPMNP (Duplicate Player – Player May Not Play). The methodology used to identify potentially duplicate players may incorrectly identify these players. When that occurs, the SFL needs to be notified so that the duplicate player flag can be removed. While duplicate players on the same team (DPSTMP) do not need to be corrected before the player is allowed to play, they should be corrected before the SFL Team Rosters are generated to avoid any confusion. Players coded as DPPMNP are not allowed to play until the duplication is resolved by removing the player from any other teams so that the player's name only appears on one team's roster. The work sheet Dup. Players – Different Clubs can be used to identify the clubs when the duplicate player designation is caused by the name appearing on two different club's Master Player Rosters.

How To Correct

1. Review the duplicate player listing and determine whether the duplicates are valid. For example, the methodology used by the SFL would identify two players named Wendy Smith and Wendall Smith as potential duplicates if they had the same birth date when they are really two different players. Simply send the SFL an Email and ask them to remove the duplicate player flag for these individuals.

2. For those duplicate players where the players are duplicates, open up the Master Player Roster and go to the Master Roster Data work sheet.

3. Using the filters, select the age groups and teams associated with the identified duplicate players.

► Using the Age Group filter, (1) deselect the (Select All) and (2) select the age group(s) with name errors, e.g., if the names were associated with the Under 14 Boys and Under 16 Girls teams, then U14B and U16G would be selected. This should show all the players assigned to all the teams in the age groups selected.

► Using the Team Name filter, (1) deselect the (Select All) and (2) select the proper team(s) names.

4. Make the necessary corrections and save the changes.

Note: If a number of duplicates have been identified, it may be easier to select a subset of the criteria, make the necessary corrections, and then repeat the process until all duplicates have been addressed.

Example

► Assume a player is shown on the Team 1 and Team 2 Under 12 Boys teams and should only be shown on Team 1 and several other players are shown as duplicate players on other teams. One approach is to use the filters to only select the players for the Under 12 Boys Team 1 and then deleting the player data for the duplicate player. Once those changes are made, the process is repeated to address the other duplicate players.

Uniform Errors – Players who have known uniform number issues. Two codes are used for this column – DUNMBC (Duplicate Uniform Number – Must Be Corrected) and No Number. When the duplicate uniform number is known (DUNMBC) it also shown. Regardless of the code, the player must be assigned a unique number for that team before they are allowed to play.

Note: Uniform numbers are not required on the Master Player Rosters submitted on March 15 and August 15. However, this information is required on the Master Player Roster that is submitted to the SFL for generation of the SFL Team Rosters.

How To Correct

1. Obtain the necessary uniform number data.

2. Open up the Master Player Roster and go to the Master Roster Data work sheet.

3. Using the Uniform Error filter, deselect the (Blanks). All the other values should be left checked. This should show all the players assigned to all the teams in the age groups selected.

Note: If a number of uniform number changes are needed, it may be easier to select a subset of the criteria, e.g., Under 12 Boys, Under 12 Boys Team 1, etc., make the necessary corrections, and then repeat the process until all uniform numbers have been addressed.

5. Make the necessary corrections and save the changes.

TEAMS WITHOUT ENOUGH PLAYERS

This work sheet shows the teams without enough players on the Master Player Roster to support the team. This work sheet shows the number of players assigned and the required number of players (11 for Under 14s and above and 8 for the Under 12s). Most of the time the players for these teams can be "found" on the Players With Errors work sheet under the Roster Team Not Registered column when the team is expected to have an adequate number of players.

DUPLICATE PLAYERS – DIFFERENT CLUBS

This work sheet is designed to show the potential duplicate players that were identified when comparing the Master Player Rosters between clubs. It is up to the clubs to resolve this issue. This error is resolved once the proper club for that player is identified and the other club deletes the name from their Master Player Roster.