SFL Master Player Roster Form

Master Roster Data Work Sheet

General

The Master Roster Data work sheet is used to list all the players on all the teams being registered by a club with the SFL. Only the white cells on this work sheet should be filled in with data (shaded cells have formulas).

• This spread sheet was designed using Excel 2007/2010 features. Some of the look up and data validation features will not work properly with earlier versions of Excel. However, the spread sheet can still be used to enter data.

• Player data can be listed in any order and updates can be made by replacing all data on the work sheet, or simply adding new player data at the end of the work sheet.

• Up to 1,700 players can be listed. Rows may not be deleted or inserted. However, they may be left blank.

• Although data cannot be sorted, filters are provided to display subsets of useful data. These data subsets can be used to help validate and easily change the data being entered. For example, simply selecting the filters for the **Age Group, Team Name, Waiver Required, and Actual Age Group** columns will show age groups used, team names used, whether any waivers are required, and whether invalid birth dates are present. On the other hand, selecting U14B on the Age Group filter and Alexandria 1 on the Team Name filter will show all the players assigned to the Alexandria 1 Under 14 Boys team.

Steps

1 Select the season from the drop-down list.

2 Enter the club name in the blank beside the Club label using the drop down list. This name is used to generate the drop-down list for the Team Name column.

3 Enter the current date for the Roster Data. This date should be updated whenever future updates are made to the roster

4 Enter the following data for each player:

• **Age Group** - Select the age group for the TEAM the player is on from the drop down list.

• **SFL Division** - Select the SFL division that the team has been placed in from the drop down list.

• **Team Name** - Select the team name for the player has been placed on from the drop down list.
Important: If only a number is shown in the drop down list, then go back enter the club name at the top of the work sheet before entering player data.

• **Uniform Number** - Enter player's uniform number. **Note:** Uniform numbers are not required on the Master Players submitted on March 15 and August 15.

• **Player Name** - Enter player's name (see Player Name Concatenation Feature below).

• **Birth Date** - Enter player's birth date.

Note: If you are copying player data from another file, you should be careful to only paste the data values that will correspond to cells A2:F1706 on the Master Roster Data work sheet, i.e., do not attempt to paste rows of data from one Excel spread sheet into the Master Roster Data work sheet. Rather, mark the cells you want to copy and then use the Paste Special Values command to copy the data into this work sheet.

5 As players are entered in the Master Roster Data work sheet the following will occur automatically:

• A count of all players in the list will be displayed near the upper right corner of the table.

• A count of players with missing uniform numbers will be displayed near the upper right corner of the table.

• Actual age groups will be displayed. The age groups are calculated based on the age cut-off date for the selected season.

• Players who are too young (U9s and below) or too old (U20s and above) to play in the SFL.

• Players who will need waivers to play on their assigned team, e.g., division 2 of U12 or U14 age groups because they are too old to meet the age requirements for those divisions.

6 Check the results.

• **Validate total players shown in the upper right hand corner.** The total numbers of players shown should agree with the expected number of players that were planned to be entered on the work sheet.

• **Validate that all the uniform numbers have been entered in the right hand corner.** All players should have a unique uniform number for the team if the Master Player Roster is being submitted to the SFL to generate SFL Team Rosters. **The Master Player Rosters due on March 15 and August 15 do not need uniform numbers.**

• **Select the filter for Age Group and make sure that (1) all the expected age groups are shown and (2) only the expected age groups are shown.** For example, if only U16 Boys and U19 Boys teams have been registered with the SFL, then (1) only these age groups should be shown and (2) both these age groups are shown in the filter.

• **Select the filter for Team Name and make sure that only the expected team names are shown**. For example, if a club only has one team for each age group and the same standard team is used for each team, then the filter should only show one team name.

• **Select the filter for the Actual Age Group** column to make sure that (1) only the expected age groups are shown, e.g., U10 for U10 players assigned to U12 teams or no U10s are shown if no U10s are expected to play and (2) no players are shown as being too young or too old for the SFL. If an unexpected age group is shown, e.g., U10 when no U10s should be shown, then select that filter to show the player(s) and make the necessary corrections.

• **Filter the Waiver Required** column to make sure that (1) only players that are expected to need waivers are listed and (2) a request has been submitted to the SFL for approval or a waiver has been granted. If unexpected waivers are shown, e.g., no waivers are expected to be shown but the filter shows Waiver Needed as one of the selections, then select that filter to show the player(s) and make the necessary corrections.

Adding, Changing, and Deleting Data

• **Adding Data** - Rows cannot be inserted in the table. This functionality was deleted because the features that apply to other rows would not be available for inserted rows. Always enter new players at the end of the list or in blank rows caused by deleting data. The column filtering features can be used to view all players on a team.

• **Changing Existing Data** - Player data can be updated by editing existing rows (e.g. to add uniform numbers or change team names), or by replacing all data in the file (i.e. when team data is managed in another source and has to be copied to this file).

• **Deleting Data** - Players who have dropped out can be removed from the list by simply clearing the data out of the row and leaving a blank row in the table.   Rows cannot be deleted.

Player Name Concatenation Feature

General

This work sheet is provided to support systems that are only able to provide a club with a player's first and last name rather than the combined player name used on the Master Roster Data work sheet. If a club does not need this work sheet, then it may be left blank since it is not required by the SFL.

• Player data can be listed in any order and updates can be made by replacing all data on the work sheet, or simply adding new player data at the end of the work sheet.

Important: It is critical that the names are shown in the same order as the other data for that player in the Master Roster Data work sheet. For example, if the age group, team name, and birth date shown on row 6 of the Master Roster Data work sheet is for Sam Jones, then the name data for Sam Jones should be shown on row 6 of the Name Concatenation work sheet. Similarly, if row 25 on the Master Roster Data work sheet is blank, the row 25 on the Name Concatenation work sheet should be blank.

• Up to 1,700 players can be listed. Rows may not be deleted or inserted. However, they may be left blank.

Steps

1 Select the name concatenation feature that you want to use, i.e., first name/last name or last name/first name from the drop-down list. It does not matter to the SFL which option is selected. However, it should match the way that the data is loaded into the first two columns. For example, if the data in column A is the player's first name, the first name/last name option should be selected.

2 Paste the name data into this work sheet.

Note: When copying player data from another file, you should be careful to only paste the data values that will correspond to cells A2:B1706 on the Name Concatenation worksheet, i.e., do not attempt to paste rows of data from one Excel spread sheet into the Name Concatenation worksheet. Rather, mark the cells you want to copy and then use the Paste Special Values command to copy the data into this work sheet.

3 As players are entered in the Name Concatenation work sheet, a count of all players in the list will be displayed near the upper right corner of the table.

4 Check the results.

• **Validate the name format.** Make sure that the name is presented in the proper format in the Master Roster Name column. If it is not, then simply change the name concatenation feature in the drop down list and all names will be automatically changed.

• **Validate total players shown in the upper right hand corner.** The total numbers of players shown should agree with the expected number of players that were planned to be entered on the work sheet.

• **Check the last row number.** Go the last row of the names and make sure that it agrees with the last row of the player data on the Master Roster Data work sheet. For example, if the Master Roster Data work sheet has player data on rows 6 through 200, then the last row of names should also be row 200 on the Name Concatenation work sheet.

Note: It does not matter if some rows are left blank as long as those blanks are consistent between the work sheets. For example, assume that row 18 is left blank on the Master Roster Data work sheet. Row 18 should also be left blank on the Name Concatenation work sheet.

5 Save the work sheet in case something goes wrong during the next steps.

6 Highlight the applicable name data in Column C and select Copy. For example, if names are contained in cells C6 through C200, then those cells should be selected for copying.

7 Go to the Master Roster Data work sheet and put the cursor on the applicable Player's Name cell (normally E6) and use the Paste Special Values command to copy the results to this work sheet.

8 Validate that the expected results were achieved by using the Check the Results step for the Master Roster Data work sheet above.