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Suburban Friendship League

Procedures and Processes – Master Player Roster Summary
(Effective January 5, 2013)

OVERVIEW

The Master Player Roster is used by a club to provide the required player information to the SFL and 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 teams may be unduly penalized. Attachment I contains a checklist that can be used to help ensure that mistakes made by either the club or the SFL are detected and corrected in a timely manner.

BACKGROUND

Over the years several problems have arisen with the SFL’s roster processes. These include clubs using non standard forms, players being identified late in the season that need to obtain waivers from the SFL to play on their assigned teams, and coaches being unaware of roster problems that can adversely affect their team. In order to address these and other problems, after the Fall 2012 season the SFL Commissioners decided to implement a revised player roster process where the Master Player Roster submitted by the club is used to generate standard Team Rosters that contain all the pertinent information needed. The Master Player Roster Summary is used to communicate to the club any issues identified by the SFL on the data contained in the Master Player Roster so that the issues may be addressed in a timely manner and the data integrity of the Master Player Roster can be improved. The Master Player Roster is an Excel spread sheet that contains four work sheets – Players on Registered Teams, Players with Errors, Teams Without Enough Players, and Duplicate Players – Different Clubs. Each of these are discussed below.

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 (1) 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, (2) teams with an excessive number

1 of players, e.g., 30 players on an Under 14 team, and (3) registered teams that do not have any
2 players assigned to them.

3 4 **PLAYERS WITH ERRORS**

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

- 11
12 • **Roster Team Not Registered** – This column shows the players assigned to teams that
13 are not registered. This is normally associated with improperly assigning players to a
14 team whose name and/or age group does not agree with the team registration information.
15 For example, the club may have registered Team 1 as a Division 2 team but the Master
16 Player Roster shows the players assigned to Team 3 or assigned to Team 1 as a Division
17 1 team. These players cannot play until they are assigned to a registered team.
18 Furthermore, these players will not be shown on any SFL Team Roster generated by the
19 SFL. The code **TNRMNP** (Team Not Registered – May Not Play) is used to signify
20 players falling into this category. The necessary adjustments need to be made to the
21 player assignments on the Master Player Roster, e.g., using the proper division for a
22 team, changing the team name to the registered team, etc.
- 23
24 • **Invalid Birth Date** – This column shows the players where the birth date on the roster is
25 invalid. Players with invalid birth dates are not allowed to play. The code **IBDMNP**
26 (Invalid Birth Date – May Not Play) is used to identify these players. Reasons for invalid
27 birth dates include improper date formats and players whose birth date makes them too
28 old or way too young to play in the SFL. Correcting the birth date or dropping over aged
29 players will eliminate these problems.
- 30
31 • **Potential Waiver Needed** – This column shows the players who need a waiver to play
32 on the assigned team based on age and whether the necessary waiver has been received.
33 Three codes are used for this column – **AWGPMP** (Age Waiver Granted – Player May
34 Play), **MWGPMP** (Medical Waiver Granted – Player May Play), and **WRPMNP**
35 (Waiver Required – Player May Not Play). Waiver requests for players coded as
36 **WRPMNP** should be submitted to the SFL as soon as possible or make the necessary
37 changes needed to remove the requirement for a waiver, e.g., changing the player's team..
- 38
39 • **Player Name Error** – This column shows the players whose names appear to have
40 formatting problems or has missing information. The code **NError** (Name Error) is used
41 to show the names that need to be reviewed and the necessary corrections made. The
42 normal reasons that names show up in this category are (1) only one name is provided
43 and (2) a space is omitted between the first and last name, e.g., Smith,John rather than
44 Smith, John, JohnSmith rather than John Smith.

- 1 • **Duplicate Players** – Players who are shown more than once on the same team or have
2 been identified as potentially playing for more than one team. The following codes are
3 used in this column – **DPSTMP** (Duplicate Player – Same Team – May Play) and
4 **DPPMNP** (Duplicate Player – Player May Not Play). The methodology used to identify
5 potentially duplicate players may incorrectly identify these players.¹ When that occurs,
6 the SFL needs to be notified so that the duplicate player flag can be removed. While
7 duplicate players on the same team (DPSTMP) do not need to be corrected before the
8 player is allowed to play, they should be corrected before the Team Rosters are generated
9 to avoid any confusion. Players coded as DPPMNP are not allowed to play until the
10 duplication is resolved by removing the player from any other teams until the player’s
11 name only appears on one team’s roster. The work sheet Dup. Players – Different Clubs
12 can be used to identify the clubs when the duplicate player designation is caused by the
13 name appearing on the Master Player Rosters submitted by two clubs.
14
- 15 • **Uniform Errors** – Players who have known uniform number issues. Two codes are used
16 for this column – **DUNMBC** (Duplicate Uniform Number – Must Be Corrected) and **No**
17 **Number**. When the duplicate uniform number is known (DUNMBC) it also shown.
18 Regardless of the code, the player must be assigned a unique number for that team before
19 they are allowed to play.
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21 **TEAMS WITHOUT ENOUGH PLAYERS**

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23 This work sheet shows the teams without enough players on the Master Player Roster to support
24 the team and shows (1) the number of players assigned and (2) the required number of players
25 (11 for Under 14s and above and 8 for the Under 12s). When the team is expected to have an
26 adequate number of players the “missing” players can be “found” on other work sheets – the
27 Players With Errors work sheet under the Roster Team Not Registered column and the Master
28 Player Roster when the Players on Registered Teams work sheet shows more than the expected
29 number of players assigned to one or more teams.
30

31 **DUPLICATE PLAYERS – DIFFERENT CLUBS**

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

¹ For example, assume that twins with the names of Wendy Smith and Wendell Smith are shown on the roster. They would be flagged as potential duplicate players because they have similar names and the same birth date.

Master Roster Summary Check List

Players on Registered Teams and Teams Without Enough Players Work Sheets

1. Do the total players for each team agree with the numbers of players that are expected for that team?

Yes – The Master Player Roster probably contains all the expected players and those players are probably assigned to the proper team.

No – Several potential problems exist that include the Master Player Roster (1) not containing all the assigned players, (2) one or more players being assigned to the incorrect team, and (3) data errors on the Master Player Roster that prevent the name from being loaded. Examples of the latter include names without assigned teams and teams without assigned names. If a team does not have enough players, then it should be considered as a good candidate for dropping from the team registration list.

2. Does the age breakdown of the players assigned to each team appear consistent with a team’s age group and expected results? For example, most of the players assigned to an Under 14 Division 1 team shown as Under 14 Division 1 age players.

Yes – The players on the Master Player Roster are probably assigned to the proper age group teams.

No – Several potential problems may be present that include assigning the wrong players to a team or incorrect birth dates being entered. For example, if an Under 14 team shows having an Under 10 player assigned to it, then this may indicate that an Under 12 player was assigned to an Under 14 team.

Players With Errors and Duplicate Players – Different Clubs Work Sheets

1. Does the Players With Errors work sheet only show players who (1) require waivers from the SFL and those waiver requests have been submitted and/or (2) have received the necessary waivers?

Yes – The work sheet is considered “clean” and the SFL Team Rosters should generate the expected results.

No – Make the necessary changes to the Master Player Roster to correct the errors and resubmit it to the SFL. For example, assign players to the proper team, eliminate duplicate uniform numbers, provide valid birth dates, resolve duplicate player issues, etc.