

# ENGLAND SQUASH MEMBERSHIP REQUIREMENT FOR SURREY LEAGUES

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## Overview

It has long been the case that a club must be affiliated to England Squash (ES) in order to play in the county leagues and the affiliation cost is calculated from the number of courts you have and the number of players you declare.

Separate from this is the fact that players can register as members of ES. For professional players and coaches, and anyone who has played in ES tournaments, including the Intercounty Championships, this has long been a requirement, so many players in your club will already be members and have their ES Membership numbers.





However, we are now obliged to ensure that all players in our county leagues are members of ES. For a club, this will involve two things:

- 1) Identify all your currently nominated players, obtain their ES Membership Numbers if they have one, and add this into their player record in League Master.
- 2) For players who do not know if they are registered or not, look them up on the ES Club Portal and identify their ES Membership Number if they have one. If they are not in the ES system, then you will need to register them.

## League Master

The League Master web site, as many of you will have noticed, allows membership numbers to be entered for each player, and upon saving, the player name and membership number are checked against the ES database, and the status or any player will be shown.

There are four possible values:

Valid		The membership is valid	Able to play in league
Invalid		The membership is invalid	
Expired		The membership has expired	
Duplicate		The player/membership number is a duplicate.	

Currently the membership check is turned on but is not being enforced.

In addition, if you login and look at your nominations, you will now see that the ES Membership Number is shown as well as the status, which will help you identify the players that need action.

## Enforcement

Once enforcement is active, the status above is used by League Master to determine if a player is included in the drop-down selection lists when adding players to the Nomination lists, and of course a player cannot be added to a result unless they are in a nomination list.

In addition, if a player becomes invalid after a league has started, then that player can no longer be selected from the drop-down selection lists when adding players to a Fixture.

## Club Responsibilities

An individual player can register themselves via the ES web site, and obtain their membership that way.

However, it is assumed that clubs will register all players via the ES club portal on behalf of any player who will play for a team.

An obvious question arises which is "must a player be a member of ES if they only play one match, or are only called upon to make up the numbers"? The answer is yes.

While this might seem unreasonable, please note that although the focus of this document is on team players, the actual requirement from ES is that ALL squash players in an affiliated club should be members of ES. While the monitoring of this is beyond the scope of this document, even an occasional team player will definitely come under the heading of a 'squash player' within a club, so should be a member.

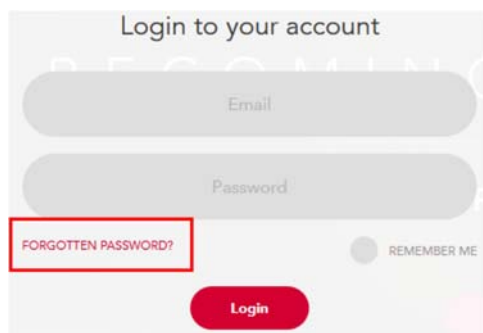
## Club Admins

Go to <https://www.englandsquash.com> and in the top right-hand corner you will see two links:

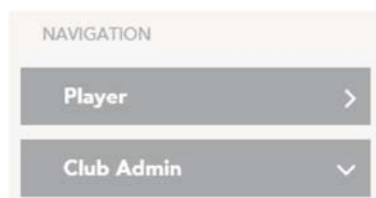


An individual player can become a member via the Sign Up link, but a Club Admin will use the Login link.

Every club will already have a Club Admin associated with it, but if you are not sure who that is, then please contact Surrey Squash and we can provide the information needed.



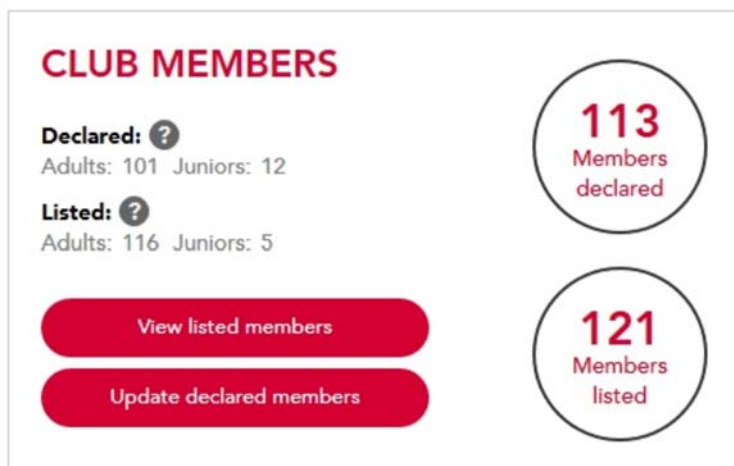
Once logged in, you will see two main categories on the left-hand side. One will be your profile as a player, and the other should show **Club Admin**:



If it does not show Club Admin and your club, then you are not set up as a Club Admin, so please contact Surrey Squash who will sort it out.

## Club Portal

Once you are able to login as a Club Admin for your club, you will see a number of sections, the most important one as far as player membership is concerned is Club Members:



The screenshot displays the 'CLUB MEMBERS' dashboard. It features two columns of data. The left column shows 'Declared' members (101 Adults, 12 Juniors) and 'Listed' members (116 Adults, 5 Juniors). The right column shows two circular statistics: '113 Members declared' and '121 Members listed'. At the bottom, there are two red buttons: 'View listed members' and 'Update declared members'.

Category	Adults	Juniors
Declared	101	12
Listed	116	5

113 Members declared

121 Members listed

View listed members

Update declared members

Click on View listed members and you can do a number of things:

- 1) View all Players registered with ES who are associated with your club. Note that as well as viewing the list on the screen, you can also download a CSV file of all players.
- 2) **Remove players.** Once a player is no longer a member of your club, you can remove them. This does not delete their ES membership – they can simply be added to another club if they join one – but it does remove them from your club listing.
- 3) **Add a new player.** Simply click on the Add new member button:

+ ADD NEW MEMBER(S)

You will then need to enter their Name and Email Address. If you think they are already a member of ES and you have their England Squash ID (membership number), then add that as well and click Search.

You will then be presented with a list of any players that appear to meet the criteria – such as players who are already members of ES – and you can then **Add** the player to your club.

If you do not find the player, then click on the Create New Members button to create a new player who will be added to your club.

Both the Club admins and the player concerned will then receive emails from ES, with further instructions.

## Goals

Once you have the ES membership number, you can then return to League Master, and add this to the Player profile, which should then become 'valid' and able to be added to nomination lists.

All league players will need to have valid ES Membership Numbers for the start of the second half of the league after Christmas, so you have about 2 months to manage this process.