

# The League Registration process

## Introduction

The player registration process

- Removes duplicates from the system.
- Improves transfer management giving leagues and clubs chances to approve and object.
- Includes a cross league transfer process.

This reduces the load on administrators by providing all the information in one place and improve the quality of the playing data for the clubs, leagues and players by combining one of more instances of the same person.

In the past player registration has been very much league by league and club by club. When a club submitted a registration to a league checks were made regarding the player's history, and duplications were highlighted to allow clubs and leagues the ability to resolve players being registered twice for different clubs at different times. These checks relied on processes outside the workflow and led to many time-consuming issues for league, clubs and players.

- It was very easy to have a player registered for 2 clubs simultaneously in the same league.
- It was difficult to resolve a player registering in different leagues for different clubs.
- The processes to gain approval from club to transfers were outside of the workflow and often paper based.
- The result at the end of a transfer was often a new (duplicate) record for the player and a fragmentation of his playing stats.

The changes to the process improve the transparency of who is applying to which club in which league by providing within the workflow, communications to interested parties who can raise approval or objections to a registration. This will save league and club administrators' time and effort in chasing transfers between clubs and often between clubs in differing leagues. Each interested party is prompted in workflow items on the Admin Home page when action is needed.

The system recognizes many duplicate players based on surname plus date of birth. If any of those records have live league registrations, transfer requests are raised. The process then allows the league administrators to merge the playing records so that at the end of the process a single player record exists with all roles and playing stats attached from all previous clubs.

- For a simple new registration of a player for the first time there is no change to the process.

- To conform with GDPR legislation, clubs no longer include proposed matches on the nomination. When the league processes the nomination, the system will identify proposed matches from players already / previously registered with that league and also other leagues which have a data sharing agreement.
- Objections and approvals are built in the workflow and the merge of the old and new records happens on a button press from the league when they accept the registration.
- For complex transfers across leagues a similar process is followed which each interested party being informed and having the ability to act.

The process is designed to fit with the operation of all leagues and so does not mandate that approvals must be given before registrations can be completed.

It is possible for a league administrator of the old league to allow both registrations to stay in place.

It is also possible to register a player for two different clubs in the same league as all these possible scenarios exist somewhere within cricket.

## Getting started

When a club administrator nominates a player for registration to your league, he will be presented with a list of questions from the league to be answered for each player. Check that the questions that have been defined for standard nominations and transfers are suitable for your league.

To do this, go to Administration>Set Up>Registered Players>Define Process.

**Admin Home**

**Your Actions**

| Item  | Number | View                 |
|---|--------|----------------------|
| Match Officials in Scorecards Requiring Attention | 5      | <a href="#">View</a> |
| Matches Missing Confirmation of Result            | 40     | <a href="#">View</a> |
| Member of the Website                             | 1      | <a href="#">View</a> |
| Missing or Incomplete Results                     | 27     | <a href="#">View</a> |
| Nomination In Progress                            | 1      | <a href="#">View</a> |
| Outstanding Questionnaires                        | 4      | <a href="#">View</a> |
| Outstanding Team Captain Reports                  | 21     | <a href="#">View</a> |
| Player Details Have Changed                       | 2      | <a href="#">View</a> |
| Removed Player Registrations                      | 4      | <a href="#">View</a> |
| Reports Requiring Review                          | 8      | <a href="#">View</a> |
| Request to Unlock Result                          | 2      | <a href="#">View</a> |
| Results Containing Penalty Points                 | 1      | <a href="#">View</a> |
| Scorecard Missing Scorers                         | 48     | <a href="#">View</a> |
| Scorecard Missing Umpires                         | 14     | <a href="#">View</a> |

**Current Notices to Administrators**

[Administrator Role Templates available](#)  
Since the introduction of Custom Administrator Roles, we

9th Oct 2019  
[Play-Cricket release 2 October 2019](#)  
Please see the attached pdf for details.

3rd Oct 2019  
[New season hints and tips](#)  
Now that the new season is available on play-cricket, we

3rd Oct 2019  
[Play-Cricket release 18 September 2019](#)  
Please see the attached pdf for details.

18th Sep 2019  
[Play-Cricket release 4 September 2019](#)  
Please see the attached pdf for details.



## Switching on Player Registration

To operate league registration, a division must be set up with the Player Registration Required tick box checked as per the screen shot below.

The screenshot shows a web interface for managing a league division. The title is "Division 1 - 2019 - Division Management". There is a "Back" button in the top right corner. The main navigation menu includes: Division Set Up, Results Set Up, Aggregate Results, League Table Set Up, Reports, Team Management, Fixture Management, and Division Table. The "Division Setup" section contains the following fields and controls:

- Name:** Division 1
- Season:** 2019 (01/04/19 - 31/03/20)
- Buttons:** Update Matches, Save, Cancel
- Scoring Rules:** Five rows, each with a Scoring Rule dropdown, Start Date field, and End Date field.
- Validation Rules:** Chris Test
- Player Registration Required:**  (This checkbox is circled in red in the original image)
- Only League Umpires:**
- Match Days:**  Monday,  Tuesday
- Start Date:** 01/04/2019
- End Date:** 31/03/2020
- Lock Fixture Info:** Prevent clubs from altering the following:  Date

If the box is not ticked, clubs playing in that division will be unable to apply for registration to your league.

## The nominations process

When a club has applied for league registration of a player, a notification will appear as a pending item on the Admin home page.

Site Management
Set Up
Reports & Downloads
Uploads
Admin Forum
Help Guides

**Admin Home**

| Your Actions                                      |        |                      |
|---|--------|----------------------|
| Item  | Number | View                 |
| Match Officials in Scorecards Requiring Attention | 20     | <a href="#">View</a> |
| Member of the Website                             | 2      | <a href="#">View</a> |
| <b>Nomination In Progress</b>                     | 7      | <a href="#">View</a> |
| Nominations involving your players                | 3      | <a href="#">View</a> |
| Outstanding Questionnaires                        | 6      | <a href="#">View</a> |

### Current Notices to Administrators

[Play-Cricket release 10 October 2018](#)  
Please see the attached pdf for details.  
10th Oct 2018

[Please do not generate 2019 fixtures until Jan/Feb 2019 - updated 5/10/2018](#)

Select view to see a list of the pending nominations as below.

Back

**Player Nominations**

**Status** Pending

**Category** All

**Search for**

**In** Surname

Search

| Date Nominated   | Last Actioned    | Name            | Date of Birth | Transferring From | Nominating Club  | Club Administrator | Email             | View              |
|------------------|------------------|-----------------|---------------|-------------------|------------------|--------------------|-------------------|-------------------|
| 06/06/2019 09:23 | 01/10/2019 14:22 | Bilbo Baggins * | 01/1985       |                   | Steve's Club     | Mars Leonard       | <a href="#">✉</a> | <a href="#">Q</a> |
| 06/05/2019 10:53 | 06/05/2019 10:53 | TestUser - *    | 02/1990       |                   | Anna's Test Site | Mars Leonard       | <a href="#">✉</a> | <a href="#">Q</a> |
| 27/03/2019 15:18 | 27/03/2019 15:18 | Chris Leonard   | 10/1969       |                   | Anna's Test Site | Mars Leonard       | <a href="#">✉</a> | <a href="#">Q</a> |

This is a simple registration where a player has joined a club and registers with a league:

**Player Nomination Bubba Bailey- by Anna's Test Site**  
 Player ID: 3943098

Cancel
Approve
Reject

Summary

Party
Status
User

**Player Transfer: None**

**Date of Birth:** February 1980

**Player Category:** 3

**Place of Birth:**

**Current Registrations**

Any registrations selected as a player transfer within your own league or any league that you have a bilateral agreement with will be automatically removed when this nomination is approved. Any others must be removed manually by the league currently holding the registration

**Comments on Nomination**

**Objections to Nominations**

In example above, the player is not registered with another league, and is not a member of another club.

**Details** tab – shows a restricted view of player’s personal details. League administrators may no longer edit any fields in a player’s record.

**History** tab – shows a player’s league registration history.

**Checklist** – displays the questionnaire set by the league and completed by the club administrator. If any changes are made to the answers, click Save to update the form. The nomination remains as pending.

**Player Stats** – displays the playing history for the nominated player.

**Audit Trail** – shows the details of who made the nomination.

**Cancel** button – returns the user to the Pending Nominations screen and any unsaved changes are lost.

**Approve** button – use this to approve the nomination.

**Reject** button – click to reject the nomination and supply a reason for the rejection.

## Matching records to remove duplication

Here is an example of a nomination showing a player where the system has identified one or more duplicate records that may be matched.

**Proposed match of Chris Leonard (3516090) to Chris Leonard (3516090)**

The nomination includes the proposed match of the following records.

If there is a difference in values for fields regarded as critical to the player registration process you must select which values to use before you can approve the match.

Once the proposed matches have been approved or rejected you can review the player nomination in the normal manner.

**Interested Parties:**  
No response received.

**Nomination Comments:**

|                    | Parent Record         | Child Record          | Result of Merger |
|--------------------|-----------------------|-----------------------|------------------|
| ID                 | 3516090               | 3516090               | 3516090          |
| Title              |                       |                       |                  |
| First Name         | Chris                 | Chris                 | Chris            |
| Initial            |                       |                       |                  |
| Surname            | Leonard               | Leonard               | Leonard          |
| Display First Name |                       |                       |                  |
| Display Surname    |                       |                       |                  |
| Gender             | Male                  | Male                  | Male             |
| Date of Birth      | October 1969          | October 1969          | October 1969     |
| Address            | 51                    | 51                    | 51               |
| Player Category    | 1                     | 1                     | 1                |
| Place of Birth     | United Kingdom        | United Kingdom        | United Kingdom   |
| Last Entered UK    |                       |                       |                  |
| Last Played For    | Anna's Test Site      | Anna's Test Site      |                  |
| View Stats         | <input type="radio"/> | <input type="radio"/> |                  |
| View Roles         | <input type="radio"/> | <input type="radio"/> |                  |

[Approve Match](#) [Reject Match](#)

When a nomination involving a match of player records is viewed, the first screen to appear will be a match records dialogue. If there is more than one record to match, they will be displayed in turn.

Where differences are found, e.g. in the spelling of the first name or a different address, click on the radio button next to the required value to select the result.

Beware – if the dates of birth and surnames are the same, but the first names are different, you may be looking at twins – check with the club administrator before action!

**Note:** Accepting a match and resolving the duplicate does not approve the registration. The action acknowledges and removes the duplication only. It is therefore safe to approve the merge before comments on the registration itself are received.

Approve or Reject the match and continue with the nomination.

Here, the option 'Approve' has been taken to match the players so the following screen is displayed for the nomination.

**Player Nomination Chris Leonard by Anna's Test Site**  
Player ID: 3516090

Cancel
Approve
Reject

Summary **Details** History Player Stats Checklist Audit Trail

**Player Transfer: None**

**Date of Birth:** October 1969  
**Player Category:** 1  
**Place of Birth:** United Kingdom

**Current Registrations**  
 Any registrations selected as a player transfer within your own league or any league that you have a bilateral agreement with will be automatically removed when this nomination is approved. Any others must be removed manually by the league currently holding the registration

**Comments on Nomination**  
**Objections to Nominations**

| Party        | Status | User        |
|--------------|--------|-------------|
| Steve's Club | Agreed | Alfred Hoad |

You can see that there are no objections to the nomination for league registration so the approval can take place.

When the registration process has completed, you are returned to the pending Player nominations screen.

In the following example, there is an objection by another league administrator:

**Player Nomination Bilbo Baggins by Anna's Test Site**  
Player ID: 1858867

Cancel
Approve
Reject

Summary **Details** History Player Stats Checklist Audit Trail

**Player Transfer: None**

**Date of Birth:** January 1985  
**Player Category:** 1  
**Place of Birth:** United Kingdom

**Current Registrations**  
 Any registrations selected as a player transfer within your own league or any league that you have a bilateral agreement with will be automatically removed when this nomination is approved. Any others must be removed manually by the league currently holding the registration

| Club             | League                    | Player Transfer          |
|------------------|---------------------------|--------------------------|
| Nick's Test Site | Steve's Six a Side League | <input type="checkbox"/> |

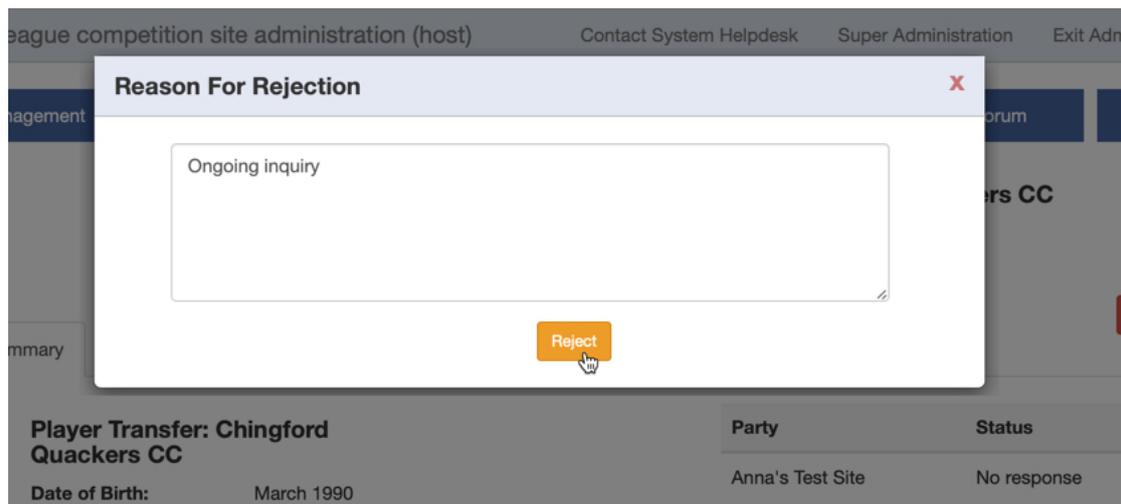
**Comments on Nomination**  
**Objections to Nominations**

|            |                 |                           |
|------------|-----------------|---------------------------|
| 22/10/2019 | Anna - Helpdesk | Steve's Six a Side League |
|------------|-----------------|---------------------------|

Up for disciplinary review

| Party                     | Status      | User            |
|---------------------------|-------------|-----------------|
| Nick's Test Site          | No response |                 |
| Steve's Club              | No response |                 |
| Steve's Six a Side League | Objected    | Anna - Helpdesk |

If you choose to reject the application, then a reason must be supplied.



## Player Transfers within your league

This screen shot shows that there is a player transfer to be processed.

The screenshot displays the "Player Nominations" page. It includes a search filter with "Status" set to "Pending" and "Category" set to "All". Below the filter is a table of nominations:

| Date Nominated   | Last Actioned    | Name            | Date of Birth | Transferring From                             | Nominating Club  | Club Administrator | Email | View |
|------------------|------------------|-----------------|---------------|---|------------------|--------------------|-------|------|
| 22/10/2019 12:24 | 22/10/2019 12:24 | Neil Back *     | 01/1990       | Anna's Test Site<br>Steve's Six a Side League | Nick's Test Site | Anna - Helpdesk    |       |      |
| 27/03/2019 15:18 | 18/10/2019 16:37 | Chris Leonard   | 10/1969       |   | Anna's Test Site | Mars Leonard       |       |      |
| 06/06/2019 09:23 | 01/10/2019 14:22 | Bilbo Baggins * | 01/1985       |   | Steve's Club     | Mars Leonard       |       |      |

As before, if there is player matching, the details will be displayed for approval.

In this case, there are no records that require matching so the Player Transfer screen is displayed.

**Player Nomination Neil Back by Nick's Test Site**  
Player ID: 803842

[Cancel](#) [Approve](#) [Reject](#)

Summary [Details](#) [History](#) [Player Stats](#) [Checklist](#) [Audit Trail](#)

**Player Transfer: Anna's Test Site**

**Date of Birth:** January 1990  
**Player Category:** 1  
**Place of Birth:** United Kingdom

**Current Registrations**  
Any registrations selected as a player transfer within your own league or any league that you have a bilateral agreement with will be automatically removed when this nomination is approved. Any others must be removed manually by the league currently holding the registration

| Club             | League                    | Player Transfer                     |
|------------------|---------------------------|-------------------------------------|
| Anna's Test Site | Steve's Six a Side League | <input checked="" type="checkbox"/> |

**Comments on Nomination**  
[Objections to Nominations](#)

| Party            | Status      | User |
|------------------|-------------|------|
| Anna's Test Site | No response |      |

Note that the Date of Birth field displays only the month and year of birth.

If you untick the Player Transfer tick box both registrations will remain in place at the end of the process.

Use the tabs to find more information before deciding whether to approve or reject the nomination.

**Player Nomination Neil Back by Nick's Test Site**  
 Player ID: 803842

Cancel
Approve
Reject

[Summary](#)
[Details](#)
[History](#)
[Player Stats](#)
[Checklist](#)
[Audit Trail](#)

**Supplementary Information**

**Player's League Registration History**

| League                    | Club             | Start Date          | End Date            | Status   |
|---------------------------|------------------|---------------------|---------------------|----------|
| Steve's Six a Side League | Nick's Test Site | 22/10/2019 12:24:36 |                     | Pending  |
| Steve's Six a Side League | Anna's Test Site | 08/05/2011 01:00:00 |                     | Active   |
| Steve's Six a Side League | Anna's Test Site | 08/05/2011 13:39:31 | 10/07/2015 11:04:02 | Inactive |

**League Nomination History**

| League                    | Club             | Nomination Date     | Finalised Date      | Status        | Email                            |
|---------------------------|------------------|---------------------|---------------------|---------------|----------------------------------|
| Steve's Six a Side League | Nick's Test Site | 22/10/2019 12:24:36 |                     | Pending       | <input type="button" value="✕"/> |
| Steve's Six a Side League | Anna's Test Site | 25/06/2018 14:16:22 | 03/09/2018 20:23:37 | Approved      |                                  |
| Steve's Six a Side League | Anna's Test Site | 07/07/2015 16:35:44 |                     | Rejected Test |                                  |
| Steve's Six a Side League | Anna's Test Site | 08/05/2011 13:39:31 | 08/05/2011 01:00:00 | Approved      |                                  |

Following approval, the player's registration with his previous club is made inactive unless you have de-selected the player transfer tick box. The player's details are 'view' only.

Player Details [Registration History](#) [Photo](#)

First name \* Neil

Initials

Surname \* Back

Gender Male

Date of Birth January 1990

Passport / Visa Type Tier 1

General/Entrepreneur/Exceptional Talent/Graduate Entrepreneur/Investors

Place of birth United Kingdom

Date Last Entered UK \*

Planned date of entry to UK \* 15/07/2020

Document Number \* 1232326

Expiry Date \* 11/02/2020

Explanation xx

Disability Profile

**Display Name**

If a name is entered here, it will be displayed in scorecards, statistics, scoring apps etc instead of the players' real name

First Name

Last Name

Address \* ECB Offices

Address2 Lord's Cricket Ground

Address3

Town/City

County Greater London

Postcode NW8 8QZ

Country

[Cancel](#)

The player category may be changed via the Registration History tab if required.

**Neil Back Registration Details** [Back](#)

[Player Details](#) [Registration History](#) [Photo](#)

**Player's League Registration History** [Save](#)

| League                    | Club             | Start Date          | End Date            | Status   | Category | Audit                            | Remove                           |
|---------------------------|------------------|---------------------|---------------------|----------|----------|----------------------------------|----------------------------------|
| Steve's Six a Side League | Nick's Test Site | 22/10/2019 16:37:56 |                     | Active   | 1        | <input type="button" value="Q"/> | <input type="button" value="X"/> |
| Steve's Six a Side League | Anna's Test Site | 25/06/2018 14:16:22 | 22/10/2019 16:37:56 | Inactive | 1        | <input type="button" value="Q"/> |                                  |
| Steve's Six a Side League | Anna's Test Site | 08/05/2011 13:39:31 | 10/07/2015 11:04:02 | Inactive | 1        | <input type="button" value="Q"/> |                                  |

**League Nomination History**

| League                    | Club             | Nomination Date     | Finalised Date      | Status   | View                             |
|---------------------------|------------------|---------------------|---------------------|----------|----------------------------------|
| Steve's Six a Side League | Nick's Test Site | 22/10/2019 12:24:36 | 22/10/2019 16:37:56 | Approved | <input type="button" value="Q"/> |
| Steve's Six a Side League | Anna's Test Site | 08/05/2011 13:39:31 | 08/05/2011 01:00:00 | Approved | <input type="button" value="Q"/> |

## Player registration involving another league

In this example, a player has moved to a club in your league, but is still registered with his old club to a different league.

A notification would appear in the Admin home page of the league where the current registration is held as in the screen shot below.

| Your Actions                                      |        |      |
|---|--------|------|
| Item  | Number | View |
| Match Officials in Scorecards Requiring Attention | 20     |      |
| Member of the Website                             | 2      |      |
| Nomination In Progress                            | 8      |      |
| Nominations involving your players                | 2      |      |
| Outstanding Questionnaires                        | 6      |      |

The league administrator will then be able to view the details

| Nominations involving your players |               |         |                  |                                  |      |                                     | Back                     |
|------------------------------------|---------------|---------|------------------|----------------------------------|------|-------------------------------------|--------------------------|
| Nomination Date                    | Name          | ID      | Nominating Club  | League                           | View | Agree                               | Object                   |
| 06/2019                            | Tas Leonard   | 3794384 | Anna's Test Site | Essex League                     |      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 06/2019                            | Child Leonard | 3240743 | Anna's Test Site | National Disabled Cricket League |      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Use the Agree button beside each record to agree to nominations individually, or you can agree to all of the nominations displayed on this page  
Alternatively you can view the details of the nomination and if necessary raise an objection or remove the player's registration with your league

and agree or object to the nomination.

| Player Nomination Child Leonard  |                           | Agree   | Object    | Back                                  |
|----------------------------------|---------------------------|---------|-----------|---------------------------------------|
| Summary                          | Details                   | History | Checklist |                                       |
| <b>Date of Birth:</b>            | June 2010                 |         |           |                                       |
| <b>Player Category:</b>          | 1                         |         |           |                                       |
| <b>Place of Birth:</b>           | United Kingdom            |         |           |                                       |
| <b>Current Registrations</b>     |                           |         |           |                                       |
| <b>Club</b>                      | <b>League</b>             |         |           |                                       |
| Anna's Test Site                 | Steve's Six a Side League |         |           | <input type="button" value="Remove"/> |
| <b>Comments on Nomination</b>    |                           |         |           |                                       |
| <b>Objections to Nominations</b> |                           |         |           |                                       |

When you process the nomination, you may have one or more player records to match as before.

Continue to approve or reject the player matches until you get to the Player Nomination screen.

If you find an objection from the other league administrator, you have the option to email him to resolve the situation.

In this case, you could cancel the nomination and return to it later, or reject it entirely and ask the proposing club to re-submit the application.

Cancelling the player nomination does not cancel any player matching that has taken place, so this step will not have to be redone on subsequent nominations and all parties will then be able to see a complete set of roles and playing records to allow a better-informed decision on resubmitting the registration.

## Players registered with other leagues notifications

You may see notification in the Admin Home page 'Player registered with other leagues'.

This alert gives the league administrator a second opportunity to remove a player's registration with their league or speak to the other league if they believe there is a problem.

**Admin Home**

| Your Actions                                  |        |      |
|---|--------|------|
| Item  | Number | View |
| Cancelled Matches to be Rearranged            | 1      |      |
| Nominations in Progress                       | 12     |      |
| <b>Nominations involving your players</b>     | 2      |      |
| Player Details Have Changed                   | 2      |      |
| Removed Player Registrations                  | 2      |      |
| Scorecard contains Unsure entries for players | 1      |      |
| Team sheets containing free text players      | 2      |      |

**Curre**

Play-Cri  
Please s  
28th Jun  
Play-Cri  
Apologie  
21...  
5th Apr 2  
Play-Cri

Click the view icon to see a list of registrations with other leagues that have not been acknowledged, involving players that have an active registration with that league, ordered chronologically by date with the latest at the top.

Up to 20 registrations will be displayed per page.

You may remove the registration from your own league, or acknowledge the player's registration with both leagues.

There is an 'Agree to All' button at the bottom of the page, allowing you to acknowledge the registrations for a single page.

[Back](#)

**Nominations involving your players**

| Nomination Date | Name          | ID      | Nominating Club  | League                           | View | Agree                               | Object                   |
|-----------------|---------------|---------|------------------|----------------------------------|------|-------------------------------------|--------------------------|
| 06/2019         | Tas Leonard   | 3794384 | Anna's Test Site | Essex League                     |      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 06/2019         | Child Leonard | 3240743 | Anna's Test Site | National Disabled Cricket League |      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Use the Agree button beside each record to agree to nominations individually, or you can agree to all of the nominations displayed on this page  
Alternatively you can view the details of the nomination and if necessary raise an objection or remove the player's registration with your league