



## TO ALL CLUB STATISTICIANS

### GRADING SYSTEM and NATIONAL CLUB MEMBER REGISTER

#### 1 GENERAL

The Squash NZ Grading System forms part of the Squash NZ National Club Member Register, which contains two separate but linked parts:

- i) **The Grading System.**
- ii) **The Club Member Mailing Database**, (which primarily contains the mailing address for those graded and leisure club members for whom Squash NZ has been provided with mailing address by their club).

The mailing database is used by Squash NZ from time to time to direct mail to all registered club members (graded and leisure players). The mailing database of club member names and addresses is retained by Squash NZ and is **NOT** available to, or provided to any outside organisation.

#### 2 CLUB MEMBERS ON THE GRADING LIST

For Squash NZ purposes, **ALL players** that appear on the grading list **are assumed to be FULL FINANCIAL MEMBERS** of the club on whose grading list they appear, from the point that they are first added to the grading list **and** for as long as they continue to be shown on the club's list.

#### 3 CHANGES FOR THE 2004 Season

There are NO material changes to the operation and management of the Grading System for 2004, however please note paragraph 5 below.

#### 4 GRADING LIST PUBLICATION DATES - for 2004.

Official Squash NZ Grading Lists will be **published** on the **1st and 15th** of each month from **1 March to 15th December** on the Squash NZ website. These will **all** be "**Official Grading Lists**" for 2004.

A **printed** paper copy grading list will be supplied to your club for the following dates: 1 April, 1 May, 15 June, 1 August, 1 September, 1 October and 1 December (7 seven in total as per past seasons).

NB: All grading lists will be available from the Squash NZ Website at: **www.squashnz.co.nz**

The Grading Lists will continue to be published in a manner that allows the files to be downloaded to your PC / MAC. There will be separate men's and women's files for each district. Using 'word' or similar software you will be able to carry out any of the "search" functions available via the software, including searches for player information by:

- specific player code
- player surname.

(Alternatively there will be single file for the total grading list - available for download - with the single file needing to be "un-zipped" to provide 'word' files for each district).

#### 5. UP-GRADE of GRADING LIST facilities on Squash NZ Website.

As at the date of this circular, a substantial up-grade of the functionality of the Grading System section of the Squash NZ website was being worked on. In general terms the up-grade will provide an online searchable player database. All going well, implementation is scheduled for 1 March 2004.

Full details will be provided in a later circular.

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## 6 TOURNAMENTS and the GRADING LIST

Grading lists published on 1st and 15th of each month are all **OFFICIAL** grading lists. As such, **clubs MUST ensure** that they use the latest available grading list as at the published entry closing date of their tournament when preparing their tournament draws.

Clubs should also be aware that a player **may change grades** (up or down) between the point that he / she enters an event and the closing date for the event. **Entries must be accepted, and the event seeded** on the basis of the latest grading list available on the Squash NZ website **as at the entry closing date** - NOT the date of entry by the player or the starting date of the event.

## 7 "RESULTS" TO BE SUBMITTED FOR GRADING SYSTEM

It is Squash NZ policy that **all clubs** wishing to have their tournaments listed on the Squash NZ Tournament schedule between **1 February and 30 November** each year, submit the full results of the tournament for grading purposes. Players taking part in competition within the period **1 February to 30 November** must expect to have their competition results recorded for grading purposes.

If you have any questions on this matter, please do not hesitate to contact your district statistician(s), who will be more than pleased to explain the requirements.

## 8 CLOSE-OFF DATES for Results

There are **NO grading list "close-off" dates** with your district statistician(s) for the receipt of results, player additions / deletions etc. It's a case of get your results to your District Statistician(s) as soon as possible after your tournaments.

With twice monthly publication of the grading list, it is critical that the results of tournaments and district interclub / teams events are submitted as quickly as possible. Delays in submitting results will have an adverse effect on the gradings on the participating players.

There is **NO** national close off date for each grading list. The sooner you pass your results to your district statistician(s), the sooner they will be able to pass them to the National Co-ordinator and the sooner the results will be reflected in the grading list.

**Input of results etc, is an ongoing process** and will only briefly pause at the point that each grading list must be processed for publication, **REGARDLESS** of the volume of results on hand at that time.

## 9 OUTSTANDING TOURNAMENT RESULTS

As with past seasons, a list of tournament results that have NOT been submitted will be published on the Squash NZ website this season. The list will show all events for which results have not been received, where the event is 14 days (or more) prior to the latest published grading list.

If you club cancels a tournament, please remember to tell your District Statistician(s), otherwise the event will show on the "outstanding tournament schedule" and thus reflect badly on your club.

## 10 POINTS TABLES FOR 2004

The points tables for wins and losses for the 2004 season are the same as 2003. They are as follows:

**C1 - J5 Grade  
WINNER has the HIGHER Points  
& between 100 & 2700**

Difference	Winner	Loser
0 - 99	+ 30	- 20
100 -199	+ 20	- 10
200 - 299	+ 10	- 5
over 300	+ 5	- 0

**C1 - J5 Grade  
WINNER has the LOWER Points  
& between 100 & 2700**

Difference	Winner	Loser
0 - 99	+ 30	- 20
100 -199	+ 50	- 25
200 - 299	+ 70	- 30
over 300	+ 100	- 40

**A1 - B2 Grade  
WINNER has the HIGHER Points  
& 2701 and above**

Difference	Winner	Loser
0 - 99	+ 20	- 20
100 -199	+ 15	- 15
200 - 299	+ 5	- 5
over 300	+ 0	- 0

**A1 - B2 Grade  
WINNER has the LOWER Points  
& 2701 and above**

Difference	Winner	Loser
0 - 99	+ 20	- 20
100 -199	+ 25	- 25
200 - 299	+ 30	- 30
over 300	+ 40	- 40

## 11 GRADES / POINTS FOR 2004

<b>A1</b>	<b>4001 &amp; up</b>	<b>D1</b>	<b>1801 - 2100</b>	<b>J1</b>	<b>501 - 600</b>
<b>A2</b>	<b>3501 - 4000</b>	<b>D2</b>	<b>1501 - 1800</b>	<b>J2</b>	<b>401 - 500</b>
<b>B1</b>	<b>3101 - 3500</b>	<b>E1</b>	<b>1201 - 1500</b>	<b>J3</b>	<b>301 - 400</b>
<b>B2</b>	<b>2701 - 3100</b>	<b>E2</b>	<b>901 - 1200</b>	<b>J4</b>	<b>201 - 300</b>
<b>C1</b>	<b>2401 - 2700</b>	<b>F</b>	<b>601 - 900</b>	<b>J5</b>	<b>100 - 200</b>
<b>C2</b>	<b>2101 - 2400</b>				

The enclosed coloured card gives details of the grading list publication dates and points scales. Please display it on your club's notice board alongside the grading lists.

## 12 CLUB STATISTICIANS HANDBOOK

The Club Statisticians Handbook was reprinted last season. If you have not got a copy and require one, please contact the Squash NZ national office at - email: [squashnz@squashnz.co.nz](mailto:squashnz@squashnz.co.nz) and a copy will be sent to you.

## 13 ADDITION OF PLAYERS TO THE GRADING LIST - SENIORS

**It is very critical in terms of maintaining the relativity of grades and computer points of the existing players to ensure that new players are added to the grading list at the correct level.**

Therefore, before a grade is requested for a club member who wishes to obtain a grading (and player code) the member should be asked to play a few games with existing graded club members and the results of the matches used to assess the new member's standard.

As was the case in 2003, **new "senior" members should NOT be added to the grading list as F**, unless they are **real beginners**. In most cases, additions of "new" competitive players should probably be at E2 or even E1, given that most new and /or existing club members who decide to take up competitive squash have usually been playing socially for a few months, if not a year or two.

A further point that needs to be watched very carefully is that of the addition of previously graded players who have not played for two or three years. Please take care when adding such players to the grading list and if in doubt discuss them with you district statistician(s). **Such players should not be added to the grading list below the grade that they previously held. AND** if you find that a club member is incorrectly graded, please request an URGENT manual regrading.

### NATIONAL GRADED TEAMS EVENT

Every season, complaints are received in respect of players being allocated grades below that which they previously held, when returning after two or three years absence from competition.

You and your club should be aware that where a player is allocated a grade below that which they have previously held, the player risks being disqualified from the event - at both district and national level, and in effect the club also risks having its **TEAM disqualified** from the event.

## 14 MANUAL REGRADING OF PLAYERS

A request for a manual regrading of a player (of any grade) **can be made at time during the season**. Such requests do need to be supported by results / reasons. (i.e. current results that show that a player has been initially graded too low or high, or that a player is improving faster than is reflected on the current grading list). If in doubt, **please** ask your district statistician(s).

## 15 DELETION OF PLAYERS FROM THE GRADING LISTS

To assist the efficient operation of the grading system, you should **NOT** delete a player immediately he or she leaves your club, especially where it is known that the player is intending to join another club. In practice **a player who leaves one club and joins another club should automatically disappear from the grading list of his/her old club** when the club statistician of the player's new club submits the "Change Player" form to the district statistician.

There are no restrictions on when players may be deleted from your club's grading list for Squash NZ purposes. The number of players that your club has on the grading list has **NO** bearing on your own club's 'SEM' affiliation levy payable to Squash NZ.

The management of individual districts may however impose restrictions on their own clubs in respect of the deletion of players from the grading list where the grading list numbers of individual clubs are part of the district affiliation levy calculation for clubs within the district or for competitive reasons. Your district secretary/statistician will advise you of any such restrictions.

## 16 NATIONAL CLUB MEMBER REGISTER - FORMS

**GRADING SYSTEM** - As indicated in Paragraph 1 of this circular, there are two parts to the national club member register - **Grading System and Mailing Database**. The existing range of Grading System forms meet the requirements of the both the Grading System and the Mailing Database, for graded players. If you don't have a good "clean" set of these forms, they are available for "download" in PDF format from the Squash NZ website. (They can also be obtained from the Squash NZ national office.)

Wherever possible you should fully complete the 'address' information questions for each player as this information will assist in identifying club members who may already be in the national club member register and thus avoiding duplication of club members in the database. **HOWEVER** the completion and passing of the various grading system forms to your district statistician(s) should not be unduly delayed if you are unable to complete the address questions.

The **GRADING SYSTEM FORMS** are:

**ADD PLAYER (AP)** to Grading List This form provides the base information for **adding an existing club member** to the grading list, or for adding a new club member who is to be graded, to both the grading list and the national club member register at the same time.

**CHANGE PLAYER (CP)** on Grading List. This form is for use when any of the details show on the current grading list are to be changed / altered / updated. (i.e. the transfer of a player between clubs and/or districts, addition of coaching / refereeing indicator).

**DELETE PLAYER (DP)** from Grading List This form is to be used to request that an existing graded player be deleted from the grading list, (but not for transfers between club/districts).

**MANUAL ADJUSTMENT (MA)** This form is to be used when a player's computer points are to be changed. Such requests may be submitted **at any time during the season** and should be forwarded to the district statistician along with results / reasons. Requests for an adjustment to the points of **A and top B1** grade players may be submitted to the National Statisticians before being implemented.

**TOURNAMENT RESULTS (TR)** This form is for use when recording tournament results. Considerable care needs to be taken when completing and checking player codes as a single incorrect player code has the potential to effect a large number of players. NB When forwarding the Tournament Result Sheets, copies of the tournament draws **MUST** also be attached.

**TEAM RESULT SHEET (TRS)** This form is used to record the results of individual ties at teams events. It should be used for district eliminations and national finals of the National Club Graded Teams Event, the National Inter-district Teams Events (Senior, & Junior) and teams events between individual districts. (A special Teams Result Sheet will be supplied to the club hosting the National Masters Inter-district Teams Event .)

Copies of the Teams Result Sheet are held by district secretaries, and they should distribute them to clubs hosting teams events. Responsibility for completing these forms rests with the Tournament Controller and Club Statistician of the host venue.

**MAILING DATABASE** - There are three forms that are for used for **LEISURE** club members. Leisure club members are those who are **NOT** graded, but who wish to be included in the National Club Member Register, so that they can receive mailings from Squash NZ **In practice ALL new club members should be added to the National Club Member Register**. The forms are:

**ADD LEISURE MEMBER (ALM)**, to provide details of a new (or existing) club member who is to be added to the National Club Member Register.

**CHANGE LEISURE MEMBER (CLM)**, to provide details of changes of address etc, for existing club members who are already on the National Club Member Register.

**DELETE LEISURE MEMBER (DML)**, to provide details of existing club members who are to be removed or deleted from the National Club Member Register.

The three forms are available by email in "PDF" format. These forms should be completed by your club's Secretary, Membership Secretary or Club Manager and sent DIRECT to Squash NZ at the address shown on the forms. They should NOT be sent to the district statistician.

## 17 NATIONAL CLUB GRADED TEAMS EVENT

The **15th JUNE** Grading List is "the list" for the National Club Graded Teams Event. If your club wishes to include players in its teams for the event, **you MUST** ensure that the players are on the 15th JUNE Grading List.

Please don't forget, there is **NO "close-off"** date with your District Statistician. **YOU must** make sure that you get your grading list additions to the District Statistician in sufficient time for them to be MAILED to the National Co-ordinator, before the 15th June grading list is processed. (The processing date will be Tuesday 8th June.)

The rules of the event make no exceptions, if a player is not on your club's 15th June Grading List, they do not play in the event.

## 18 RESULTS - TOURNAMENTS / INTERCLUB

In addition to your prime task of maintaining an up-to-date grading list for your club, your other task is to ensure that tournament results for all competitive events conducted by your club (or by your club on behalf of your district) are forwarded to your district statistician(s) as quickly as possible after the event, preferably within 5 days of the completion of the event.

**If your club reschedules or cancels a tournament**, please ensure that your district statistician is advised of the change of date or the cancellation of the tournament. *(Remember, the event will show on the Squash NZ website in the list of events for which results have NOT been submitted, if you don't advise the change of date or cancellation of the event).*

If you are new to the club statisticians position and / or have any difficulty with the preparation of the tournament result sheets, (or any other area to do with the job) please do not hesitate to contact your district statistician. He or she will be more than happy to point you in the right direction.

The whole basis of the computer grading system is to record competition results and as many results as possible for each individual player. If results are not recorded promptly, or are not recorded correctly, or are just plain not recorded at all, the grading list will not be an accurate, up to date and true reflection of the relative standard of each individual player.

## 19 PLAYER GRADING POINTS

When looking at player computer points shown on the grading list it must be remembered that the points shown may **NOT** include all of an individual player's results for the season to date (tournament and / or interclub) as some recent results may not have been received before the processing day of a particular grading list or may not have been received at all (check the outstanding tournament schedule).

Likewise, the player points shown on the grading list are as at the date of publication and are subject to change immediately following that date as new results are added to the system.

## 20 HOW COMPETITION RESULTS ARE PROCESSED

From time to time the question is asked - How are results processed when a grading list is published?

It's all very simple, results are processed in date order on a grading list to grading list, basis.

At the "processing" date for each grading list, all tournament and interclub results that have been input into the grading system since the last grading list are sorted into strict date order. Where there are two results for a player on the same day (i.e. morning and afternoon tournament matches) the matches are sorted into the order in which they were played on the day.

Then in strict date order and for each match, the grading system calculates the difference between the computer points of the two players concerned immediately prior to their match, and in accordance with the result of the match, adjusts the points of each player according to the table of points that is applied, depending on the grade of the winner and loser of the match. See the tables on page 3.

With 16,000 players in the grading system and 250,000 odd individual match results by the end of the season, the number crunching does take a little time!

Finally, you as a Club Statistician have the key role in the successful ongoing operation of the grading system.

If you have any questions on this newsletter or difficulties during the season, please don't hesitate to ask your district statistician for advice - that's their prime purpose, to co-ordinate your work as a club statistician, within your district and provide you with whatever advice and assistance is necessary to make your work as simple as possible.

### Steve Scott

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### **“DRAWMASTER” Squash Tournament Management Software**

**If your club uses the “Drawmaster” squash tournament management software package, please be aware that the latest version of the Drawmaster software has the capability of importing the FULL Squash NZ grading list, for use within the software programme.**

**Details of this are available from the software supplier at: [smudgware@xtra.co.nz](mailto:smudgware@xtra.co.nz)**