



Mini-league Captain

Club Rankings™ — guide for mini-league chairs

Product	Club Rankings™ (included in CCM or standalone)
Role	Mini-league captain (<code>ranking_series_editors</code>)
Operator	StoufferAI
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Who this manual is for: Volunteer chairs running a mini-league (e.g. Women's Doubles 3.5+) who enter session results, run Club Play, and optionally tune mini-league scoring — without full tenant admin access. New to the flow? Read [Club Play & mini-leagues — who does what first](#).

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1. Overview

A **mini-league captain** is a trusted member assigned to one or more **mini-leagues**. Your job is to keep those standings accurate by entering official session results after league events, round robins, or tournaments — or by running **Club Play** with live scores.

How this fits together

Your admin creates the **mini-league** (season) and assigns you. You create each dated **Club Play** (day or evening), members sign up, you score live (or enter results manually), then everyone reads standings on **Mini-leagues** and box scores on **Sessions**. One-page handoff: who does what.

Mini-leagues, Club Play, and Sessions

- **Mini-league** — season standings (e.g. Mighty Wonders · Spring). View on Club Rankings → **Mini-leagues** tab.
- **Club Play** — hub and one dated play event inside a mini-league: signup, live courts, game-by-game scores.
- **Sessions** — completed results archive (including finished Club Plays) on the Sessions tab.

How mini-league standings work

- Each mini-league belongs to one **sport** (section) — e.g. Pickleball.
- Mini-leagues may have **eligibility rules** (gender, singles/doubles, rating band) set by your admin when the mini-league was created.
- When you save results for your mini-league, points update the **mini-league leaderboard** (Club Rankings → **Mini-leagues** tab).
- Depending on admin settings, results may also count toward the **club-wide** leaderboard for that sport.
- All members can browse completed club sessions on the **Sessions** tab; you use the **Captain** tab to enter results for your assigned mini-leagues.

Captain vs tenant admin

Task	Mini-league captain	Tenant admin
Enter results for assigned mini-leagues	Yes	Yes
Edit mini-league description & custom weights	Yes	Yes
Create additional mini-leagues	Yes	Yes
Run Club Play (live courts & game scores)	Yes	Yes
Create first mini-league & assign captains	No	Yes
Archive mini-league or change eligibility on existing mini-league	No	Yes

Permanently delete a mini-league (type name to confirm)	No	Yes
Assign or remove captains	No	Yes
Enter club-wide results (no mini-league)	No	Yes
Review member disputes, CSV import	No	Yes
Score event registration rosters	No*	Yes
Use Training (Captain role)	Yes	Yes (Administrator role)

*After a tournament, your admin may enter results from Admin → Events. You can enter the same scores from the Captain tab if you have the stats.

2. Getting access

1. Your tenant admin creates a mini-league under Club Rankings → **Admin** → **Mini-leagues**.
2. They search for you by name and click **Assign captain**.
3. They confirm **Member profile rules** in Admin → Members (required fields before invites) and add you to the sport roster.
4. Sign in to your community site with your normal member account (email magic link, SMS, or password). Complete any required My Profile fields your admin selected.
5. Open **Club Rankings** (/rankings on your site).
6. A **Captain** tab appears in the rankings navigation for members assigned to at least one active mini-league. Tenant admins also see the Captain tab (all active mini-leagues for the sport).

No Captain tab? Confirm you are signed in with the same email your admin used, that the mini-league is still **active**, and that you were assigned to the correct sport (section). Admins can also open Club Play from site nav or Admin → **Club Play**.

3. Captain tab walkthrough

1. Choose your **sport** from the dropdown at the top of Club Rankings (if your club has more than one).
2. Open the **Captain** tab.
3. Expand **Create mini-league** to spin up another league, or under **Your mini-leagues** pick an existing one. If you captain multiple mini-leagues, each appears in the list.
4. The panel shows:
 - **Mini-league settings** — description and optional custom scoring weights.
 - **Enter session results** — the form you use after each league night.
 - **Recent mini-league sessions** — past scored events for this mini-league.
 - **Run Club Play** — opens the live session console for your selected mini-league.

3.5 Create a new mini-league

After your admin assigns you as captain on at least one mini-league, you can create **additional** mini-leagues for the same sport without waiting for admin.

1. Open the **Captain** tab and expand **Create mini-league**.
2. Optionally pick a **template** (e.g. Women's Doubles 3.5+) and click **Apply template**.
3. Enter **name**, **season dates**, **eligibility** (gender, format, rating band), and an optional description.
4. Click **Create mini-league**. You are automatically assigned as captain of the new mini-league.
5. Select the new mini-league under **Your mini-leagues** to enter results or tune custom scoring weights.

You cannot assign other members as captains — ask your tenant admin if you need co-chairs. To change name, dates, or eligibility on a mini-league that already exists, contact admin as well.

4. Entering session results

Use this after an official session when results are final. Captain entry **does not** require member confirmations — standings update immediately when you save.

4.1 Fill in the session

1. **Event name** — e.g. "Week 4 Round Robin" or "March Ladder Night".
2. **Date** — the day the session was played.
3. **Event type** — round robin, king of the court, ladder, or Swiss (must match how scores should be weighted).

4.2 Add players

1. Click **+ Add player** for each participant.
2. Type a name in **Player** and pick the correct roster member from search results.
3. For doubles mini-leagues, enter the partner's member ID in **Partner ID** when applicable (ask your admin if unsure).
4. Enter **W** (wins), **L** (losses), **T** (ties), **For / Ag** (points for and against), and **Place** (finish position) as your format requires.
5. Check **Vol** for members who volunteered to set up or score that session.

4.3 Save

Click **Save & update leaderboard**. The mini-league standings and (if configured) the club-wide leaderboard recalculate automatically. The session appears under **Recent mini-league sessions**.

Casual play only: When members use Rankings → **Submit results** (no live Club Play that night), other players confirm with their **wallet QR** or **4-digit confirm code** — captains do not need to collect those confirmations. During a live Club Play session, *you* enter court scores; members watch and do not confirm each game.

Eligibility: You do not need to police eligibility when entering results — admins set who may *register* for linked events. Enter everyone who actually played; admins can adjust disputes separately.

End-to-end workflow: For the full mini-league lifecycle — member signup, posting scores, and viewing standings — see the Mini-league Playbook (PDF).

4.5 Club Play sessions

Club Play is the built-in workflow for one league night inside a mini-league: members sign up for a dated session, you run live courts with per-game scores, and totals post to your mini-league standings when you complete the session.

4.5.1 Create a session

1. Open Club Play from the Captain tab (**Run Club Play**), site nav **Club Play**, or (admins) Admin → **Club Play**.
2. Select the mini-league, then enter a session name, date, format (**King of the court**, **Round robin**, **Ladder**, or **Swiss**), number of courts, and optional max players.
3. Click **Create session**. Share the page URL so members can sign up before play starts.

Which format to pick and how each pairs players → Mini-league Playbook §4.4. Session placement, tiebreakers, and how weights affect standings (but not pairings) → Playbook §4.5.

4.5.2 Registration, partners & check-in

- Members click **Sign up** while registration is open (blocked when the session is full).
- For **doubles** mini-leagues, choose a **Partners** mode in the Start live panel:
 - **Fixed** — same partner all night (auto-paired in signup order)
 - **Manual** — drag or click players into pairs before Start live (everyone must be paired)
 - **Random mix** — new partner each round (social / mixed doubles). On **mixed doubles** mini-leagues, teams are one man + one woman — equal M/F signup required.
- At the courts, click **Start live play** — registered players are checked in automatically. Optionally set **Number of rounds** (round robin schedules that many; king of the court / ladder / Swiss stop auto-advancing after that many; leave blank for the default).

4.5.3 Live scoring

On a live Club Play night, **only you (or a tenant admin) enter court scores** — from phone or desktop. Members signed up for the session see courts and scores update automatically; they do not enter or peer-confirm those games. (Member **Submit results** + peer confirm is for casual play outside Club Play — see Playbook §4.)

- Each court shows Team A vs Team B. Enter scores and click **Save score** after each game.
- **King of the court (fixed / singles)**: winners stay; challengers rotate from the queue. Auto-advances when every court in the round is saved. Ties not allowed.
- **King of the court + random mix**: full remix of partners and opponents each round when all courts are saved (winners do not stay). Ties not allowed.
- **Round robin**: full schedule generated at Start live — enter scores court by court (no Next round). Ties allowed. Random mix builds new partners into that schedule.

- **Ladder:** #1 vs #2, #3 vs #4... from mini-league seed; upsets swap ladder places; auto-advances when the round is complete. Ties not allowed. Random mix not supported.
- **Swiss:** each round re-ranks by tonight's wins (then point differential) and pairs nearby records so courts stay competitive; prefers avoiding rematches; fills all courts when you have enough players. Auto-advances like KOTC/ladder. Ties not allowed. Fixed, manual, or random mix doubles OK.
- If you set a round limit, king of the court, ladder, and Swiss stop advancing after that round — click **End session** when ready.
- Members watching the page see scores update automatically (about every 20 seconds).

Full pairing detail for each format → Playbook §4.4.

4.5.4 Complete the session

When play is finished, click **Complete session & update standings**. Club Rankings aggregates game scores into session totals, publishes a ranked session for your mini-league, and recalculates the leaderboard. Members can open the session on the **Sessions** tab to see game-by-game scores.

You can still enter results manually from the Captain tab (section 4) if you ran play offline — Club Play is optional but recommended when you want live courts and visible scores.

5. Mini-league settings you can change

Captains may update a limited set of fields for their mini-leagues:

- **Description** — notes shown to members viewing the mini-league (schedule, rules reminders).
- **Custom scoring weights** — optional overrides for wins, placement, point differential, opponent strength, partner strength, and age handicap within this mini-league only.

Check **Use custom scoring weights for this mini-league**, adjust values, and click **Save mini-league settings**.

Your admin controls the mini-league **name**, **season dates**, **eligibility** (gender, format, rating band), whether results count toward the overall club leaderboard, and the overall weight multiplier. Contact them if those need to change.

Before enabling **custom scoring weights**, try shared **Training** — see Club Rankings manual Part 8. Choose **Captain** on the welcome screen for Club Play and result entry; choose **Administrator** to preview club-wide weight sliders.

5.5 Training

Training is a shared practice site with fictional players only — open it from clubcourtmanager.com/platform/rankings or <https://your-sports-club.clubcourtmanager.com/rankings-scenario>. No sign-in required.

On the welcome screen, choose **Train as captain**. You will **not** see club-wide Admin → Settings (weight sliders) — that is the **Administrator** role. Switch roles from the banner at any time.

Captain Training includes:

- **Club Play practice** — signup, Start live, courts, scores, Complete session, and Reset with 24 fictional players; formats (King of the Court, round robin, ladder, Swiss); singles and doubles match sizes including fixed, manual, and random mix partners; up to 6 courts and optional max-player cap
- **Enter session results** — practice form showing how official mini-league results update standings (nothing saved to a real club)

Use Training before your first live Club Play night or before enabling custom mini-league weights. To preview club-wide weight behavior, exit Training and choose **Administrator** on the welcome screen.

Use this before turning on custom mini-league weights or when explaining scoring to your board. A link also appears on the Captain tab and in Admin → Settings for admins.

6. Tournaments & event registration

Some communities run public **event registration** pages for tournaments (Admin → Events). When an event is linked to your mini-league:

- Members register at a shareable URL (`/event?code=...`).
- Registration may be blocked if a member does not meet mini-league eligibility (gender, rating, etc.).
- After the event, your **tenant admin** can click **Enter rankings from roster** to pre-fill players from everyone who registered. (Admins reach the same flow from the schedule tab — its Log rankings button opens Events when the block has a registration page.)
- As captain, you can enter the same results from the **Captain** tab — use whichever workflow your board prefers.

Members see the linked mini-league name and eligibility on the registration page.

7. What captains cannot do

- Create the club's **first** mini-league or assign other captains — admin handles bootstrap and co-chair assignments.
- Change mini-league name, season dates, or eligibility rules on an **existing** mini-league.
- Archive, reactivate, or permanently delete a mini-league (delete removes Club Play sessions for that league).
- Enter results for sports or mini-leagues you are not assigned to.
- Approve or reject member-submitted results in Admin → Review.
- Import CSV rosters or historical data.
- Change club-wide ranking settings (Admin → Settings).

If you need any of the above, contact a tenant admin or sport chair.

8. Tips & troubleshooting

- **Wrong player in search?** The member may not be on the sport roster — ask admin to add them via Members or Import.
- **Duplicate session?** Ask admin to edit or remove the event from Admin → Enter results → Recent ranked sessions.
- **Member dispute?** Direct them to use the Confirm tab if they submitted results, or escalate to admin for Review.
- **End of season?** Admin may archive the mini-league; you will no longer see it on the Captain tab but history is preserved.
- **Tuning weights?** Open **Training** on clubcourtmanager.com, choose **Administrator** to preview club-wide weights, or ask your admin to do so before you enable custom mini-league weights.

Related manuals

- Club Rankings manual Part 8 — Training
- Club Rankings complete manual (PDF) — leaderboards, member confirmations, admin tools.
- Club Court Manager manual (PDF) — court booking and full admin dashboard.

Support

Email support@stoufferai.com