

# Club Rankings™

Complete user manual — leaderboards, confirmations, and admin tools

<b>Product</b>	Club Rankings™ (standalone or included in CCM)
<b>Operator</b>	StoufferAI
<b>Version</b>	July 2026
<b>PDF</b>	<a href="/docs/club-rankings-user-manual.pdf">/docs/club-rankings-user-manual.pdf</a>

**Two ways to use Club Rankings:** (1) **Included** with full Club Court Manager — courts + rankings on one site. (2) **Standalone** (\$29/mo, 150 active members) — rankings only; keep CourtReserve or HOA scheduling. Upgrade from standalone to full CCM preserves all ranking history.

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## 1. Overview & concepts

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### What Club Rankings is

Club Rankings is a **club-scoped** engagement and seeding system. Standings are valid only inside your club, per sport — not a global rating like DUPR or UTR.

- Each **sport** (Pickleball, Tennis, Bocce, etc.) has its own leaderboard.
- Players start at zero; rankings update after **completed** sessions only.
- Public points combine performance, participation, volunteer work, and sportsmanship.
- A hidden skill index helps with seeding and partner assignment — members never see it.

## Event types

Type	Typical use
<b>Round robin</b>	Rotating partners; wins/losses and point differential
<b>King of the court</b>	Court rotation formats; placement and wins matter
<b>Ladder</b>	Ladder challenge sessions; placement-based scoring

Sport-specific presets apply when rankings are first enabled for a section (e.g. Pickleball vs Tennis weights).

### Mini-leagues (ranking series)

A **series** is a club-scoped mini-league within one sport – often a six-month season with eligibility rules (e.g. Women's Doubles 3.5+). Each series has its own standings on the **Series** tab. Admins create series, assign **series captains** to enter results, and may link event registration pages so sign-ups respect eligibility.

- Series results can count toward the club-wide leaderboard (admin configurable).
- Built-in **templates** speed up creation – women's/men's singles and doubles 3.5+, mixed doubles, open singles.
- Archived series stay in history but disappear from public pick lists.

### Confirmation workflow

When a member **submits** session results, every participant must **confirm** (or dispute) before standings update – unless your admin sets **majority rule**. Admins can also enter results directly (no confirmation needed).

1. Submitter logs the session and players.
2. Other players receive confirm links (email or shared URL/QR).
3. When confirmations are complete, rankings recalculate automatically.
4. Disputes appear in Admin → Review for a final decision.

### Where to open it

On your community site: `/rankings`. Sign in as a member. Admins see an extra **Admin** tab.

## Part 1 – Members

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### 1.1 Leaderboard tab

- Choose your **sport** from the dropdown.
- View **All time** or **Rolling window** (months set by admin).
- Columns show rank, name, total points, and breakdown (performance, participation, volunteer, etc.).
- Players below the minimum event count may not appear until they qualify.

### 1.2 Series tab

View standings for an active **mini-league** (ranking series):

1. Choose your **sport**.
2. Open the **Series** tab.
3. Pick a series from the dropdown – name, season dates, and eligibility summary appear above the table.

If no series is listed, your admin has not created one for this sport yet.

### 1.3 Club stats tab

Community-wide stats: active players, sessions played, top performers, recent activity – useful for board reports.

### 1.4 My ranking tab

Your personal summary: points, wins/losses, streaks, achievements earned, and recent sessions.

### 1.5 Submit results tab

1. Enter **event name** and **date**.
2. Choose **event type** (round robin, king of the court, ladder).
3. Add a row for **every player** who participated (including yourself).
4. Enter wins, losses, ties, points for/against, and placement as applicable.
5. Click **Submit for confirmation**.
6. Share personal confirm links with other players (shown after submit).

You are auto-confirmed as the submitter. Everyone else must confirm from their link or the Confirm tab.

## 1.6 Confirm tab

Sessions waiting for your confirmation appear here. For each session you can:

- **Confirm** – agree the results are correct; standings update when all required confirmations are in.
- **Dispute** – flag for admin review with a short reason.

A badge on the Confirm tab shows how many items need your attention.

## 1.7 Achievements & bonuses

- **Fast-confirm bonus** – extra points if you confirm within the admin-set window (e.g. 48 hours).
- **Volunteer bonus** – admins mark **Vol** when entering results for members who helped set up or score.
- **Champion / placement bonuses** – configured per sport in admin settings.

## 1.8 Privacy

Admins may set leaderboard visibility to **members only** (sign-in required) or **public** (anyone with the link can view standings).

## Part 2 – Administrators

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Open **Club Rankings** and select the **Admin** tab (visible only to tenant admins).

### 2.1 Enter results

Direct entry – no member confirmation required. Use for league nights when the chair enters official results.

- Event name, date, type (**round robin**, **king of the court**, or **ladder**), and optional **weight** multiplier.
- One row per player – search roster by name.
- Check **Vol** for volunteers.
- **Save & recalculate** updates the leaderboard immediately.
- **Recent ranked sessions** – click to view or edit past events.

### 2.2 Import CSV

Bring history on day one without manual entry.

- **Roster import** – add members to a sport from spreadsheet.
- **Results import** – bulk import past sessions and scores.

Download templates from the Import tab:

- `/templates/rankings-roster-import-template.csv`
- `/templates/rankings-results-import-template.csv`

Preview before import; fix errors shown in the preview panel.

### 2.3 Review submissions

Pending member submissions and disputes. Admins can approve, edit, or reject. Approved sessions recalculate rankings.

### 2.4 Ranking settings

Per sport – tune how points are calculated (see Part 3). Changes apply on next recalculation.

### 2.5 Ranking series (mini-leagues)

Admin → **Series** panel – create and manage mini-leagues.

- **Templates** – start from presets (e.g. Women's Singles 3.5+) or build custom.
- **Eligibility** – gender, singles/doubles, rating min/max, season dates.
- **Captains** – search roster by name and assign series captains (see Part 6).

- **Archive / reactivate** – end a season without deleting history.
- **Show archived** – toggle to view past series in the admin list.

## **2.6 Standalone vs full CCM**

**Rankings-only** tenants see court booking hidden; roster and import still available. **Full CCM** tenants also book courts, run event registration (Part 5), and may link activity from the admin schedule.

## Part 3 – Settings reference

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Setting	Purpose
Win % weight	How much win rate affects performance score
Placement weight	Finish position in round robin / ladder
Point diff weight	Points scored vs allowed
Opponent / partner strength	Reward beating stronger opponents
Participation bonus	Flat points per event played
Max weekly gain / loss	Cap how much the hidden skill index moves per week
Min events for leaderboard	Players need N completed events to appear (default 3)
Champion bonus	Extra points for 1st place
Rolling window (months)	Leaderboard "rolling" view length
Visibility	Members only vs public leaderboard
Confirmation rule	All players vs majority must confirm
Fast-confirm bonus / window	Reward quick confirmations
Volunteer bonus	Points per volunteer session
Inactivity decay	Optional gradual point reduction after idle period

## Part 4 – CSV import tips

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- Use the provided templates – column headers must match.
- Roster rows need at least name + email (or member number if already in system).
- Results rows need event date, type, and per-player stats.
- Import roster before results if players are not yet on the sport roster.
- Large imports: preview first; fix row errors before running import.

Full CCM admins can also import members via Admin → Members (CourtReserve-style CSV) – that populates sign-in accounts; use Rankings Import for historical scores.

## Part 5 – Event registration

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Full CCM communities (and rankings-only tenants with events enabled) can run public registration pages from **Admin → Events**.

### 5.1 Create an event

1. Admin → Events → create event with title, date, sport, capacity, and registration deadline.
2. Optionally link a **ranking series** – registrations check eligibility (gender, rating, format).
3. Publish and share the registration URL ( /event?code=... ) or QR code.

### 5.2 Member registration

Members sign in, open the event link, and click **Register**. If they do not meet series eligibility, the page explains why registration is blocked. The event page shows the linked series name and rules when applicable.

### 5.3 Enter results from the roster

After the event, open the event in Admin → Events → **Enter rankings from roster**. Players who registered are pre-filled; enter wins, losses, points, and placement, then save. Standings update for the linked series and the club-wide board.

## Part 6 – Series captains

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**Series captains** are members assigned to enter official results for one mini-league – without full admin rights.

- Assign under Rankings → Admin → Series → select series → search member → **Assign captain**.
- Captains see a **Captain** tab in Club Rankings for their assigned series.
- They enter session results (no member confirmation required) and may edit series description and optional custom weights.
- They cannot create series, change eligibility, assign other captains, or access CSV import / dispute review.

Distribute the dedicated Series Captain User Manual (PDF) to volunteers in this role.

## Part 7 — Upgrade to full Court Manager

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Standalone Club Rankings customers can upgrade without losing data:

1. Open Club Rankings → **Admin** tab.
2. Click **Start upgrade wizard** on the upgrade banner.
3. Follow steps to add court booking (sections, courts, hours).
4. Same tenant, members, and ranking history are preserved.
5. After upgrade, manage billing under Admin → Billing (CCM plan).

### Billing (standalone)

\$29/month includes 150 active members. 14-day free trial at [clubcourtmanager.com/start?product=rankings](https://clubcourtmanager.com/start?product=rankings). Manage subscription in Admin → Billing.

### Support

Email [support@stoufferai.com](mailto:support@stoufferai.com) · Product page: [clubcourtmanager.com/platform/rankings](https://clubcourtmanager.com/platform/rankings)

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