



CHECKLIST ONE - DRAFT

PLAYERS	CHECK
BA or BWA clearances where applicable (maybe more than one per person that is required)	
State Basketball League Registration Form completed and lodged for each player and coach.	
Suitable contract for each player and coach signed and if sealed, signed on the outside by the individual attesting to the expiry date of the enclosed contract between themselves and the Club and lodged (correct wording in the By-Laws)	
Proof of Citizenship (Australian birth certificate or passport) lodged for each player in their first year in the State Basketball League (unless they are restricted).	
RESTRICTED PLAYERS / COACHES	CHECK
Basketball Australia, Department of Immigration & FIBA Foreign Player License forms all lodged with relevant organizations (the final, and only, approval will come from FIBA Oceania). Clubs should forward this approval to the Competitions Manager.	
SBL foreign player form lodged stating who the Club's restricted players/coaches are for the season.	
ADMINISTRATION : PRE SEASON	CHECK
Photographs of the back, front & side of the men and women, home and away uniforms lodged.	
Head Shots of each player in uniform (include head & shoulders in photo) lodged for all contracted players.	
Sample of ticketing (with SBL Logo) to be used for home games lodged.	
Financial arrangements made to make SBL payments as per selected payment plan.	
Points of Emphasis Policy read and understood by all players and coaches.	
All stationery on hand and available to appropriate persons within your club (score sheets, summary sheets, report forms, MVP voting slips, Operations Manual, Announcers Guidelines)	
PRE GAME	CHECK
SBL team list form sent to hosts by 10:00am Wednesday, or program publisher for home teams.	
Ticket prices set (note SBL minimum charges are subject to annual change)	
Uniform arrangements made as instructed by the SBL.	
If travelling to Kalgoorlie Geraldton (or Kalgoorlie/Geraldton to Perth) the SBL travel form to be completed and sent to hosts club/s and the SBL.	
All players and coaches made aware of tip-off times (Saturday tip-off @ Kalamunda is 6:30pm & 8:30pm).	



CHECKLIST TWO - DRAFT

HOME GAMES – PERSONNEL	CHECK
<u>DOORPERSON :</u> <ul style="list-style-type: none"> Aware of club entry fees Aware of State Basketball League Passes & Media Passes Door Sheet (including players/coaches and Referees/Referee Coaches) Aware of calculation for match attendance (to include all players, coaches, referees, referee coaches, club officials, SBL Season Pass & Media Pass entries and all paid entries). Total attendance number NOT to be rounded. 	
<u>GAMES OPERATIONS MANAGER -</u> <ul style="list-style-type: none"> Name on score sheet Water coolers (with ice) available for both teams and injury ice is readily available. Crowd numbers counted and entered on score sheet (to include all players, coaches, referees, referee coaches, club officials, SBL Season Pass & Media Pass entries and all paid entries). Total attendance number NOT to be rounded. Administration of Liaison Officers (recommended), Announcer, Scoretable Officials and Equipment, Video Tape Operator & Statisticians. All in place. Introduced yourself to visiting team and match officials & ensure procedures in place for escorting referees off the court at half time & full time. Running Order of Events (Run Sheet) provided to all relevant parties. Checked Venue (playing conditions safe & SBL compliant). Playing Uniforms – rule compliant. Medical Procedures in place for emergencies. Floor Wipers (two each end of court in place) MVP Voting forms given to both head coaches (post-game) and left in the referees room. All votes to be collected. Statistics & game DVD provided to both teams. One game DVD provided to referees. Post-Game procedure completed. 	
<u>TEAM & REFREE LIAISON (RECOMMENDED) -</u> <ul style="list-style-type: none"> Greet and direct guests, referees & visiting team. Lockable room provided for both teams (water, ice and white board available) Appropriate & secure room provided for referees. Confirm Running Order and Post Game Activities 	



CHECKLIST THREE - DRAFT

HOME GAMES – VENUE	CHECK
Playing Surface and Surrounds – clean and safe for play (min. two meters distance around court).	
Seating – Spectators, VIP’s, Team Control Areas, Scoretable (min. two meters distance to sideline).	
Teams Rooms – Lockable, Seating, Ice and Water, White Board	
Referee Rooms – Lockable, seating, ice and water. “Game Officials Only” sign on the door.	
Shot Clock	
Score and Timing	
Statistics equipment	
Nets, Rims, Backboards and Lines – Clean and Rule Compliant	
Scoretable Equipment.	
HOME GAMES – ANNOUNCER	CHECK
Introduction of each game as a “State Basketball League fixture between ... “	
Aware of opposition team naming rights sponsor & correct name for introductions.	
Recognise Milestones	
National Anthem CD or singer	
Awareness of court announcer guidelines	
Promotion of any SBL announcer scripts (including sponsors).	
HOME GAMES – POST GAME PROCEDURE	CHECK
Score sheet signed by referees	
Copies of statistics provided to teams (score sheets not required).	
Game DVD provided to teams and referees.	
Statisticians – upload game file immediately after game (or email/call Competitions Manager with final result and top three scorers within 20m of game finishing.	
Email immediately after each game – FIBA Live Stats game file to SBL Office (adam.bowler@basketballwa.asn.au) & Marcus Langshaw (marcusl@langshaw.id.au)	
Fax score sheet & summary sheet to Basketball WA (9284 1307) as a backup in case post is lost.	
Post (by no later than the next day) all SBL documentation (original score sheets, summary sheets & MVP votes for both games). All documentation should be correct and received by Basketball WA via post or in person by Tuesday morning. Failure to comply will result in \$50 fine.	



WEEK OF THE GAME PROCEDURES - DRAFT

WHEN YOU ARE THE VISITING TEAM

1. Ensure that you (and relevant people within your club) are aware of the uniform colour allocated to your team as per the direction of the Competitions Manager.
2. By 10:00am Wednesday, e-mail to your hosts, your SBL Team Notification form (including food request). Form should be completed fully with number, name, position, height & age for all players and team staff to be listed. Free entry into the opposition venue is limited to twenty (20) people per team.
3. If you are travelling to Kalgoorlie or Geraldton (or Kalgoorlie/Geraldton to Perth) ensure that the team travel form is completed and sent to your host club/s and the Competitions Manager by 10:00am Wednesday.
4. If there are last minute changes to your list, these can be e-mailed or phoned through to your host by no later than 10:00am on the Friday. There should only ever be one or two of these changes and therefore could be incorporated into the program (depending on print arrangements) since the bulk was prepared earlier.
5. Ensure that the members listed in your party are aware that they and only they will be granted complimentary entry to your host's venue. i.e. your club passes and players partners, etc are not entitled to free entry in someone else's venue.
6. Ensure that all players and coaches are aware of the tip-off time (please note different Kalamunda tip-off times for Saturday games).
7. Ensure that all players are aware of the dress standards for pre and post-game. Failure to **comply with the dress standards may result in the club receiving a \$50 fine.**
8. Make sure that your head coach and/or manager introduces themselves to the Game Operations Manager or is aware of who the person is in case of any concerns/problems.
9. Promote your game to your members (website article, Facebook/Twitter posts/events, article in local Community Newspaper – 10:00am Monday deadlines, posters around your stadium, email to WABL, Domestic members etc).
10. Within the SBL By-Laws and reason, always follow the instructions of your host via the Games Operations Manager.



WEEK OF THE GAME PROCEDURES - DRAFT

WHEN YOU ARE THE HOST TEAM

1. Promote your game to your members (website article, Facebook/Twitter posts/events, article in local Community Newspaper – 10:00am Monday deadlines, posters around your stadium, email to WABL, Domestic members etc).
2. Ensure that you (and relevant people within your club) are aware of the uniform colour allocated to your team as per the direction of the Competitions Manager.
3. Ensure that all players and coaches are aware of the tip-off time (please note different Kalamunda tip-off times for Saturday games).
4. Ensure that all players are aware of the dress standards for pre and post-game. Failure to **comply with the dress standards may result in the club receiving a \$50 fine.**
5. Make sure that your head coach and/or manager introduces themselves to the Game Operations Manager or is aware of who the person is in case of any concerns/problems.
6. Prepare a home game program that is accurate and includes all team details, a current premiership table, the State Basketball League and relevant sponsors logos and any other information as directed by the SBL. (this is considered as a bare minimum. Clubs are encouraged to make their home game program as professional as possible.
7. Operate a ticketed entry system whereby an accurate crowd figure is taken and recorded in the space provided on the men's score sheet. Total number should include all players, coaches, referees, referee coaches, club officials, SBL Season Pass & Media Pass entries and all paid entries). **Total attendance number NOT to be rounded.**
8. Ensure that your doorperson has the information required re complimentary entries for all teams, rosters of SBL appointments and SBL Season Passes & Media Passes.
9. Within the SBL By-Laws and reason, always follow the instructions of your host via the Games Operations Manager.
- 10. Ensure that all relevant staff and game night volunteers are aware of all of their obligations as per the SBL By-Laws, Operations Manual and this checklist.**



TIMELINE - DRAFT

Timeline	Task	Completed
< 10 days > G.F.	Lodge Stat. Dec. for Salary Cap	
Immediately	Notify BA & SBL Office of discharge of imported players (including date of departure)	
8 Weeks < season	Draft Fixtures Released min. 8 weeks before the season	
6 weeks < season	Lodge contracts, registrations & clearance requests with the SBL Office	
6 weeks < season	Lodge SBL Media Guide information with SBL Office	
6 weeks < season	Ensure Foreign Player applications are submitted with BA/FIBA	
Friday 13 April	First SBL payment due (Admin/Referee Levy) – check payment option for further dates.	
4 Weeks < season	Official Fixtures Released min. 4 weeks before the season	
4 Weeks < season	Lodge uniform photos with the SBL Office	
4 Weeks < season	Lodge headshots of all contracted players & coaches with SBL Office.	
4 Weeks < season	Suggested door charge released by SBL Office.	
4 Weeks < season	Points of Emphasis released by SBL Office	
2 Weeks < season	Home game personnel & procedures in place – notification of personnel to SBL Office	
2 weeks < season	Pre & Post game procedure released by SBL Office	
2 weeks < season	Pre-Season Blitz & SBL Presidents/Operations Meetings	
1 st home game	Lodge venue report standardized form with SBL Office	
1 week after regular season	Lodge aware votes/nominations for BWA Annual Awards with SBL Office	