

# Welcome Pack

# Thank you for entering a team at Geelong Basketball Netball Centre!

Here in this document, we have outlined all the important information that you may need to know across the season. If at any stage you need clarification or assistance for anything, please call us on the contact details below.

Basketball Competition Manager  
[Basketball@gbnc.com.au](mailto:Basketball@gbnc.com.au)

Netball Competition Manager  
[Netball@gbnc.com.au](mailto:Netball@gbnc.com.au)

Registrations  
[Admin@gbnc.com.au](mailto:Admin@gbnc.com.au)

Accounts  
[Accounts@gbnc.com.au](mailto:Accounts@gbnc.com.au)

## TABLE OF CONTENTS

Contact Details	Page 2
Team Responsibilities and Checklists	Page 4-5
Fees	Page 6
- Team Entry	
- Game Fee	
- Player Registration	
- Withdrawal/Forfeits and withdrawals	
How to register as a player	Page 6 -7
Uniforms (ordering)	Page 7
Fixturing and grading	Page 8
Time Requests	Page 8
Finals	Page 9
Walkovers/Forfeits	Page 9
Withdrawals	Page 9
Complaints	Page 10
Injuries	Page 11

## Team Responsibilities

**Each week, every team is responsible for the following:**

- Providing a scorer.
- Brining the score sheet to the court.
- Checking the players' names on the score sheet are correct and relevant to the game.
- Paying the game fee **before** the start of the game.
- Ensuring all players have a valid registration.
- Wear the same uniform, within SGNA by-law guidelines.

Failure to complete any of these tasks result may result in consequences. Please refer to the bylaws for more details.

### **Before the day of your first game of Netball**

- Send team list through to [Admin@gbnc.com.au](mailto:Admin@gbnc.com.au) to check if all players are registered
- Ensure all players have a valid registration
- Look up the fixtures online to see when you are playing
- Let your team know when you are playing
- Arrange a uniform to wear (including position bibs)
- Arrange a way for everyone to contribute to the Game fee
- Familiarise yourself with the bylaws
- Familiarise yourself with the team responsibilities

### **On the Day of the game**

- Bring drink bottle, Ball, Position Bibs, Uniform and Running shoes
- Arrive at least 10 mins before game is due to start
- Pay game fee of \$70 to front counter before the game
- Add all players to the score sheet (please do this every week)
- Remove all Jewellery, etc.
- Warm up

### **After the Game**

- Collect all belongings
- If you have any questions, complaints or concerns, please approach the front counter.
- Drive home safely!

## Fees

### Team Entry

Each team pays a registration fee to enter the competition. This fee pays the competition managers for the fixturing and admin work associated with your team over the season. This fee is due as you enter your team.

### Game Fees

Each week there is a \$70 per team game fee. This pays for the referees and the competition staff manning the desk. This fee is to be paid as a group effort. For example, all seven players pay \$10 each to cover the game fee of \$70.

### Player registration

Each player is required to hold GBNC Mixed/Ladies Netball Insurance to take the court. This is a \$16 fee, which lasts one season, that allows you to play as many games of mixed/pink ladies netball a week as you wish. For any games played on a Monday night, players must be Insured with Netball Victoria (VNA).

### Walkovers/Forfeits and Withdrawals fines

If at some point during the season you can't play a game or need to withdraw from the competition you are more than welcome to do so. **However, this will result in a fine that your team will need to cover the cost of.** Please contact your relevant competition manager, in a timely manner, with your request. The associated fines are below:

Withdrawning from the competition - \$80

Notified Walkover (more than 48 hours' notice) - \$106

Unnotified walkover – (less than 48 hours' notice) \$140

### How to register as a player

All registrations are available to be paid online or over the counter. Registrations must be paid before taking the court. Otherwise, the team will forfeit the game and lose all premiership points. There is a 5 week grading period, in which you will not be penalised, however you will not be covered by insurance if you take the court without your

registration during this time. The team contact will receive emails reminding them to pay their registration after every game they play without it.

If you are unsure if you are registered or not, you can check your emails for a receipt, call the centre on 03 5223 1992 or check at the counter before your game.

If at any stage you have trouble registering or have any questions or concerns about your or a team members registration please email [Admin@gbnc.com.au](mailto:Admin@gbnc.com.au) or call the centre on 03 5223 1992 for help.

Whilst registering you will need to provide the following

- Personal details
- An email address that you can access
- Create a Password
- Phone Number
- Team/player details

Please ensure that these details are accurate as we will use these to contact you throughout the year. Please ensure that you keep your receipt.

### **Uniforms**

Each team is required to wear appropriate Netball attire when playing. Teams are required to wear the same colour top and the same colour bottoms. Players are permitted to wear sports pants (leggings) and shorts, so long as they **do not have pockets**. All Jewellery must be removed. If you cannot take off any jewellery (piercings, wedding band etc) you are permitted to tape over them with Sports tape (no band-aids). Nails must also be kept short, players are allowed to tape over these with sports tape (no band-aids). Sports tape is available for purchase at the front counter for \$8 a roll. We ask for a gold coin donation if you only want a single piece.

Independent teams are required to supply their own uniform and bibs. Spare bibs are available to hire for \$4 if needed. There are many online places that will allow you to design your own set of bibs. Otherwise, you can also purchase some from a sporting store such as Degrandi or Rebel.

## **Fixturing and Grading**

When a team enters a competition, they are put into one pool with all other teams that have entered in to the same competition. Over the initial 5 week grading period, the competition manager will fixture teams to play against each other to determine their most suitable grade. The fixtures are released two weeks at a time so that the competition manager can manipulate games as needed. This enables the competition to be graded with more accuracy. By the end of 5 weeks, all the teams will be placed into a division that the competition manager believes is the best fitting.

If you believe that you have been placed in the wrong division, the Primary Team contact may email the respective competition manager with your team name and the reasons you believe you have been placed in the wrong division. Please note that the choice that the competition manager makes is final and isn't subject to change despite the appeal.

## **Fixtures**

Please go to the GBNC website to find your fixtures. Fixtures, after the grading period, are released for the entire season. We recommend looking at them no more than 3 weeks in advance as they often change due to teams entering the competition late or teams withdrawing. If fixtures are modified, you will be notified immediately via a text message to the team contact.

Netball fixtures -

<https://www.southgeelongnetball.com.au/fixtures.html>

## **Time Requests**

Teams can be fixtured onto games starting anytime between 6 pm and 10:10 pm. Some members of your team may find it hard to make certain times. If this happens the team contact can put in a written request to the competition manager, asking to avoid or have most games on certain time slot/s. The competition manager, if feasible, will attempt to fixture the team as best and fairly as possible over the season.

All written requests need to be sent to the competition manager before the end of grading, otherwise, the competition manager has the right to refuse to request. In some cases, it isn't possible to get all weeks with the time requests guidelines, please take this into consideration when applying and planning your season.

## **Finals**

The last two weeks of each season is dedicated to finals. Different competitions will have different finals formats. For all senior teams, finals are done in a traditional format, where the top four teams make it to the semi-finals. The winners of these two games will then play against one another in the grand final.

All players must be eligible to play in finals. Eligibility is determined by the number of games that person has validly participated in across the season. A player needs to have played 5 or more games with that team to be eligible to play in finals. Please note that if a player plays whilst unregistered, this game is not counted towards their finals eligibility. Byes and walkovers are also not counted towards eligibility unless the player has played before or after the bye or walkover.

If you do not have enough qualified players to play during finals, please submit a written request for a clearance to the appropriate competition manager. Common reasons for this include players becoming ill, going on holidays, getting injured etc.

## **Walkovers**

At any point during the season, a team can forfeit a game or give a walkover for any number of reasons. This usually occurs due to a team not being able to find enough players for that week's game. When a team needs to give a walkover they need to call the centre on 03 5223 1992 so we can notify the referees and the other team.

There is also a fine associated with a walkover. This fine typically covers the cost of a game fee/s. If the team provides 48 hours of notice for a walkover the fine is \$106 and is considered a notified walkover. If the team provides less than 48 hours of notice then the fine is \$140 and is considered un-notified walkover. All walkover fines must be paid within 14 days of issue otherwise teams will forfeit their premiership points for every game played until the fine is paid in full.

## **Withdrawals**

A team may, if they wish to, withdraw from the competition before the season finishes. This will incur a fine of \$80 that pays for the administration of removing your team from the competition and for adjusting the fixtures. This fee is due within 14 days of issue. If this is not paid, no member of the withdrawn team may participate in any competition until the fine is paid.

## **Complaints**

If a team has a complaint, they can either approach the counter before or after their game and talk to the appropriate competition manager or alternatively, the team contact can put in a written complaint via email. If the complaint is in regard to an on-court incident we ask that you speak to the competition manager straightaway, so the issue can be sorted out immediately.

We ask that patrons wait 24 hours before putting in a written complaint, but wait no longer than 5 days to submit it. A written complaint can only be submitted by the primary team contact.

When emailing in a complaint, if it's in regard to an on-court incident, we ask that you describe the incident in an objective manner, with as much detail as possible. We take complaints seriously and endeavour to amend issues as quickly as possible, however please note that any complaint with distasteful language or inappropriate comments, except for when explaining a situation, will be disregarded and further actions may be taken.

The appropriate staff member will contact you within two working days (before the close of business) following the submission of the complaint. If this does not happen please call us on 03 5223 1992.

## **Injuries**

If you or a member of your team become injured during a game.

- Alert staff and umpires.
- Remove yourself from the court if possible. If not, ask a team member to help.
- Tell staff and umpires if you are bleeding

Please find the appropriate insurance claim form via the link below:

<http://www.sportsunderwriting.com.au/documents/GLA/claims/online/SUA%20Sports%20Injury%20Claim%20Form%20online%200416.pdf>

You will require

- - The form to be signed by the HR manager at GBNC. Please come in during our opening hours
- - A physicians report and Signature
- - Details of health care you would like to claim
- - A signature from your employee (if claiming loss of income)
- - Bank details

Please call Sports underwriting for more information on what is required for your insurance form.

Tel: 1300 363 413

Email: [paclaims@sportsunderwriting.com.au](mailto:paclaims@sportsunderwriting.com.au)