

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.

GBNC Management

Basketball Competition Manager

Basketball@gbnc.com.au

Netball Competition Manager

Netball@gbnc.com.au

Registrations

Admin@gbnc.com.au

Accounts

Accounts@gbnc.com.au

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Team Responsibilities

Each week every team is responsible for the following:

- Providing a scorer every week
- Checking that player names on the score sheet are correct
- Paying the game fee before the start of the game
- Ensuring all players have a valid registration
- Wear the same uniform and position bibs

Failure to complete any of these tasks result may result in loss of points, deductions or monetary fines. 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 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
- Arrange a way for everyone to contribute to the Game fee
- Familiarise yourself with the by-laws
- Familiarise yourself with the team responsibilities
- Obtain a copy of the rule book
- Provide Working with Children Check to GBNC

On the Day of the game

- Bring drink bottle, Ball, Bibs, Uniform and Running shoes
- Arrive 10 mins or more before game is due to start
- Pay game fee of \$50 to front counter
- Add all team players to the scoresheet (please do this every week!)
- Bring scoresheet down to court
- Remove all Jewellery, etc.
- Ensure team scorer knows what they are doing
- Warm up

After the Game

- Collect all belongings
- Sign the bottom of the scoresheet (Check that it's correct!)
- If you have any questions, complaints or concerns approach the front counter.
- Drive home safely!

Working with Children Checks (WWCC)

All junior Primary Team Contacts, coaches and scorers are required to hold a current WWCC. They are also responsible for providing a copy and the details of the check to GBNC, and listing GBNC or their club as an organisation that their check is used for. Please go to to http://websites.sportstg.com/assoc_page.cgi?c=1-77-0-0-0&SID=404354 or email Admin@gbnc.com.au to register your WWCC. If you were listed as a coach or Team contact/manager when registering your team, you will be contacted via email asking for this information.

Fees

Team Entry

Each team pays a fee as they register 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 register your team.

Game Fees

Each week there is a \$50 per team game fee. This pays for the umpires and the competition staff manning the desk. This fee is to be paid as a group effort. For example, all seven players pay \$7.5 each to pay the game fee of \$50.

Club Fees

For more information on club fees please contact Ian Watts on sgnaclubs@gmail.com

Player registration

Every Player under the age of 18 that plays in a junior competition must hold a valid Netball Victoria Membership (VNA). There are two types of VNA's for players under the age of 18.

Junior VNA – For Kids between the ages of 11-17 (born 2002 – 2008) - \$55

Net Set GO VNA – For Kids 10 year or younger (born on or after 2009) - \$60

Both registrations last for two seasons (Calendar Year). If you have recently completed a Net Set Go Clinic you may already have a valid registration. Please call the centre on 03 5223 1992 or email Admin@gbnc.com.au to check!

If you/your child play with a club or another association, the VNA you have paid there is valid at GBNC. You will need to assign yourself to both associations through My Netball. This does not mean that you will pay for your VNA twice, but just notes on your profile that you play at two places. This help administration at both associations find you in the system.

If you are unsure about what VNA you are required to purchase please contact the centre on 03 5223 1992 or refer to the table below.

| Age /Competition | Type of VNA required | Cost |
|------------------|----------------------|------|
|------------------|----------------------|------|

| | | |
|---|--|---|
| <p>5-10 years of age (Born in 2009 or after)</p> <p>Net Set Go Development Leagues P-2 Competitions Junior Competitions</p> | <p>Net Set GO VNA</p> <p>Please note that the form to pay this VNA is the same form that you would use to pay for the Net Set GO Clinic. If you would like the Clinic please select the net/set sections of the form. If you would like the just the VNA please select the GO section only, any day is fine.</p> | <p>\$96 for the Clinic (newbies) \$36 for return Clinic</p> <p>\$66 for VNA</p> |
| <p>11-17 years of age (Born between 2002 and 2008) This includes umpires and coaches</p> <p>Under 11's, 13's, 15's and 17's</p> | <p>Junior VNA</p> | <p>\$56</p> |
| <p>18 or older (born before 2002) This includes umpires and coaches</p> <p>Any senior competition (NOT mixed netball)</p> | <p>Senior VNA</p> | <p>\$76</p> |

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:

Withdrawing from the competition - \$80

Notified walkover (48 + notice) - \$64

Un-notified walkover (less than 48 hours notice) - \$100

How to register as a player

All registrations are available to be paid online. Registrations must be paid before taking the court. Otherwise, the team will forfeit the game and lose premiership points. During the grading period, players will not cause their team to forfeit their points but 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 email 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 questions or concerns about yours or a team members registration please email Admin@gbnc.com.au or call the centre on 03 5223 1992.

Whilst registering you will need to provide the following

- Personal details
- Email address that you can access
- Phone Number
- Team/ player details
- MyNetball Login

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

Please note that if you have forgotten my netball password. The function will take approximate 4 or more hours before the password is reset and the system will work normally again

Junior VNA

Every Player under the age of 18 that plays in a junior competition must hold a valid Netball Victoria Membership (VNA). Players over the age of 18 cannot participate in these competitions. This registration lasts for two seasons (Calendar Year) and costs \$56. This registration form can be temperamental, if you have any issues please call the centre! We recommend that you complete this form on the computer rather than on a phone or tablet.

Uniforms

Each team is required to wear appropriate Netball attire when playing. For junior competitions, all players are required to wear the same colours. Girls are required to wear a netball dress or skirt or shorts (**with no pockets**) in the same colour as all other members. Sports briefs must also be worn underneath. Boys are required to wear shorts **without pockets** in the same colour as all other members.

Long nails and Jewellery are permitted if taped over with sports tape (fabric bandages are recommended). Covering nails or piercings with band-aids is not permitted. For more details on the uniforms please refer to the SGNA By-laws.

If you need to purchase a uniform please contact Ian Watts on sgnaclubbs@gmail.com

Sets of bibs are available for hire at the counter for a small fee of \$4. Sports stores such as degrandi, or rebel have sets for sale. In addition, you can purchase club bibs by contacting Ian Watts on sgnaclubbs@gmail.com

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 4 pm and 5:30 pm during the week, and 9.00am and 1.20pm on Saturdays. Some members of your team may find it hard to make certain times or have other commitments. 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 will, if feasible, attempt to fixture the team as best and as fairly as possible over the season. All written requests need to be sent to the competition manager before the end of grading, otherwise, the request may not be considered. The competition manager also has the right to refuse the request if the reason is deemed unsuitable. In some cases, it isn't possible to provide the time request every week, please keep this in mind.

Walkovers/ Forfeits

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 a game. When a team needs to give a walkover/forfeit they need to call the centre on 03 5223 1992 so we can notify the referees and the other team immediately.

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 \$64 and is considered a notified walkover. If the team provides less than 48 hours of notice, then the fine is \$100 and is considered an 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. Invoices are sent to the team contacts via email.

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.

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.

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 regarding 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, and 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 regarding 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 referees
- Remove self from the court if possible. If not, ask a team member to help. If no team member is able to help the game will stop until a solution is found.
- Tell staff and umpires if you are bleeding or if you have seriously injured yourself. Our staff will recommend that you will need to go to hospital for any injury that involves your head/spinal cord, excessive bleeding, asthma, breaks or fractures or dislocations. In other situations, they will help you make necessary arrangements to get home or to the hospital yourself.

Please find the appropriate insurance claim form at the back of this Document or via the link below:

<http://s3-ap-southeast-2.amazonaws.com/netball-wp-assets/wp-content/uploads/sites/5/2013/09/12182425/NV-Injury-Claim-Form.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

If you have any questions regarding this issue, please contact netball Victoria on netball@vinsurancegroup.com or follow this link <https://vic.netball.com.au/membership/insurance-willis-australia/>