

ST MARY'S BASKETBALL CLUB REGISTRATION POLICY

PURPOSE

This policy will outline:

- the process and procedures, that will be followed by the committee and club members, for registering existing and prospective players in Under 08, Under 10, Under 12, Under 14, Under 16, Under 18, Under 19 and Under 21 competitions with St Mary's Basketball Club in the Diamond Valley Basketball Association.

POLICY STATEMENT

1. VALUES

St Mary's Basketball Club is committed to:

- ensuring that the registration process is explained in clear and transparent terms to parents/guardians of existing and prospective players;
- ensuring that all parents/guardians are advised well ahead of registration opening and closing dates;
- ensuring that all parents/guardians are advised of the opportunity to seek special payment arrangements;
- responding to all reasonable concerns and requests that are brought to its attention prior to team selection.

2. SCOPE

This policy applies to the committee and membership of St Mary's Basketball Club.

3. RATIONALE

In registering to play with St Mary's Basketball Club for any given season, players are indicating a commitment to the club and the team they are selected in. Once players are registered, our volunteer Age Group Coordinators begin Team Selection, which is a very involved process for a large club. Players withdrawing after they have registered is extremely disruptive to many of the club's processes.

Parents/guardians are asked to ensure that their children are committed to playing for the upcoming season before completing their registration. Registration fees will only be refunded under the conditions outlined in the *St Mary's Basketball Club Registration Fees and Refund Policy*.

The club asks that all members remain mindful of the fact that St Mary's Basketball Club is governed and managed by volunteers who give of their time to ensure that teams are selected, coaches are recruited and players are on court every season.

4. DEFINITIONS

The terms defined in this section relate to this policy.

Age Limits: being U08, U10, U12, U14, U16, U18, U19 and Under 21, for competitions, shall be as specified from time to time by the Diamond Valley Basketball Association (DVBA). Children must be six years of age to begin playing in U08.

The criteria for eligibility within each age group are:

- **Spring Season** (second half of the year) – A player must be under the age stated in the relative age group by the **31 December** of the year of the competition.
- **Autumn Season** (first half of the year) – A player must be under the age stated in the relative age group by the **30 June** of the year of the competition.

Age Group Coordinators will be able to advise which age group your child will be playing in.

DVBA: Diamond Valley Basketball Association: the basketball association of which St Mary's Basketball Club is a member.

Diamond Valley Basketball Association Junior Domestic By-Laws: The Rules & Regulations, Playing Conditions, General Information and Fee Schedule of the Diamond Valley Basketball Association (DVBA). The By-Laws by which all of the basketball clubs that make up the DVBA are governed.

Early Bird Discount: discount applied to the fees payable for registration when registration is completed within the first two weeks of the registration open window.

Family Discount: discount applied for families registering more than one child in the same transaction.

Player Eligibility: From the DVBA By-Laws:

2.4.1 Within the player's registered club their team and grade is determined by the lower age group team and grade in which the player participates for that season. Governed by the player's date of birth, the individual is unable to play up two age groups

2.4.2 Playing up refers to a player playing in a higher age group.

2.4.3 A player can play up one age group with the same Club during the season and qualify for finals in both age groups, with the exception of A grade players. "A" grade players cannot play in any D grade team games. Acceptable examples as follows:

- A 14A grade player can play in either a 16A, B or C grade team, but cannot play in a 16D grade team.
- A 14B grade player can play in an U16 team in any grade with the same club.

2.4.4 Players may only play in one team per age group.

2.4.5 Fill-in players can be used during the season, where a team has four players or less, in line with 2.4.3.

2.4.6 Players are not permitted to play for any club other than the one to which they are registered unless they have acquired special consideration from the Competitions Manager. Any team playing a player registered to another club will forfeit the game.

Player Transfer: is the process of requesting or approving transfers of current or previously registered players between clubs in the DVBA.

Registration: is the process of enrolling and paying the registration fees, electronically, for a child to become a player with St Mary's Basketball Club for any given season. The electronic registration process is managed by PlayHQ.

Registration Coordinator: A member of the committee who is responsible for managing the registration process, including creating registration links to be uploaded to the St Mary's Basketball Club website.

registration@stmaryssharks.org.au

Registration Fees: are the amount, set by St Mary's Basketball Club, that parents/guardians are required to pay at the time of electronic registration to ensure that players are financial and eligible to play. The registration fees paid are used by the club to pay game day court costs to the DVBA and training venue hire costs. See the *St Mary's Basketball Club Registration Fees and Refund Policy*.

Registration Links:

Early Bird Registration Link - once the registration window opens, an Early Bird Registration Link will go live on the St Mary's Basketball Club website. This link will be available **for the first two weeks** of the registration open window. The Early Bird Registration Link will include the discounted fees available to those who register during the Early Bird Discount period.

Registration Link – at the close of the Early Bird Discount period a new Registration Link will replace the Early Bird Registration Link. The Registration Link will include full fees.

Parents/guardians wishing to register their child for the upcoming season will use the available links to be taken to the PlayHQ registration page where each child's details can be entered and payment made as part of the registration process.

Late Registration – once the registration window closes, anyone seeking to register a player must contact the relevant Age Group Coordinator(s). If there are specific circumstances that prevented parents/guardians from registering on time, this will be taken into account. Age Group Coordinators will determine if there are any places available in their teams. Whether or not a player can be registered late is always at the discretion of the Age Group Coordinator. Parents/guardians who do register their children late must understand that teams may already have been selected. Age Group Coordinators are not obliged to create teams that they consider too large to accommodate late registrants.

If the circumstances warrant an existing player being able to register late, the Age Group Coordinator will provide the parents/guardians with the Late Registration Link which will include a late payment fee, in the amount set and advised to members, by the St Mary's Basketball Club Committee.

Seasons: As determined by the Diamond Valley Basketball Association
Autumn Season: January/February to June; Spring Season: July to December

Special Payment Arrangements: are payment plan arrangements made between parents/guardians and the Vice President of the St Mary's Basketball Club Committee, ahead of registration closing. Parents/guardians will be asked to sign their agreement of the terms of the arrangement. The arrangements are available to support families who require some financial assistance. Communication regarding special payment arrangements is treated in the strictest confidence.

PlayHQ: is the online platform used by basketball clubs in the Diamond Valley Basketball Association to register and manage players and teams. PlayHQ's registration platform is used by members to enter player details and make payment each season.

5. SOURCES AND RELATED POLICIES

Sources

- **Diamond Valley Basketball Association**

Junior Domestic By-Laws including Rules and Regulations

Related policies

- *Coaching Policy*
- *Registration Fees and Refund Policy*
- *Playing Up Policy*
- *Privacy and Confidentiality Policy*
- *Team Selection Policy*

5. PROCEDURES

The Committee is responsible for:

- ensuring that the Registration Coordinator manages the electronic registration process;
- ensuring that updates related to the registration process are advised to members prior to and during the registration process;
- ensuring that Age Group Coordinators contact existing teams to advise of registration information ahead of registration opening for the following season;

- ensuring that the President advises the membership of all information relevant to the registration process, including information about special payment arrangements.

Parents/guardians are responsible for:

- following the electronic registration process as advised by the President;
- paying registration fees for each season, in full, at the time of electronic registration (unless special payment arrangements have been made);
- Advising Age Group Coordinators, **in writing via email**, prior to the close of registration, of any significant issue relating to their child, particularly an issue that might impact on team selection;
- requesting special payment arrangements from the Vice President before the close of registration.

THE REGISTRATION PROCESS

How to Register

Specific instruction relating to how to register online via PlayHQ will be posted to the club's website ahead of Registration opening.

Special Payment Arrangements

Those families experiencing difficulty finding the lump sum to pay the entirety of the registration fees for their child/ren are encouraged to seek special payment arrangements. Our Vice President treats such requests in the strictest of confidence. Parents/guardians wishing to seek special payment arrangements should contact our Vice President ahead of the close of registration.

vicepresident@stmarysharks.org.au

Registration Open Window

The window of opportunity to register for the next season will be approximately four weeks (exact dates will be advised each season). Reminders about all dates will be sent to the membership well in advance of, and during, the registration open window.

Early Bird Discount

Those who register in the **first two weeks** of the registration open window will use the Early Bird Registration Link which will make them eligible for a discount off the set fees, per player, for any given season.

Once the Early Bird Discount period ends, the Early Bird Registration Link will be replaced by the Registration Link. The Registration Link will include full fees and will be available for the remainder of the registration open window.

Registration Close

Registrations will close after approximately four weeks (exact registration dates will be provided each season). The Registration Link will be disabled once registration is closed.

NB: REGISTRATIONS WILL NOT BE ACCEPTED AFTER THE CLOSE OF REGISTRATION. A parent/guardian must contact the relevant Age Group Coordinator if they wish to have special circumstances taken into account, in regard to registration not being completed during the four week registration open window. **Acceptance of late registrations is always at the discretion of the Age Group Coordinator**, with the support of the St Mary's Basketball Club Committee.

Family discounts are applied when all children are registered in the one transaction via PlayHQ. See the *Registration Fees and Refund Policy*.

Timeline

Exact dates will be advised in reminders and correspondence to the membership ahead of each season.

Spring Season	Autumn Season	What?
Beginning of May	Beginning of October	President will send an official email to all families advising of the Registration Process, via PlayHQ, including the opening date, early bird discount end date and closing date. President will also advise of the Registration Fees and Early Bird Discount amounts as well as providing a link to all of the club's policies.
Beginning of May	Beginning of October	Age Group Coordinators will begin contacting coaches of the current season to determine if they will coach again for the new season.
Beginning of May	Beginning of October	Age Group Coordinators will contact their teams, from the season in progress, to: <ul style="list-style-type: none"> ask that any specific issue relating to their child/ren be advised to them, ahead of registration for the new season, so that they can be addressed and/or passed on to other Coordinators determine if any child will NOT be playing the following season.
Early to mid May	Early to mid October	Reminders will be sent to the membership via TeamApp and Facebook
Mid May	Mid October	Deadline for families to advise the Vice President if they require special payment arrangements.
Mid May	Mid October	Registration Coordinator will open the Early Bird Registration Link President will email the membership to advise that the Early Bird Registration Link is live. How to register details will be available via the link provided.
Mid May (date will be specified)	Mid October (date will be specified)	REGISTRATION OPEN – Early Bird Discount Period – Two weeks only All parents/guardians of NEW players should contact the relevant Age Group Coordinator to get information about the club, uniforms and the registration <u>prior</u> to registering their child.
During Registration Open Window		Reminders of Early Bird Discount end date and registration closing date will be sent via TeamApp and Facebook
Late May (date will be specified)	Late October (date will be specified)	EARLY BIRD DISCOUNT PERIOD ENDS Registration Coordinator will close Early Bird Registration Link and replace with Registration Link, for a further two weeks.
Early to Mid June (date will be specified)	Early to Mid November (date will be specified)	REGISTRATION CLOSE – Four weeks from Registration Opening Deadline for families to advise the Vice President if they require special payment arrangements
Mid June	Mid November	Secretary will submit number of teams for the upcoming season to DVBA by their specified deadline
Early July	Mid December	Age Group Coordinators will contact each of their teams with details of the coach (if known), training times (if known) and team list for the upcoming season. Coaches will make contact with their teams to advise of other pertinent details ahead of the new season.

PLAYER TRANSFERS

Player Transfers during Registration Period

If a player is seeking to change clubs within the DVBA, the club being asked to accept the transferring player must submit a transfer request. **The transfer process via PlayHQ should be advised prior to the Spring 2020 Season.**

When a St Mary's Basketball Club Age Group Coordinator is contacted by the family of a player wishing to transfer to our club for the following season, the Coordinator will advise our Registration Coordinator of the club that the player is leaving. Our Registration Coordinator will initiate the transfer process at the appropriate time.

The Age Group Coordinator will also ask if the player wishing to transfer to St Mary's is a Restricted Player as this may impact on the team they may be allocated to during team selection. Restricted Players are those who play Representative Basketball, at a high level, with the Diamond Valley Eagles. See the *DVBA Junior Domestic By-laws* for the rules regarding restricted players.

Player Registrations or Transfers after commencement of the season

If a player requests to register to play with St Mary's Basketball club: as a player new to basketball; as a player transferring from another club in the DVBA or as a player coming from another Association, such a transfer will only be considered up until the end of the Grading Games period. Once the season proper commences, registration and transfer requests will not be considered.

Acceptance of players after the close of registration, up to the end of the Grading Game period, is always at the discretion of the Age Group Coordinator and they are not obliged to accept any players requesting to register late.

If a team becomes short of players, due to injury etc, after the completion of the Grading Games period, Age Group Coordinators will endeavor to seek players to play up as fill ins from the age group below. See the *St Mary's Basketball Playing Up Policy* for details.

6. EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Committee of St Mary's Basketball Club will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- revise the policy and procedures as part of the club's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

7. AUTHORISATION

This policy was adopted by the Committee of St Mary's Basketball Club on 21 September 2017

8. REVIEW DATE: AUGUST 2020