



## JUNIOR DOMESTIC COMPETITIONS PROCESSES MANUAL

*This manual should be distributed to all members of the Junior Domestic Competitions in the Melbourne East Basketball Association and the Greater Eastern Basketball Conference. It outlines processes that are conducted throughout the pre-season and the season itself. This document answers many frequently asked questions and details why we act upon procedures the way we do.*

## TEAM ENTRIES

Team Entries are due on the final round before finals of the prior season. Any entries received after this date delay the grading and fixturing process.

Once clubs have submitted their team entries, the competition administrator will create the teams online and send an email to the club contact advising them they may start entering players into their respective teams. Clubs administrators have access to manage their teams 24/7.

If a club fails to populate their teams with their members, then they will not appear in the Active Member list on the Electronic System (Stadium Scoring) at the first game. In respect to other clubs that do the right thing, clubs will be fined \$20 per team that fail to enter players details in prior to the first match.

Once all team entries are received, grade secretaries review all entered teams and requested grades from the clubs and create initial grades and place teams in these grades.

## GRADING

Grading Rounds occur from Rounds 1-6 (inclusive) and are used to primarily watch teams and evaluate their playing ability.

Teams may seem to be placed in a grade outside the requested grade from the club however this could be due to multiple reasons:

1. The names of the grades (e.g. B1, C2 etc.) may have changed from last season, or teams in that age group have requested all high or all low grades, skewing the actual grade name, but not necessarily the teams you will be playing against.
2. The team entry was late and needed to be fit into an existing gap in the competition.
3. The requested grade may have been viewed by the grade secretary as unreasonable.
4. Teams needed to be adjusted to avoid too many or not enough teams in a certain grade.

**Please hold complaints to the competition committee about where your team is initially graded until after grading is completed as the grading process is designed to correct any errors or incorrect grading.**

Throughout grading, volunteer grade secretaries and their assistants watch the games being played to obtain an overall knowledge of each team, how they play, and if they have a superstar player etc. This information assists the grading process in allowing teams to be graded fairly and correctly. For this to effectively take place, the age groups are blocked together at the same venue to allow the grade secretaries to view these games without having to drive to all of the different venues in the same day, making them miss large portions of the games.

**The Competition Committee asks that you be patient and understanding of this process and be aware that you may experience excess travel (for Ringwood/ Oakleigh based teams) throughout the first 6 rounds.** On a rare chance, there may even be 2 Ringwood teams playing at Oakleigh so that the Grade Secretary (who is based in Oakleigh) can watch their game and assess their abilities. Once grading is completed we take care to ensure that we minimize travel where possible. We may miss one or two, but with over 200 games on Saturday alone, this is a remote possibility.

Re-grading occurs after Round 3 and Round 5. After the conclusion of Round 5 a full re-grade occurs with Round 6 a 'test' round to ensure everyone is correctly placed. After the conclusion of Round 6, the only alterations to competitions that can occur are one for one swaps. Round 7 is the first round of the competitive season.

In the under 8 competition, re-grading can occur at any time in the season if the need arises or a new team wishes to enter.

Please remember that a team needs to finish top, but also that there has to be a team that finishes last. There are winners and losers in all sports. Your team may be too good for one grade, and not quite good enough for the next grade up. This decision is a tough one that the grade secretaries must make and it can go either way depending on numbers. We trust that you can be understanding and remember that in the next season teams will be different and there will be different grading structures.

If you feel your team is unfairly travelling once the full season fixture is released (NOT GRADING ROUNDS) please get in touch with your club contact, and ask them to contact the grade secretary on your behalf. Through contacting your club contact your query can be answered in a timelier manner.

## FIXTURES

Fixtures throughout GEBC grading are subject to change without notice up until 5pm on Wednesday night, and with notice until 5pm on Friday. Due to this, during grading the fixtures will not be released until 5pm on the Wednesday before each round. For Mid Week games, the fixtures will be released on Friday at 5pm for Monday and Tuesday, and Monday 5pm for Wednesday and Thursday. Friday Night Competition will have the fixtures released by 5pm on the Tuesday prior to the round.

### **PLEASE ALWAYS DOUBLE CHECK YOUR FIXTURE ON FRIDAY TO AVOID A MISSED CHANGE/ FORFEIT.**

The competition committee recommends that you do not print your fixtures out for the season and then not check the website again. We suggest that all players/ families or the team manager on behalf of the team to check the website regularly to ensure their game time and venue has not changed.

If an advised change occurs, it is the clubs responsibility to alert the affected teams to this change. The competition administrator does not have team contacts and therefore relies on the club contact to forward this information out. If a team misses their game due to not receiving the information from the club contact, the club will be liable to pay a walkover fine of \$70.

Any fixture requests that you may have if you are coaching or playing in 2 teams must be made by the cutoff date given to your club contact. Any requests received after this date will not be accepted as this would delay the publication of fixtures. These requests may not be able to be given every week. We ask that you do not commit to coaching multiple teams in the same or consecutive age groups. If a fixture request has been submitted it DOES NOT guarantee it will occur week in week out. We will do our very best to accommodate requests.

Every effort is made to fixture teams in a way that minimizes their travel each week. However the location of games is dependent on the geographic location of teams in the grade. For example, if a grade contains 4 Oakleigh based teams, 1 Ringwood based team and 1 Nunawading based team, it is likely that 2 of the 3 games fixtured each week will be at Oakleigh. Another example is if you have 2 teams from each area then it is likely that a game would be fixtured at each of 3 different venues locations. (Please note: Nunawading locations include all outside school venues)

## PRIOR TO YOUR GAME

Team managers are important to clubs as they assist in managing each team and ensuring the game fee is paid each week. Team managers also have the responsibility to ensure that all players appear on Stadium Scoring or score sheet.

Prior to the first grading game we ask that team managers check that all players are listed on Stadium Scoring during the warm-up before the start of the game. If a player does not appear on the system/score sheet they need to be added manually. If a player is added to the system/score sheet their name, date of birth, suburb and postcode must also be recorded. If this is not done, they will not be registered in the team. Also, if a player is listed that does not play in your team please make a note of it and notify your club contact so that they can permanently remove them from the team player list.

Please also check that all players' numbers are listed correctly. Permanent updates to player's numbers can be updated on Stadium Scoring by ticking the 'Permanent change' icon when editing the player number.

When scoring on Stadium Scoring, team managers are asked to check their players off as soon as the referee from the prior game loads the game up onto the system. This will avoid delays and loss of game time if you need to add a player. Players may be added to the roster the day prior to the match to avoid entering during warm-up. This is achieved by knowing your assigned team code and using the Junior Domestic player registration link located on right hand side of the Fixtures/Results page.

Referees are told to keep on a time schedule. The clock will start at the scheduled time, unless there has not been a minimum of 2 minutes since the completion of the previous game. The clock will not be held if a player has not been added earlier.

## ROUND RESULTS

Results will be available 30 minutes after the completion of the match in stadiums that offer internet connection. Matches that experience uploading issues will be rectified the following business day.

Please note due to no 'live' internet connection at our satellite venues, results will be uploaded the following business day.

In some rare cases there may be a longer delay in the posting of results. We will do our very best to make them available as soon as possible.

**If a game is played on a paper score sheet, no individual statistics will be recorded for that game.**

Any result queries **MUST** come through the club contacts. Any queries that come through any other method i.e. FoxSportsPulse website or directly from a player/ parent WILL NOT be addressed.

## LADDERS

Ladders will not be available until after Round 7 when grading is complete. No grading games count towards the ladder and points will not accumulate until this point.

Ladders will need to be manually adjusted to ensure that all teams do not have grading games included in their total games played. This process is lengthy and may take up to 1 week. A correct displaying ladder will be available at the completion of Round 7.

There will be no ladders published for the U8 Competitions as they do not play finals and because they may be re-graded at any time.

**If you have any queries involving the ladder please contact your club contact and ask them to advise the competition administration on your behalf.** Someone from your team may have already asked the question and your club contact may have already brought the issue to the administrators attention.

## PROCEDURE FOR QUERIES AND QUESTIONS

All queries you may have need to be directed to your designated club contact. This is so that the process remains streamlined and also so that the competition administrator does not spend all day answering phone calls on the same issue. The more calls that need to be taken the longer the issue will take to fix as the administrators time is taken up on the phone. Your Club Contact may have already received correspondence from the competition that answers your question. It also saves multiple people from the same team asking the same question of the administrator.

You can contact your club in 2 ways, via phone or email. Please remember that your club contact is a volunteer and may work during business hours and may not be able to return your call straight away. Please be patient and wait for a response from your club contact, rather than immediately calling the competition administrator directly.

## WALKOVER POLICY

Walkovers incur a fine of \$70 if it is notified.

Walkovers incur a fine of \$105 if it is un-notified.

Tips for avoiding a walkover:

1. Get fill in players from the age group below your own. Refer to Appendix 1 for fill in eligibility grid.  
SCORE/ COMPETITION POINTS STANDS
2. Get a friend who does not play in our completion usually to fill in. SCORE/ COMPETITION POINTS STANDS
3. Get an in-eligible fill in to play (e.g. Plays for another club, not within eligibility limitations) FORFEIT 0-10 WITH NO COMPETITION POINTS – NO FINE
4. Pay score sheet fee and play a scratch match with opponent. FORFEIT 0-10 WITH NO COMPETITION POINTS – NO FINE

If you have exhausted your options and need to give a walkover please note the following:

1. Notify Walkover at least 3 hours before scheduled game start (to your Club Contact or Nunawading Stadium). FORFEIT 0-10 WITH NO COMPETITION POINTS – \$70 FINE

It is important to notify walkovers to respect and allow the other team time to be told not to show up. With rising costs of petrol and loss of time it is important that players do not need to travel to the venue and not get to play a game.

Please ensure your club contact or team manager notify Nunawading Stadium (no matter where you are playing) as they will do their best to contact the Club Contact who will notify the opposition team, as well as the venue that you are scheduled to play at.

## APPENDIX 1 AGE GRID FOR FILL-IN PLAYERS

Playing Age & Grade	U10 Grade	U12 Grade	U14 Grade	U16 Grade	U18 Grade	U21 Grade	U23 Grade
U8-1	ABCD	x	x	x	x	x	x
U8.2	ABCD	x	x	x	x	x	x
U8.3	ABCD	x	x	x	x	x	x
U8.4	ABCD	x	x	x	x	x	x
U10A	-	AB	ABC	x	x	x	x
U10B	-	ABC	ABCD	x	x	x	x
U10C	-	ABCD	ABCD	x	x	x	x
U10D	-	ABCD	ABCD	x	x	x	x
U12A	x	-	AB	ABC	x	x	x
U12B	x	-	ABC	ABCD	x	x	x
U12C	x	-	ABCD	ABCD	x	x	x
U12D	x	-	ABCD	ABCD	x	x	x
U14A	x	x	-	AB	ABC	x	x
U14B	x	x	-	ABC	ABCD	x	x
U14C	x	x	-	ABCD	ABCD	x	x
U14D	x	x	-	ABCD	ABCD	x	x
U16A	x	x	x	-	A	AB	AB
U16B	x	x	x	-	AB	ABC	ABC
U16C	x	x	x	-	ABC	ABCD	ABCD
U16D	x	x	x	-	ABCD	ABCD	ABCD
U18A	x	x	x	x	-	A	AB
U18B	x	x	x	x	-	AB	ABC
U18C	x	x	x	x	-	ABC	ABCD