



CLUBS: HOW TO ENTER & REGISTER YOUR TEAMS

ACTION		MODULE
SET UP (NC)	1. Update your STRIPE account for payments (for new administrators) 2. Update your club profile (if changed)	1. FINANCE 2. USER
REGISTRATION FORM	Create your registration forms (Yr4 and Yr 5 -open) on Netball Connect Click for HOW TO CREATE YOUR CLUB REGISTRATION FORM	REGISTRATION
PLAYER REGISTRATION	Send the Registration Form URL (above) to all of your players, umpires, coaches All players must self-register on Netball Connect using your specific BNA club link They will required to pay: 1) State Membership fee – 100% goes to Netball Victoria 2) Club fee – if you have chosen to charge your club fees on the Netball Connect system <i>A player who has already registered and paid with another team / organisation / rep team <u>must</u> still register with your club, but the SM fee will be removed automatically by the system so they don't pay twice.</i>	
PLAYER FEES	Option as above to charge your club fees on the Netball Connect system > the fee is split so that State Membership goes to Netball Victoria & Club Fee goes to your club OR Collect fees (if you are doing separately from Netball Connect)	
TEAMS	Submit the Club EXCEL spreadsheet of all teams you are entering This provides us with your team skill level / grading information & bye requests.	
Due MARCH 1st	On Netball Connect 1. Create your team names in each year level 2. When players have registered, drag player names from left hand side to the relevant team <i>(this can be done at any time)</i>	TEAMS (Action > Create Team)
Now we can start the GRADING		
GRADING	Submit your teams for grading > proposed grade <i>Note: please just rank them A = strongest, B, C, D etc</i>	TEAMS (Scroll down > Submit for Grading)
Now we can start the FIXTURES		

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COACHING	<ol style="list-style-type: none"> 1. Organise coaches for every Junior team +/- senior teams 2. Coaches to register on Netball Connect 3. Check coach accreditation – encourage all to have at least a Development level 4. Check Working With Children’s check if > 18 yrs
UMPIRES	<ol style="list-style-type: none"> 1. Recruit a BADGED umpire for each of your Yr 10 + teams > alternate wks 2. Recruit umpires for the panel totaling the number of your Yr 5 – 9 teams > OR pay levy 3. Recruit an umpire for your Yr 4 teams > every week, own team 4. Submit your club Umpire lists to BNA
	<ol style="list-style-type: none"> 1. Check all umpires have submitted their BNA Umpire Registration form 2. Check all umpires have submitted their BNA Availability form 3. Check all umpires have State Membership ie) registered on Netball Connect 4. Encourage all new players to join the Umpire Training Program
FEES Due MARCH 19	<p>Clubs will be invoiced for Entry fee & Court fees</p> <p>Umpire penalty levy (if not enough umpires to cover your yr 5 – 9 teams) will be invoiced mid-season</p>
MEETING	Attend Pre-season meeting on MARCH 12 via ZOOM