

ORC Stadium Information Sheet



Welcome to the 2009/10 summer season. To enter a competition at the Oakleigh Recreation Centre, you will need to familiarise yourself with the enclosed information. This pack includes the rules & by-laws for each sport played at the Oakleigh Recreation Centre, a registration form, registration opening & closing dates and season dates on the timetable.

REGISTRATION POLICY

The following information will provide you with a brief description of the guidelines used for the registering of sporting teams at the commencement of a new season.

To ensure your registration is processed correctly, a checklist is provided on the back of your registration form. Please use this checklist prior to providing us with all the paperwork we require for your registration.

The following is a step-by-step procedure for registering into the Oakleigh Recreation Centre sports competitions.

Step 1. By- Laws

Read the competition by- laws for your particular sport.

Step 2. Registration dates

Read the registration dates on the registration form. The registration dates differ for pre-existing teams and new teams.

Existing Teams

In the lead up to the end of a season (and just prior to the start of a new season) all existing teams will be notified of the registration dates) and invited to re-register. Registrations submitted with all the relevant paperwork and registration fee by the designated registration date will be entered into the competition.

New Teams

New teams need to submit their completed paperwork accompanied with the appropriate registration fee as soon as possible (on or after the designated date) to give the team the best possible opportunity of being accepted.

IMPORTANT: Registrations will only be accepted from the dates provided on the timetable.

Registering during the season

Persons enquiring during a season about entering a new team will have their details taken and recorded. If space permits, the team may be offered a place to start ASAP (part way through a season) If there is no space for the team to start immediately, the team will be placed on a waiting list. At this point in time, information can be provided about the starting dates for the next season.

Step 3. Competition dates

Competition dates are located on the timetable. Please read through the dates carefully and ensure you note the weeks your games will not be scheduled to play. The game times scheduled for each evening are between 6.10pm and 10.20pm. A mix of game times will be scheduled for each team.

“Byes” may be considered where deemed appropriate to enable more team registrations to be accepted. Some competitions / grades / divisions may fill up quicker than others.

Step 4. Registration form

Below are a few tips to filling out this form:

Check the night your competition is scheduled to play. Sports are scheduled on different evenings. This information can be found on the Summer 2009-10 registration dates, see ORC Stadium Timetable Sheet.

To work out what division you would be most suited to play as a team, use the following table as a guideline:

Division 1	Played sport previously at another venue, at a reasonable skill level
Division 2	Played sport previously, at a reasonable skill level
Division 3	Levels of players vary and have played previously in some capacity
Division 4	Played before and have gained some knowledge and skills
Division 5	New to the sport, still building on knowledge and skills

Ensure all team members have filled out their contact details on the registration sheet and completed the checklist, located on the back. If this section is not filled out, your registration sheet will not be processed.

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FREQUENTLY ASKED QUESTIONS

What happens if a team member is unable to attend their scheduled game?

The team may nominate a substitute player. Please be advised that the substitute player must register at reception prior to the game.

Why do we need to provide information on our uniform colours?

This information is required to avoid colour clashes when games are played. This also allows the ORC to communicate to new teams what colours to avoid.

What happens if you don't have uniforms ready for the start of the competition?

ORC has uniforms for hire. Netball bibs are \$5 a set and basketball singlets are \$10 a set.

Is a team able to register new players throughout the season?

Yes, please see our friendly staff that will supply you with the teams registration form for you to complete.

Is there an age requirement for each sport?

Yes. Basketball and Futsal is 16yrs of age and Netball is 15yrs of age.

Can I register without all the team members' information on the registration form?

Registrations will not be accepted unless all team members' information is provided. This information is critical to have on file so all players can be contacted for when we need to communicate with them.

What is the procedure for withdrawing out of the competition?

The Team captain will need to make an appointment to see a stadium staff member and fill out a withdrawal form. \$100 withdrawal fee will apply and is payable on day of signing the withdrawal forms.

What do I do if I injure myself while playing?

Ask a team member to advise an ORC staff member. A staff member will administer first aid if required. An incident report form must be completed at time of injury.

Is there a formal complaint procedure?

If you would like to make a formal complaint or provide feedback to Centre Management, a customer feedback form is located at reception.

How does a team qualify for the finals?

Teams that finish 1-4 on a ladder will qualify for finals.

Teams in an A/B grade from 1-4/ 5-8 on the ladder will qualify for finals

All players must be registered correctly to qualify for finals and must have played the required amount of games. The requirements are as follows:

Futsal- play a minimum of 5 games

Netball- play a minimum of 5 games

Basketball- play a minimum of 6 games

Where can I check my game results?

Fixtures and ladders can be located on the City of Monash website

www.monash.vic.gov.au/orc

Please stay up to date with your online fixture, as it may change.

It is recommended you check the website 48 hours before each game to make sure you have the correct details for your team. It is the team's responsibility to ensure your ready to play at the fixture time.

What is the difference between a grade, division & section?

There is no difference between the grade, division and section. The terminology is different for each sport. The following applies for each sport: Basketball- Grade, Division- Futsal, Section- Netball.

What is the role of the team captain?

The team captain is the main contact person between the players and ORC. The team captain is responsible for:

- ensuring all registration forms are completed correctly and checklist is complete
- communicate all relevant correspondence posted on the website and from ORC
- ensure all players are scanning their stadium cards upon entry
- ensure all player contact details and emergency contact details are kept up to date
- communicating any fixture changes and understanding the walkover policy

What happens if you cancel a game?

- All cancelled games will incur a walkover fee. The following steps must be adhered to when cancelling a game
- 1. The team captain is to call the Stadium Co-ordinator to advise him of the walkover. This will allow us to inform the opposition and make the necessary changes.
- 2. An invoice will be sent to the team captain and payment must be received prior to the next scheduled game.
- The stadium coordinator must be informed of payments not received prior to the next scheduled game. In cases involving extenuating circumstances alternative payment arrangements will be considered.

Will a scratch match be played in the case of a walkover?

- The Stadium Co-Ordinator will endeavour to organise a scratch match where possible. A scratch match is organised for a team that is scheduled when an opposing team forfeits.