

Victoria and District Amateur Basketball Association

TEAM REGISTRATION 2007

Team and Player Registration will take place **Friday, September 21st** from **6-8 PM** in **Room 1** and **Saturday, September 22nd** from **10 AM – 12:00 noon** at **Cedar Hill Recreation Centre, in Room 1.**

DIVISION AND AGE LIMITATIONS

YEAR OF BIRTH

COST

Players must play in their correction division by age.

U 11	Under 11 as of Dec 31 2007	1997,1998	\$600.00
U 13	Under 13 as of Dec 31 2007	1995,1996	\$700.00
U 15	Under 15 as of Dec 31 2007	1993,1994	\$750.00
U 18	Under 17 as of Dec 31 2007	1990,1991,1992	\$750.00

HOW TO REGISTER A TEAM

(Players without a team go to: Sign Up Centre – Finding A Team):

- Only a team may be registered.
- To register, a team is a minimum of eight (8) players, except for U11 players where the minimum is six (6) players.
- Teams registering with less than ten (10) players (or eight (8) players for U11) must be willing to accept additional players assigned by the League.
- In order to register a team, a coach must download the team registration form and complete this form in Microsoft EXCEL or Microsoft WORKS.

Instructions to save the Team Registration Form to your computer for completion:

- Go to www.vicbball.com
- Click on "Forms" on the left, under Coaches Corner
- Click on New Team Registration Form (Excel\MSWorks)
- A Window will popup, click on "Save". (**DO NOT CLICK OPEN** or you will see the form but won't be able to work on it)
- Choose a location on your computer to save the document
- Go to the location you saved it, and open it
- When you have finished filling it in, email it to Doreen Meldrum as an attachment. **DO NOT** copy and paste into an email message as the format will be lost.

This will really help the Registrar. However, if you do not have access to Microsoft Excel or Microsoft Works, you may complete the documentation manually by using the Adobe PDF version of the registration form. This form is on the website beside the Excel version indicated above and can be downloaded, printed, filled in manually and taken to Doreen Meldrum in person.

- As well, a coach must complete a player card for each of the players. In 2005, the format of these cards was changed so that the card

incorporates the Code of Conduct. The cards may only be obtained at the AGM or from Doreen Meldrum, DMRegister@gmail.com. The old cards will NOT be accepted. A Code of Conduct form is no longer required.

- It is the ABSOLUTE responsibility of the coach to ensure the correct age of the player for the division in which his team is placed. Both coach and player will be suspended if there is a breach of the division age rules and a older player plays down as a result thereof.
- At any time a player or a coach may be required to provide proof of age of the player.
- Once the registration forms and the blue cards are complete, the next step is to write a cheque to V&DABA in the correct amount. Only one (1) cheque per team will be accepted. In other words, it is the coach's responsibility to collect the fees the coach is charging and it is the coach's responsibility to remit one (1) cheque to V&DABA. If you are registering more than one (1) team, you may submit one check for all the teams. If you are renting gym space, you will need a separate check. See information under **Practice Time**.
- It is preferable to complete the registration form by downloading it in its Microsoft EXCEL or Microsoft WORKS format. This will allow our registrar to merge the information into our system and save duplication of this work. If you are unable to email this form to the Registrar, then you must produce a CD or floppy disk version of it, which must be included with your registration.

WHAT YOU NEED TO DO ON REGISTRATION DAY:

- On Registration Day you must physically come to Cedar Hill Recreational Centre.
- On Registration Day you must bring with you three (3) copies of the Team Registration Form and one copy of the **Team Placement Survey** (new this year).
- On Registration Day you should either submit your Team Registration Form electronically to Doreen Meldrum DMRegister@gmail.com by attaching the form to an email or you must include with your package, a CD or floppy disk, containing your registration form. If you are unable to do any of this, bring in your three (3) copies of the Team List and see Doreen Meldrum, our Registrar, at registration.
- On Registration Day you must bring blue cards for a minimum of eight (8) players or six (6) players for U11. Please note that you can continue to add players to **November 15, 2007**.

ADDING A PLAYER:

- Adding a player will require you to complete a further Blue Card, to drop that blue card to the appropriate gym and to advise Doreen Meldrum, RMRegister@gmail.com of this fact by electronic mail with an updated copy of your Team Registration Form showing the new player and current date.

FINALIZING YOUR TEAM LIST:

- On **November 15, 2007**, all coaches will be required to submit their final Team List, electronically, by email, to Doreen Meldrum, DMRegister@gmail.com.
- This may be done before **November 15, 2007** if your team is full, in which case you should indicate, by the email that you are forwarding to Doreen Meldrum, DMRegister@gmail.com that the attached version is your final Team List.
- If you do not have email, you may deliver the form to Pete Songhurst at the gym.
- Failure to submit "Final Team List" with all blue cards will result in disciplinary action.

PRACTICE TIME:

- For School District #61 (Victoria) – Contact Mavis Stokke – 479-5542.
- Gym rental fee is due at registration. The fee is \$250.00 per team.
- No permits or practice will be issued until payment is received.
- All cheques for gym rental are to go through Mavis Stokke.

OTHER REGISTRATION REQUIREMENTS:

- No player may play a league game unless registered with the V&DABA.
- No team shall register a player after **November 15, 2007**.
- On or before **November 15, 2007**, every coach must submit electronically, to Doreen Meldrum at DMRegister@gmail.com their "Final Team List".
- All teams must have proper uniforms. All uniform tops must be of the same colour and be numbered front and back. T-shirts, if worn, must all be the same colour as the top or all white. The shorts must all be the same colour, but may be a different colour than the tops.

REFEREES, REVIEW OF RULES, SCHEDULES:

- Referees will review the Basketball Rules with our Coaches & Managers on Thursday, **October 4th** at S.J. Willis Gym at 7:00 PM
 - (Doors open at 6:30 PM).
- Coaches will receive their schedules at that time and only if they attend.