



BFNL

PRE SEASON HANDBOOK



FEBRUARY 2026

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 [Netball Connect Help & User Guides: Netball Victoria](#)

Contact the Netball Victoria team: contact your Stakeholder Relations member or email support@netballvic.com.au

Overview

To ensure your organisation is well prepared for the year ahead we have provided a Start-of-Year Checklist. This ensures you are set up for success and the right people in your organisation receive the right information from Netball Victoria throughout the year. Keeping Netball Connect up to date is part of our Affiliate Agreement with Netball Victoria and assists with your operational risk mitigation.

Registration & Update By-Laws

- All players and coaches must be registered in Netball Connect for Pre-season Training and Competition start. Players and coaches who are not properly registered are not covered by insurance.
- By-Laws – BFNL By-laws updated
- Does BFNL cover everything you need to govern your club.

Update Netball Connect

Netball Victoria uses this as the primary source for communications with you. Keeping information up to date is a requirement of the Affiliate Agreement and ensures you receive critical operational updates, meet governance and child safety requirements, and can be supported efficiently and effectively by us throughout the year. It also helps you mitigate risk as part of your risk management planning.

Please ensure the following actions are completed in Netball Connect:

Log in to Netball Connect & head to the “User” Module and select Administrators/ Our Organisation:
[NetballConnect - Competition Management System](#)

Review and update all organisational details in the “General” tab, including:

- Organisation name
- Primary and postal address
- Contact phone numbers
- General email address

Update all key roles and contacts in the “Contacts” tab, ensuring details are current and assigned to the correct people and that contact email addresses are correct. Please note people can be added as a contact without requiring admin access to Netball Connect. The roles you must have listed in Netball Connect are:

- Primary Organisation Contact
- Secondary Organisation Contact
- Competition Coordinator / Administrator

Confirm role-based email addresses are accurate and actively monitored, as these are used for important Netball Victoria communications

REGISTRATIONS

1. REQUIRED REGISTRATIONS

Participants **MUST** be registered in Netball Connect.

- Netball Connect is player/official insurance (players, coaches, umpires)

Taking the court in an BFNL competition without registrations can result in fines and loss of premiership points.

Umpires and Coaches are also required to have insurance, and as such, **MUST** register in Netball Connect.

Your main contacts for support in this space are:

Please contact your club or association and they will be able to lodge a support ticket on your behalf or

Reach out

netball@bfnl.com.au



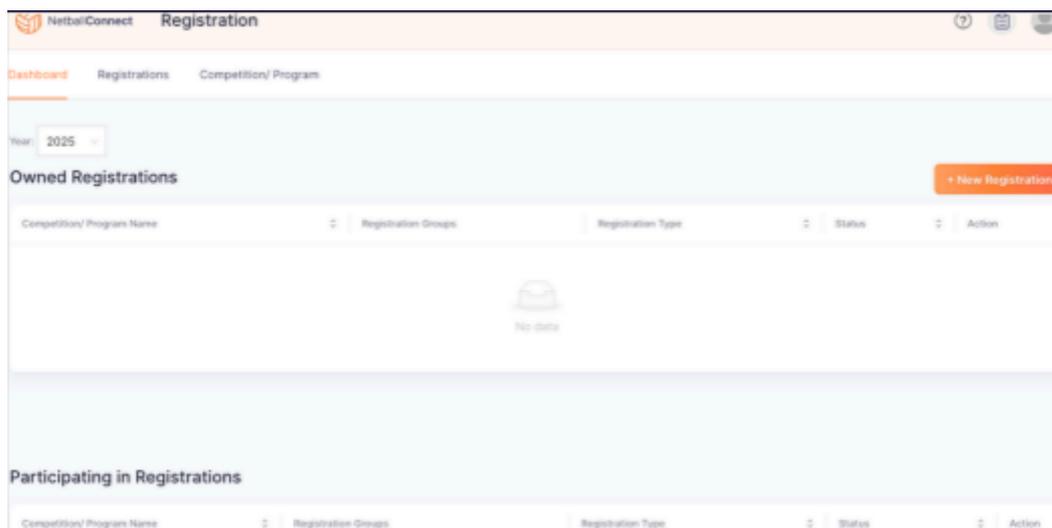
NETBALL CONNECT REGISTRATION INSTRUCTIONS

Log into your Netball Connect Administration profile and ensure you are in your Saturday / Sunday League Profile.

<https://admin.netballconnect.com/homeDashboard>

Click on the House Button, and select 'Registrations'

You will see the relevant competitions available for you to set up registration forms

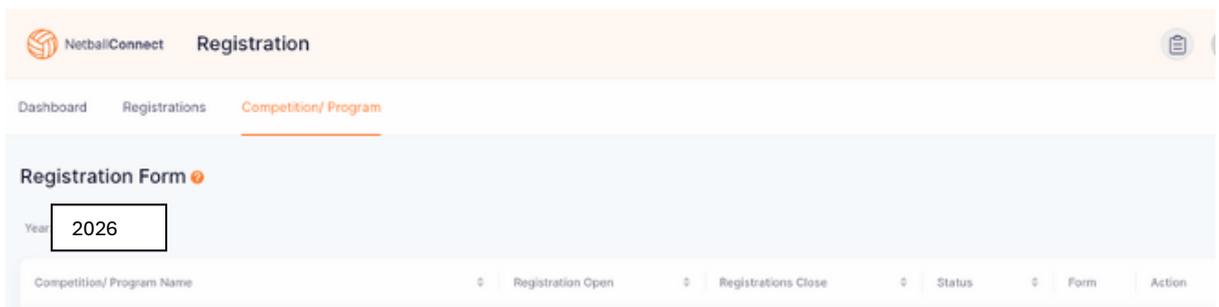
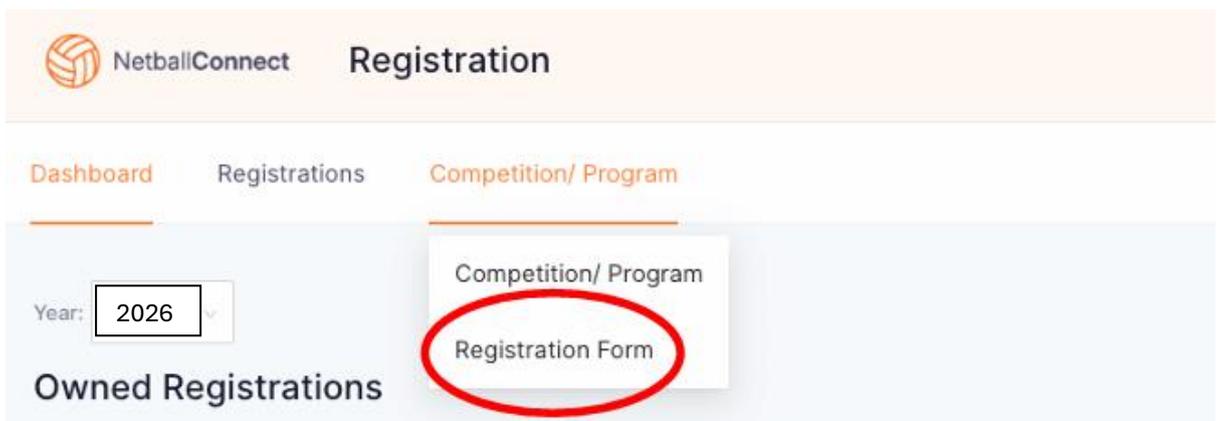


Clubs will be required to set up each of the registration forms.

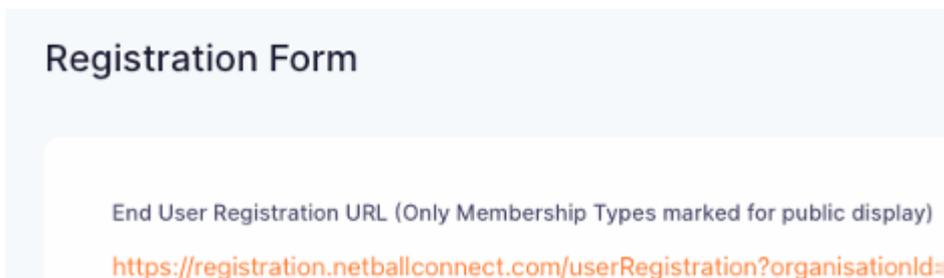
- Click on the relevant form to begin set up. You will be prompted to add any fees should you wish
- You can then select payment options, such as AfterPay (fees may be charged to the club for the use of this option).
- You will then be prompted to create the registration form.

- Follow the prompts through to the final stage. Select Open Registration form

To share the registration link with participants, hover over 'Competition/Program' and select 'Registration Form'



Then select the three dots on the right, next to Action and click 'Edit'. The link will then display at the top of the screen.



Registering to a Competition - Individual registration to a club

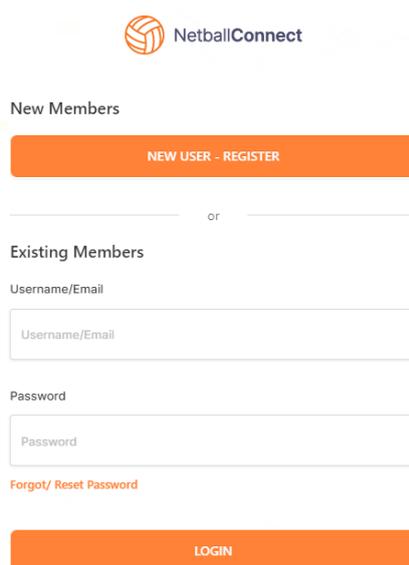
Includes purchasing a Single Game Voucher (SGV)

Every player, coach and umpire must register to *each* individual competition they wish to participate in throughout the year. Multiple competitions may be registered to throughout the year.

Follow this process to register to each competition.

To register to a competition please ensure you use the specific registration link provided by the club. It is important to use this link so your registration is linked to the club and not to the Association or League. If you register using the incorrect link you may have to re-register. To find your club information please use the Club Finder

Upon clicking the registration link, the following page appears:



The screenshot shows the NetballConnect website interface. At the top, there is a logo for NetballConnect. Below the logo, the text "New Members" is displayed. Underneath, there is a prominent orange button labeled "NEW USER - REGISTER". Below this button, the word "or" is centered between two horizontal lines. Underneath the lines, the text "Existing Members" is displayed. Below this, there are two input fields: "Username/Email" and "Password". Below the "Password" field, there is a link that says "Forgot/ Reset Password". At the bottom of the form, there is another orange button labeled "LOGIN".

- If the participant has never created an account with Netball Connect, select *New User – Register*.
- If the participant has already downloaded the Netball Connect app and created an account, they can login using the same username (email) and password.
- If you have an account and have forgotten your password, please select *Forgot/Reset Password*
- If the participant is new, select *+New Participant Registration* then select who you are registering, either yourself, a family member or on behalf of someone else.
- If the participant already has an account, select the name of the participant you are registering.

Sign up to Competition

Add a Participant

+ New Participant Registration

+ New Team Registration

Who are you registering?
 Registering myself Registering a family member Registering on behalf of someone (non family member)

Complete all required Participant Details fields and select *Next*.

Sign up to Competition

1 Participant Details 2 Select Competitions 3 Additional Information

Participant
Add a new participant
Myself - Select Member

Participant Details

Gender Female Male Non-binary/Gender Fluid Differently identify

Participant First Preferred Name*

Participant Last Name*

Contact Mobile*

Photo

Find Address

Address Search*

Please input address

Enter Address Manually

Select the relevant *Membership Details* available to you based on your personal details.

- Select the *Registration Division* you wish to register to.

- Review the Club competition notes.

(- Some clubs may ask the additional question about which are your preferred playing positions - choose them from the drop down boxes)

- Select *Add Competition and Membership*

The next screen is additional personal information required by Netball Victoria. Please complete the form and select *Add Competition and Membership*.

The next screen is the review and discount section.

- Click *+Add Discount Code* if you have one.
- You have the option to *+Add Another Participant* registration. This means one transaction for all registrations
- Confirm *Your Details* are correct.
- Confirm *Your Order* and that you are being charged the correct amount.
- Agree to the *Terms and Conditions* - Click *Continue* to progress.

Purchasing a Single Game Voucher

To purchase a Single Game Voucher (SGV) select One Match only.



Participants

[+ Add Another Participant](#)

 **Tilly Tester**
Female, 10/10/2008 [Edit](#) [Remove](#)

 **My Test Comp 1**
Sagittarius Netball Association

Registration(s)
Junior Player - 15/U Female

What would you like to pay for?

Full Competition - Upfront

One Match only

[+ Add Discount Code](#)

Your Details

Select from Participant and Parent Details

First/Preferred Name* Last Name*

Phone* Email*

Find Address

Address Search

[Enter Address Manually](#)

Your order

Tilly Tester - My Test Comp 1	
Junior Player - 15/U Female	\$69.00
Full Competition - Upfront	
Total Payment Due	\$69.00

Terms & Conditions

[Terms and Conditions for Netball Victoria](#)

[Terms and Conditions for Sagittarius Netball Association](#)

I have read and agree to all of the above Terms and Conditions*

[CONTINUE](#)

If the Competition Organiser has set up a shop, the next page will display the shop items that are available to purchase. If you don't want to purchase anything, click on *Continue*.

Secure Payment Options

Credit/Debit Card

Card number MM / YY CVC

If you choose to pay by credit card, it will be your default payment method going forward. If you'd like to amend this, please go to your User Profile > Payment Methods and update your details.

SUBMIT

Your order

My Tackle - My Tackling 1

Junior Player - 15U Female \$65.00

Full Competition - Upright Get

Sub-total \$65.18

Shipping \$0.00

GST \$5.00

Charity Donation \$0.00

Total \$69.00

Transaction Fee \$0.00

Total Payment Due \$69.00

BACK

The next screen is the final payment screen.

- Review your order again and select your preferred payment method from those the Competition Organiser have allowed.

- Enter your payment details and click *Submit*.

Your invoice appears on the next screen. This will also be available in your Netball Connect profile.

You can login to your profile anytime via this link: <https://netballconnect.worldsportaction.com/login>

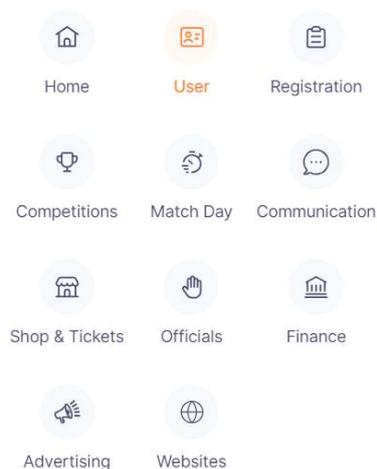
Edit User Details

Personal details of a User can be changed by either the User themselves or an Association / League / Club. Both details and instructions are below.

ASSOCIATION / LEAGUE / CLUB

An Association/League/Club has the ability to change the personal details of a User who is registered to their organisation. This may be useful when an admin is leaving their organisation, and therefore they need to replace the email address associated to their profile. This will then free up the organisation email that was once linked to their profile, which can then be used for the new admin who will be stepping into the role.

1. Select the *User* module



2. Search the name of the User in question and select their name

The screenshot shows the 'User Profile' page with a search bar containing 'testing' and an 'Export' button. Below the search bar are filters for Year (2023), Competition (All), Roles (All), Gender (All), Linked (All), Postcode, and Date of Birth (DOB) ranges. A 'Show Merged Users only' checkbox is present. Three summary cards show: No. of Users (1), No. of Registered Users (1), and No. of Spectators - Un-named (2). Below these is a table with columns: User ID, First/Preferred Name, Last Name, Role, Linked, Competition, Team, DOB, and Action. The table contains one row for user ID 15663758, with name Geva Testing, role Players - registered, linked to Sagittarius Netball Association, competition BTS Test Comp - PF1, team Team 1, and DOB 09/09/2010.

3. In their User Profile, select the *Personal Details* tab > hover over the three black dots to the far right of their address (or other relevant section) and select *Edit*.

3. Change the details required and click on *Save*

The screenshot shows the 'Edit Address' form with fields for: First/Preferred Name* (Bethany), Last Name* (Test), Middle Name (Middle Name), Date of Birth* (13-09-1995), Contact Mobile* (0400000000), Contact Email (bethanytest12345@email.com), and Address Search (10 Brens Dr, Parkville, VIC, Australia). There is a link to 'Enter Address Manually' and buttons for 'Cancel' and 'Save'.

Changes can also be made to Other Information, such as Umpire and Coach accreditations and Working With Children Checks. To change these details:

> Under the *Personal Details* tab

> Click on the *Edit* button

> Make any necessary updates or changes in here before clicking *Save*

The screenshot shows the 'Other Information' form with an 'Edit' button. The form contains fields for: Gender (Female), Languages, Culture, Occupation, Country of Birth (Australia), Children Check Number, and Check Expiry Date.

COACHING ACCREDITATIONS AND REQUIREMENTS

All coaches of BFNL clubs are required to obtain or update their Netball Victoria Foundation Accreditation and a pass level of the Rules of Theory exam (this must be a current qualification), also available via the netball learning site, 2 weeks prior to the commencement of the current season.

This is an online course, and takes approximately two hours to complete.

- This course has an online component and a face-to-face component.
- BFNL will coordinate to host a Development course in pre-season, to support clubs in this space.

For more information on Accreditations, you can visit the Netball Learning site:

<https://learning.netball.com.au/login/index.php>

My learning site REQUIRES all Coaches to complete online Safeguarding Children and young people. This requirement is through My learning NOT Netball Vic.

If coaches continue to coach having not obtained the necessary accreditation, penalties include:

- Failure to comply with the above will result in a \$100 fine
- Without these accreditations, coaches will NOT be able to coach in the BFNL
- All A Grade coaches must send accreditation certificates to Tracy @ netball@bfnl.com.au



All accreditations to be completed and must be submitted to BFNL by 23rd March

UMPIRE REQUIREMENTS & ACCREDITATIONS

All Clubs are encouraged to appoint a 'Club Umpire Coordinator' who will be supported by the BFNL

The Club Umpire Coordinator should work to appoint club umpires to appropriate games, be aware of club level accreditations, and provide support in the umpiring space.

- Umpires must be a current C grade badge under Netball Australian Accreditation requirements to be eligible to umpire in either A or B Grade.

Special circumstances will apply for the assessment and badging of trainee umpires. These will be determined by BFNL.

To be eligible to umpire all other junior and senior matches the umpire must have:

- Completed the Foundation Umpire Course and Rules of Netball Exam and obtained a pass mark of 70%, as well as completing the Online Foundation Umpires Course - Each Umpire must supply the BFNL Netball Manager with proof of accreditation prior to officiating their first game. The exam and theory must be current qualification.

For more information on Accreditations, you can visit the Netball Learning site:

<https://learning.netball.com.au/login/index.php>

My learning site is for Umpires to complete online Safeguarding Children and young people. This requirement is through My learning NOT Netball Vic.

If you have members who are interested in taking up umpiring, or require support in this space, please contact netball@bfnl.com.au

Mandatory from Netball Victoria. Must be adhered to.

BFNL have Green Wristbands that can be shared with each club for the season



Green Wristband Program

Safeguards umpires under 18 years old and raises awareness of Child Safe Standards.

Promotes respect and empathy toward young officials.

Encourages positive sideline behaviour, ensuring a welcoming environment for all.

By clearly identifying young umpires, we can better protect them from negative sideline behaviour and support their growth as officials



McDonald's BALLARAT
BFNL
est. 1979

All accreditations to be completed and must be submitted to BFNL by 23rd March

CLUB OFFICIAL REQUIREMENTS PRIOR TO SEASON START

CLUB NAME					
TEAM					Netball Australia
TEAM OFFICIAL POSITION	NAME	NETVIC NO:	W.W.C.C NO:	Accreditation	Safeguarding Children / Young people
COACH					
TEAM MANAGER					
PRIMARY CARER					
ASSISANT					
ASSISANT					

ALL OFFICIAL FORMS WILL BE UPDATED ON THE BFNL WEBSITE AND ACCESSIBLE FOR ALL CLUBS TO DOWNLOAD

These documents are for clubs to have access to, forms are not mandatory, will be available when required.

- Club Official forms
- Match Day Operation
- Umpire match report
- Scorers and Timekeeping information
- Sub forms
- Scorers Match Management Log
- Photography form
- Injury Reporting form

NETBALL PLAYER POINTS SYSTEM

AFFILIATED CLUB RESPONSIBILITIES

- Refer to By-Laws
- Each club will determine each Player's Points Allocation for its **A Grade squad** and submit to BFNL for review and confirmation. This determination may include any additions or deductions applicable to each player in accordance with this PPS Policy.
- Each club will submit Player Points Allocations to Netball Coordinator prior to the relevant Community Club's first Home and Away match of each season, or a player's first A Grade Home and Away Match
- **Total Team Points** to each senior team for each club affiliate (i.e., not lower grades or underage competitions) for the following season and in accordance with PPS policy, with all points allocations to be **lodged as per by-laws policy**
- If a Community Club does not follow this procedure and decides to play a player in a match in an A Grade Competition, who has not had their Player Points Allocation approved and submitted to the Netball Coordinator, that club will risk of any subsequent enforcement penalty as determined by the relevant Football Netball League in accordance with this PPS Policy
- Each Club will ensure on match days the A Grade Team does not exceed that Club's Total Team Points. For the avoidance of doubt, Community Clubs may recruit above their allocated points in any given Season but must comply with the Total Team Points allocation on match days.

PLAYER POINTS CATEGORIES

All player points categories and details can be found documented in the by-laws section 5

- Category 1- Home Player – 1 Point
- Category 2- Development Community Player- 2 Points
- Category 3 – Senior Community Player and Transferred Junior – 3 Points
- Category 4- VNL 23&U/ State Representation/Premium Community Player – 4 points
- Category 5- International Tier 2 Player/ VNL Open/ ANC/ Suncorp Super Netball League Training Partner – 5 Points
- Category 6- International Tier 1 Player/ SUNCROP Netball- 6 Points

Additional player point allocations: please refer to section 6

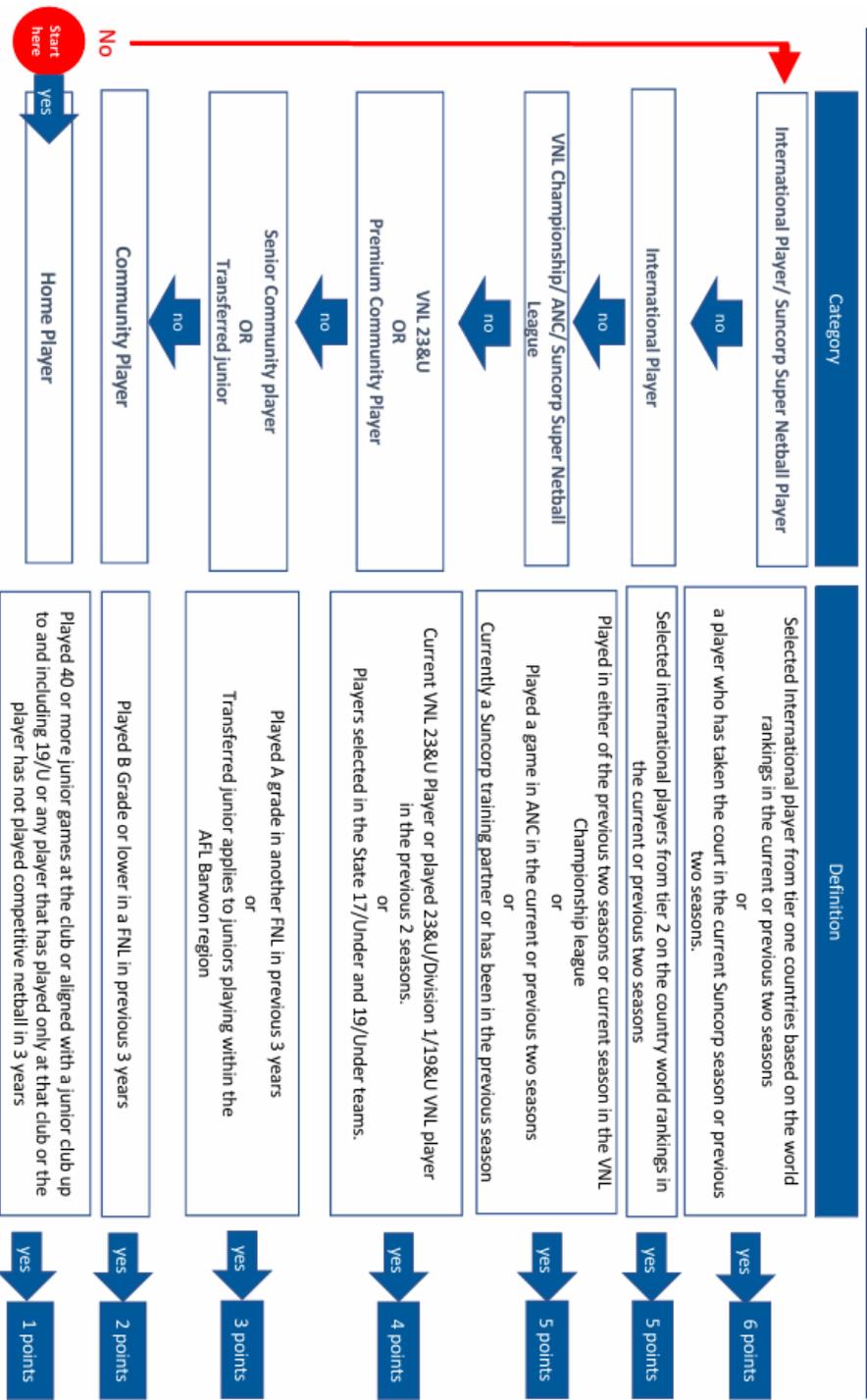
Deductions and Amendments to player points allocation: please refer to section 7

A Grade Team lists must consist of a maximum 12 listed players. It is at the club's discretion to the number of players listed between 10-12 however the Total Team Points calculated for the listed players must not exceed the club's Total Team Point Allocation.

ENFORCEMENT

Please review the By-laws for information section 10, and Penalties that may include if information is false or incorrect

STAGE ONE



STAGE TWO

Please see the additional conditions regarding additional/reduction of points

1. A player who transfers to a Community Club and will be competing against their immediate former Community Club, one additional point will be applied.
2. Where a player has registered at three (3) or more different Community Clubs in three (3) seasons, one additional point will be applied.
3. For each year of service to a club, one point is deducted.

CLUB ADMINISTRATORS : To support new club administrators or game day support staff.

[Netball Match Day Checklist](#) click here

The completion of the Match Day Checklist should be carried out before the commencement of a match day. In conjunction with the property owner, associations and clubs may bear the responsibility of ensuring that the court and its surroundings are safe for participant engagement. This checklist serves as a means of recognising and potentially mitigating some risks. This checklist is a guide only and all clubs should make sure they are compliant in their own checklists

Please ensure you undertake your own risk management assessments.

1. Responsibility for checklist completion:

- Depending on the competition type, an association representative should complete the checklist for centrally located venues, while club representatives are responsible for matches played on a home and away basis.
- An affiliated official (above 18 years old) should sign the declaration at the end of this checklist.

2. Timing of checklist completion:

- Checklists should be finalised before the commencement of play. Any changes in conditions should prompt ongoing monitoring and reassessment throughout the day.

3. Purpose of the match day checklist:

- Aims to assist officials in identifying some foreseeable risks, including evaluating the safety of the playing arena, cleanliness of the playing surface, absence of hazards around the court and regular monitoring of facilities used for netball. This checklist is a guide only. Please ensure you undertake your own risk management assessments.

4. Managing identified risks:

- Risks identified in the checklist should be documented along with the actions taken to mitigate them.
- Some strategies that may address certain risks include:
 - Mitigate the risk: perform court sweeping, cordon off hazardous zones, or adjust the game format, as well as what is required based on your own risk assessment.
 - Minimise the risk: eliminate hazardous objects from the area, consider delaying, postponing, or relocating games as well as what is required based on your own risk assessment.
 - Transfer the risk: implement warning signs (e.g. slippery when wet) or issue written notices to relevant third parties (e.g. council) as well as what is required based on your own risk assessment.

5. Conditions changing during the day:

- Continuous assessment of playing conditions is important.

6. Responsibility and accountability:

- Signing the declaration indicates that the designated areas have been inspected.

7. Handling completed checklists:

- All completed and signed checklists should be retained on file for a minimum of seven (7) years for future reference.

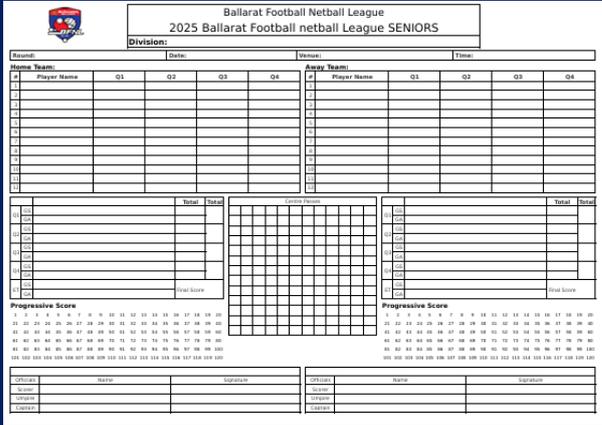
The completion of the Match Day Checklist should be carried out before the commencement of a match day. All conditions or risks marked as 'no', should be identified, and rectified. If it is not safe, no play should occur. **This checklist is a guide only. Please ensure you undertake your own risk management assessments.**

[Click here to download a PDF of the checklist](#)

GAME DAY REQUIREMENTS TEAM SELECTIONS

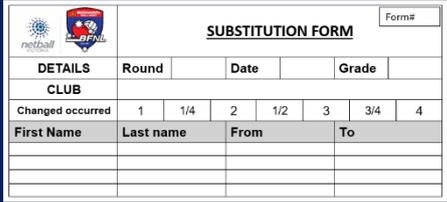
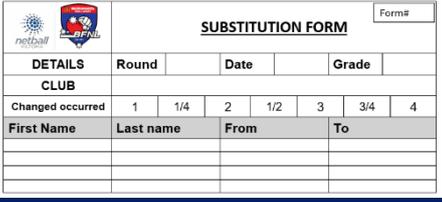
- Saturday / Sunday Teams selected by Thursday evening

HOME TEAM





AWAY TEAM

Starting positions must be listed on BOTH sheets

- Positional changes during quarters are tracked via the position tracking sheet (home team looks after their own, away team tracks away team).
- Substitution form and scoresheet must remain, and be completed at, the score bench

Umpires must sign score sheet prior to match starting

RESULTS ENTRY

- Results must be entered by Home Club by **6pm** on Game Day

THE MATCH MANAGEMENT

Scorers to complete when umpire issues

- Warning
- Suspension
- Order off

The Netball Umpires Match Report and Match management log is encouraged to be completed and submitted to BFNL netball@bfnl.com.au. These documents provide evidence, they are optional not mandatory



Match Management Log

Grade: _____

Match: _____

Round: _____

Date: _____

Incident Record

Player	Club	Position	Quarter	Action	Reason
				<input type="checkbox"/> Warning <input type="checkbox"/> Suspension <input type="checkbox"/> Ordered Off	<input type="checkbox"/> Unfair play <input type="checkbox"/> Unsporting behaviour <input type="checkbox"/> Dangerous play

Details: _____



Netball Umpires Match Report

Grade/Age Group: _____

Match: _____ NC V _____

NC

Round No: _____ Date: _____ 202__ Start Time: _____

Were there any issues with the ground/facilities/match day environment/Players/Officials or any other incidents of concerns to the umpires?

Note details below (or on back of sheet if necessary)

.....

.....

.....

.....

.....

.....

Umpires	Name	Signature

REPRESENTATIVE PROGRAM BFNL

Our representative teams are all well into their weekly competitions as part of the 2026 program.

We announced our coaches late last year but in case you missed it, here they are.

13 & Under Squad

Kirsty Walsh

Kyra Miller

15 & Under Development

Dail Hilton

15 & Under Championship

Kirsty Mclean

17 & Under Championship

Head Coach - Josh Wells

Assistant Coach - Marcelle Perry

Coach Mentor Prue Douglass



The teams will complete their weekly competitions before heading to Association Championships in May (13s/15s/17s)

Let us know if there's anything your club would like to know about the program/pathway.

More information regarding Rep Programs and Coaching roles for 2026-2027 later in the year

We will start planning for the 2027 program in the coming months so please let us know if you have any feedback on things to improve/consider.

Also, if you had any coaches in mind that you think would be suitable for the program, please let us know. You don't have to be high-performance coach; this is open to up-and-coming coaches as well.

NOMINATION FORMS – END OF YEAR REQUIREMENTS

Forms will be sent out later in the year

Junior Coordinator of the Year

To recognise the outstanding commitment and contribution of a junior coordinator who supports the development and participation of young netballers.

MVP Award

To recognise the most valuable player who has demonstrated exceptional performance, skill, and impact throughout the season.

Senior Coordinator of the Year

To recognise the significant contribution of senior coordinators who provide leadership and support to the conduct and development of netball.

Team of the Year

To recognise a team that has demonstrated outstanding performance, teamwork, sportsmanship, and success throughout the season.

Administrator of the Year

To recognise an administrator who has made an exceptional contribution to the organisation, management, and growth of netball.

Junior Coach of the Year

To recognise the significant contribution of a junior coach to the development, support, and success of young netball players.

Rising Star

To recognise and encourage an emerging young netball talent within the Ballarat Football Netball League (BFNL) who has shown exceptional potential and performance.

