

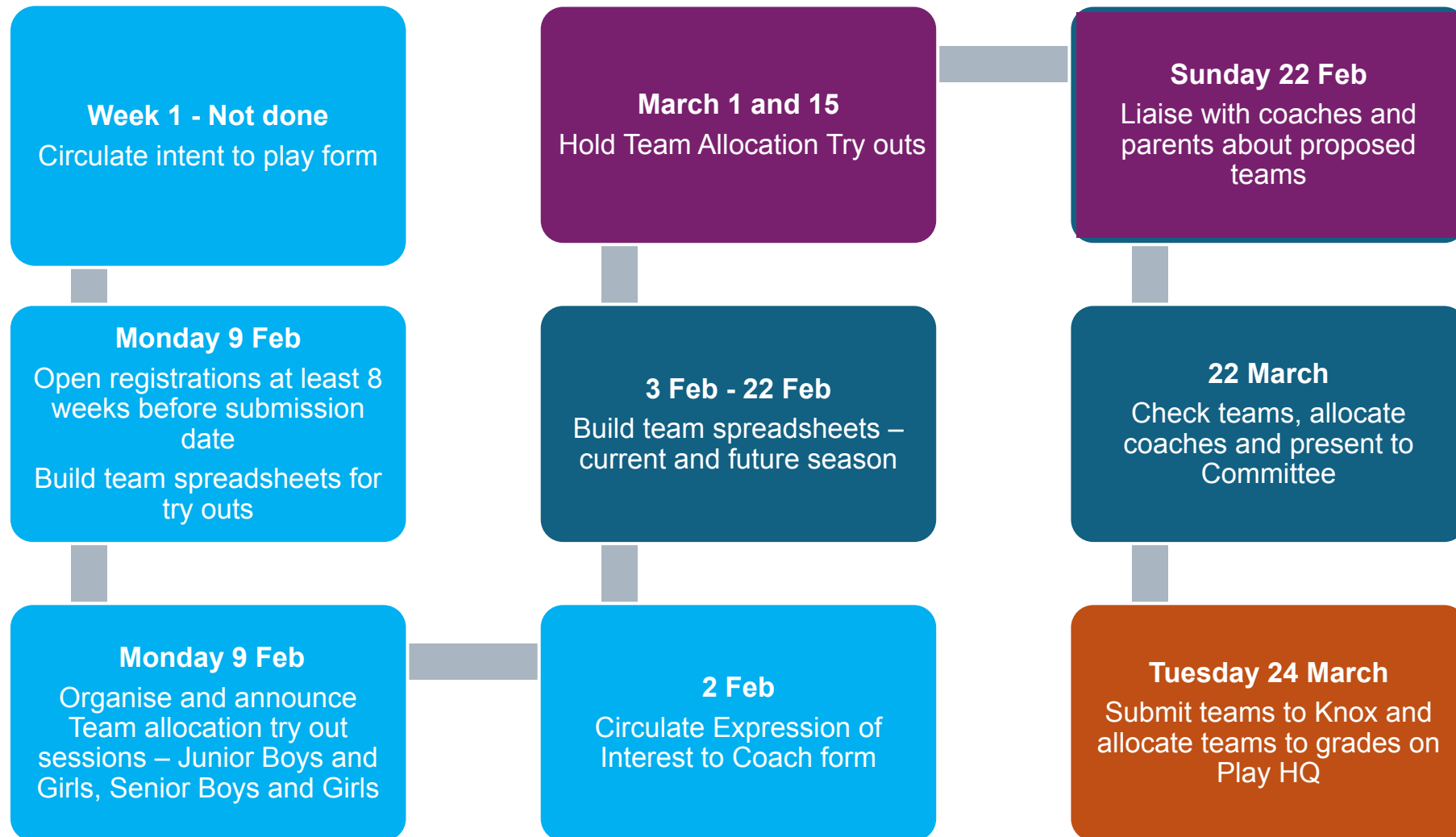
Team allocation, grading, pre-season, in-season and Finals

Emerald Lakers Basketball Club

Updated February 2026

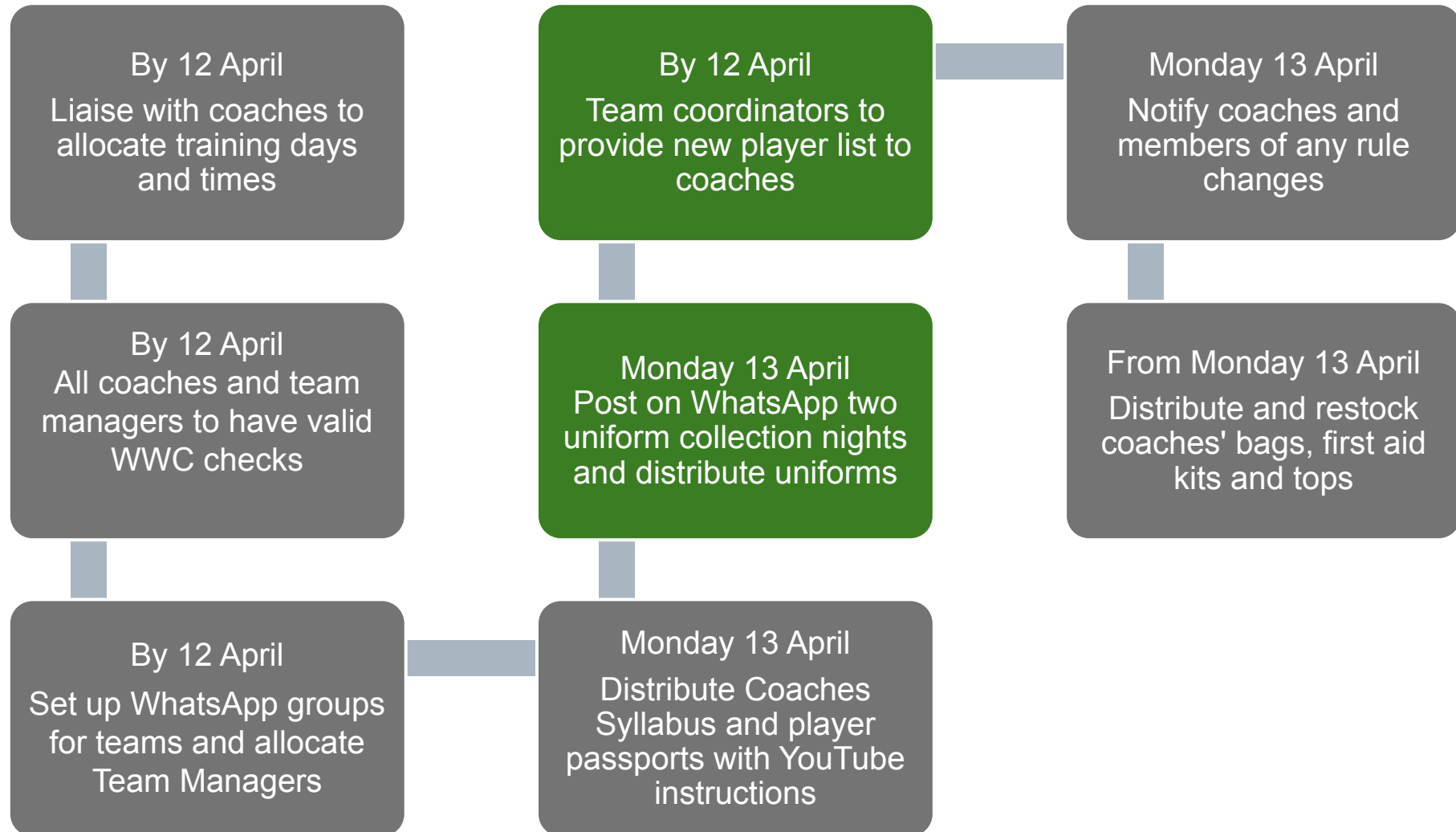
Reference: [Knox Junior Domestic Rules](#)

Process for team allocation and grading

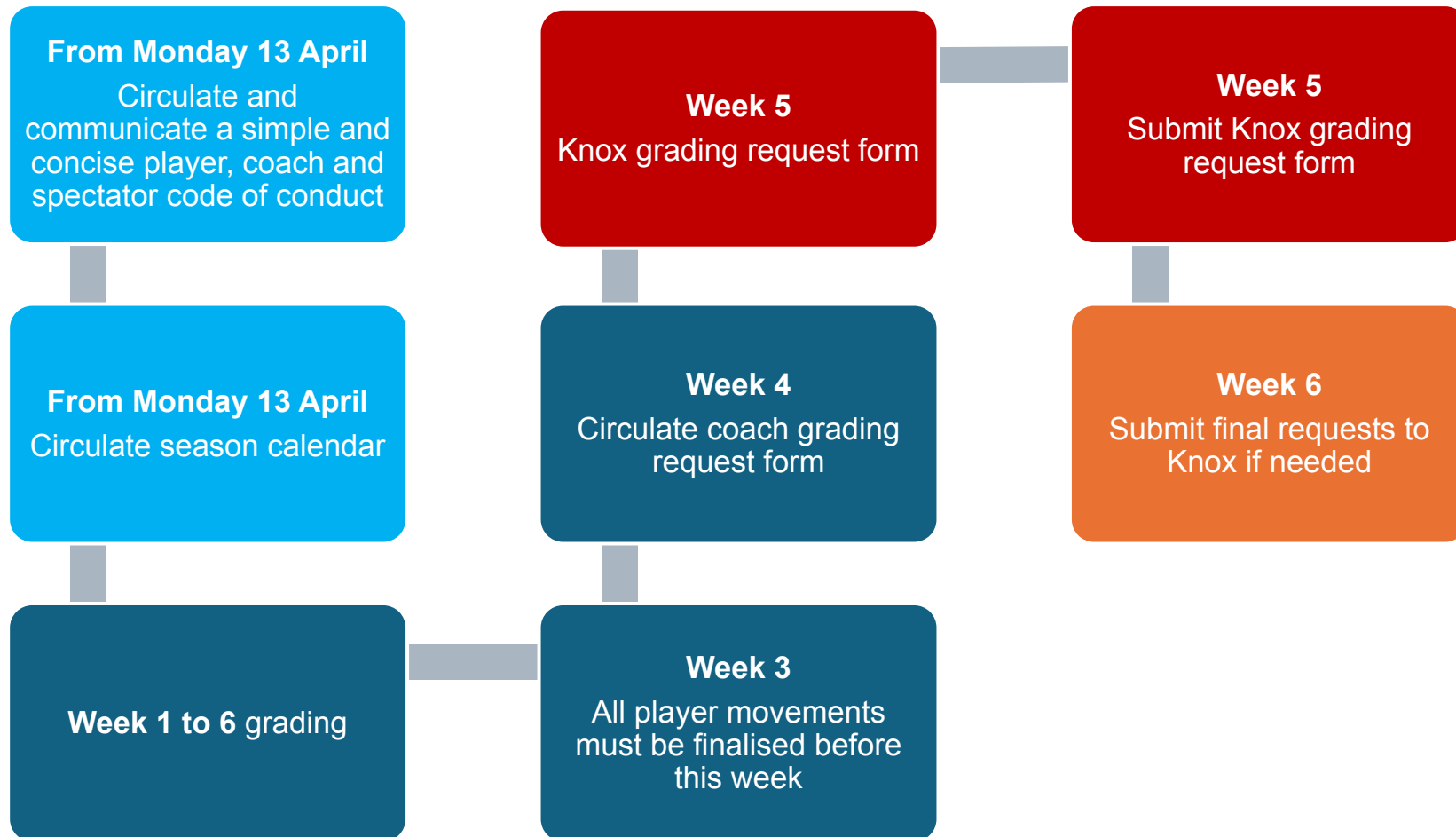


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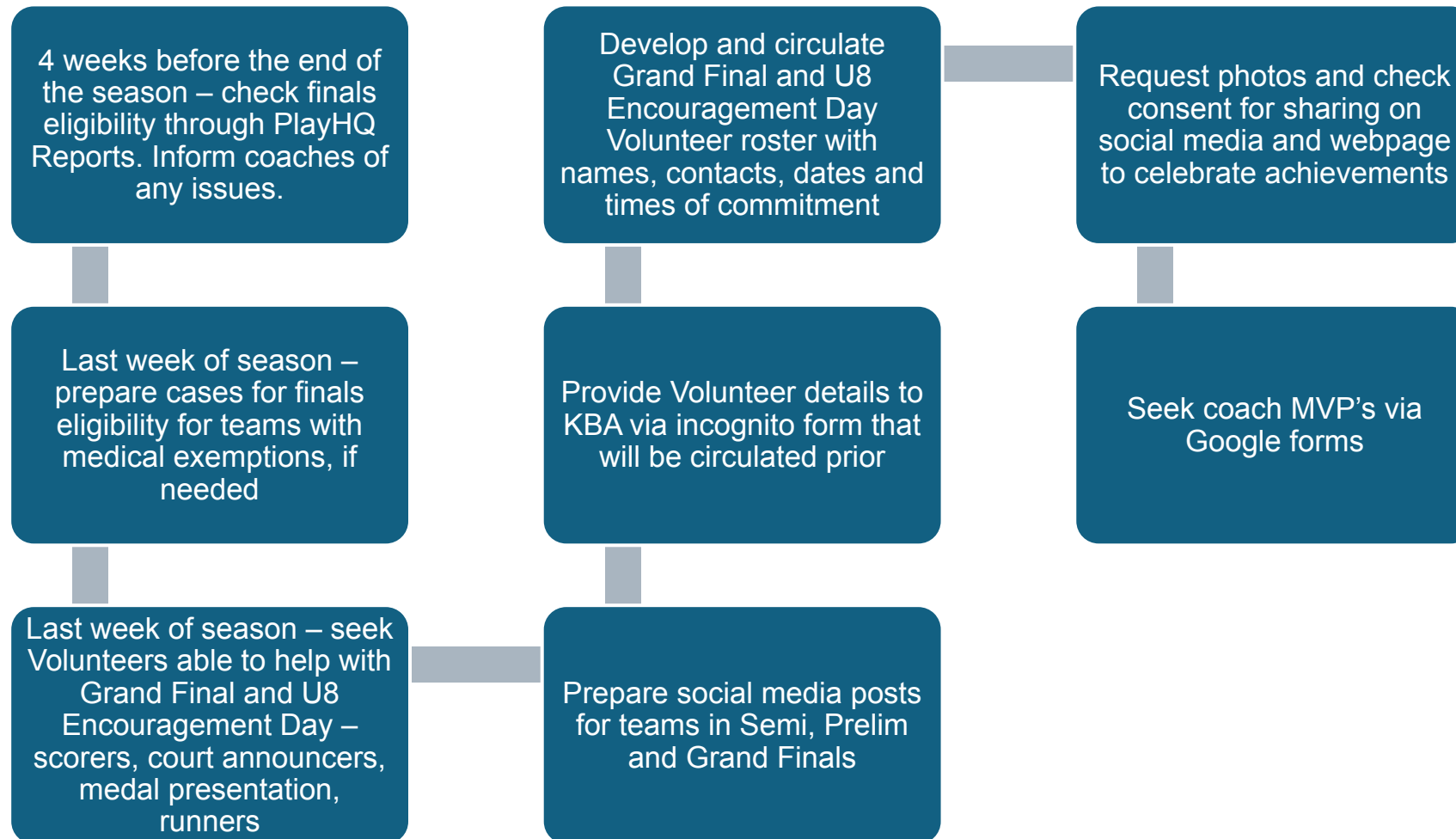
Pre-season readiness



In season grading



Finals and Encouragement Day



Uniform distribution

- ❑ Team Coordinators to provide the Uniform Coordinator with a team lists with player numbers and note the new players needing uniforms.
- ❑ Team Coordinators to provide the Uniform Coordinator with a list of new numbers for ordering. To do this, download the player list and note numbers unused by age group and match them to the sizes. Work with the Uniform Coordinator to generate a list.
- ❑ Uniform Coordinator to undertake a stocktake to ensure there are enough uniforms in stock.
- ❑ Send out a request to all members to check if anyone needs a new uniform in their specific number to add to any new orders. (new order form?)
- ❑ Organise 2 uniform collection days and times prior to the beginning of the season and post the dates and times on WhatsApp.

Email: uniforms@emeraldakers.com.au

Medical exemptions

Must be submitted 21 days from the date ON the certificate

- ☐ Must receive medical certificate from player immediately
- ☐ Must submit with a medical certificate request form to Secretary with a medical clearance form no later than 19 days from the date on the medical certificate (secretary@emeraldakers.com.au)
- ☐ Can be certified by GP or Physiotherapist
- ☐ Secretary must submit and she only has 21 days from the date stated on the medical certificate.
To: junior.domestic.medicals@knoxbasketball.com.au
- ☐ Revised medical certificates must be dated from the end of the first certificate to provide a new date.
- ☐ Save the documentation in the shared folder under the player name and season – John Dawe S25

Medical exemption fill-in

- ☐ If fill-in players are required for finals, this medical exemptions must be valid. Fill-in players must have a season point average similar to the replaced player. This must be requested prior to finals commencing.
- ☐ If fill-in players are required during the season, they must be sourced from teams lower than the current grade. They can be the same grade if sourcing from the age group below.
- ☐ Requests are made prior to finals as per instructions provided by KBA.

Forfeit

- ❑ If a team is unable to source enough players for a game and need to forfeit, they must inform the relevant Team Coordinator.
- ❑ Team coordinator then informs the Secretary (secretary@emeraldakers.com.au) prior to the game and provide details of the Team, Grade, Date and Time of game.
- ❑ Secretary is to inform the Knox Domestic Secretary (junior.domestic.secretary@knoxbasketball.com.au) and fill in the relevant documentation form.
- ❑ If the request is determined close to the game time, or the Secretary is unavailable, the Team coordinator should inform the Knox Domestic Secretary and cc all relevant parties so the other team can be informed.
- ❑ Forfeits will incur a cost and invoices should be forwarded to the treasurer (treasurer@emeraldakers.com.au) for payment (\$50 on notice prior to game, \$75 at the venue)

Finals eligibility

- ❑ To be eligible to play in finals a Player must have played half plus one of the available games for their registered team in a season.
- ❑ Team Coordinators must alert teams during the season to ensure that Team Managers and Coaches are aware of player eligibility so they can manage their teams accordingly.
- ❑ All requests for finals eligibility must be submitted to KBA by the Team Coordinators prior to the start of Finals rounds.

Contacts: dean.andrews@knoxbasketball.com.au

Games available	17	16	15	14	13
Player must play	10	9	9	8	8

Fill in reports

- ☐ Fill in reports are found on admin.playhq.com – through the Reports function
- ☐ Complete fill in reports each week for the prior week's round
- ☐ Complete the report on an excel spreadsheet with a new tab for each round
- ☐ Provide a reason for each fill in and provide their current team and grade
- ☐ Send the updated spreadsheet weekly to Dean Andrews – dean.Andrews@knoxbasketball.com.au
- ☐ This must be done each week by the Team Coordinator