



# AFL BARWON

## PRE SEASON HANDBOOK

**JANUARY 2026**

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# REGISTRATIONS

## 1. REQUIRED REGISTRATIONS

Participants **MUST** be registered in both PlayHQ AND Netball Connect.

- PlayHQ is our competition administration system  
(*players, coaches, team managers*)
- Netball Connect is player/official insurance  
(*players, coaches, umpires*)

Taking the court in an AFL Barwon competition without one or both of these 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:

Saturday Netball: [sophie@aflbarwon.com.au](mailto:sophie@aflbarwon.com.au)

Midweek Netball: [caitlyn@aflbarwon.com.au](mailto:caitlyn@aflbarwon.com.au)

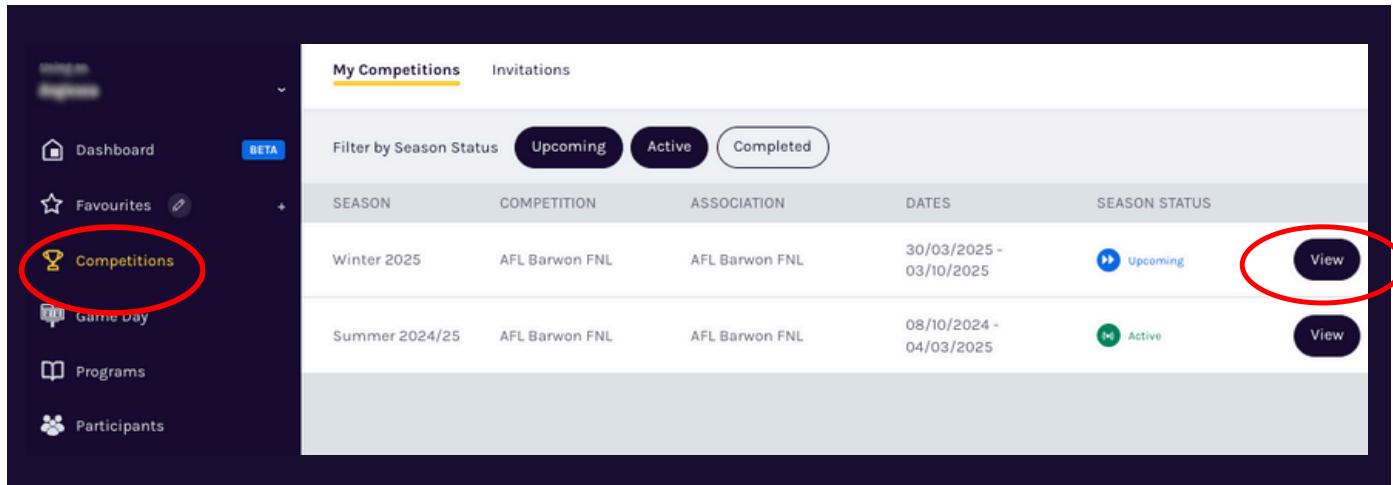


# PRE-SEASON HANDBOOK

## 2. PLAYHQ REGISTRATION INSTRUCTIONS

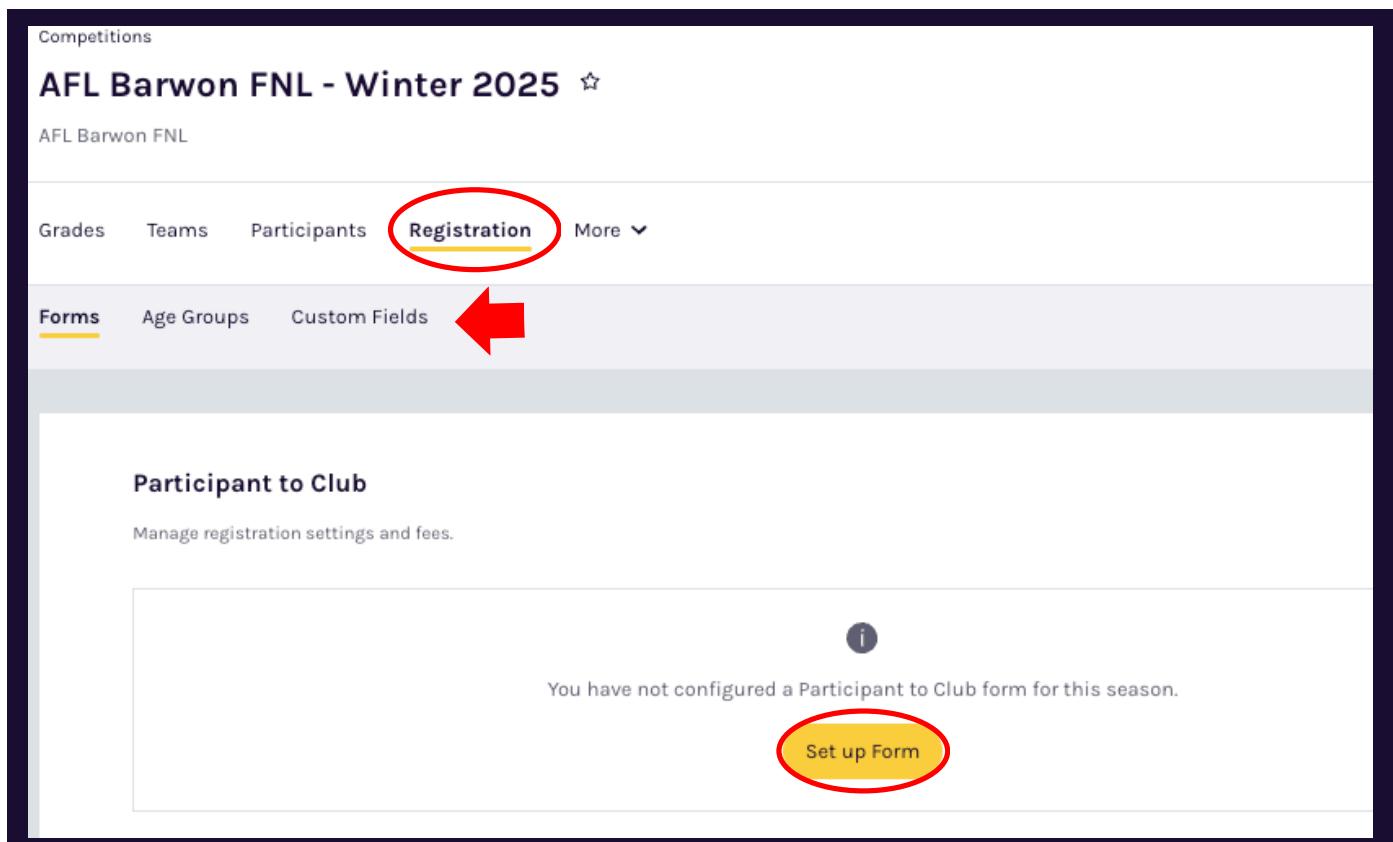
### VIDEO INSTRUCTIONS HERE

- Log into the PlayHQ Administration Portal - <https://na.playhq.com/>
- Select the 'Competitions Tab' on the left menu, then select the current season



The screenshot shows the 'Competitions' tab selected in the sidebar. The main area displays two seasons: 'Winter 2025' and 'Summer 2024/25'. For the Winter 2025 season, the 'Upcoming' button is highlighted. For the Summer 2024/25 season, the 'View' button is highlighted. Both the 'View' and 'Upcoming' buttons are circled in red.

- Select the 'Registrations' Tab up the top
- Here, you can toggle between forms, but also set up Custom questions via the 'Custom fields' tab
- Set up a **'Participant to Club'** Form



The screenshot shows the 'AFL Barwon FNL - Winter 2025' registration page. The 'Registration' tab is selected. Below the tabs, there is a section titled 'Participant to Club' with a note: 'Manage registration settings and fees.' A red arrow points to the 'Custom Fields' tab. A red circle highlights the 'Set up Form' button.

# PRE-SEASON HANDBOOK

## 2. PLAYHQ REGISTRATION INSTRUCTIONS - CONTINUED

- Open the registration form from today's date, and set it to close on June 30th.
- Here is where you can apply club membership or fees.
  - You can set advanced fees by age group, or other relevant filters, or set a single fee.
  - You can also apply fees to team manager or coach registrations should you wish. - if not, just enter a \$0 amount.

### My Fees

Configure fees you wish to collect for your organisation this season.

**Player Fee**  
A single registration fee for all players.

**Advanced Player Fees**  
Configure fee options tailored to various circumstances, such as age, gender, and financial hardship.

[Auto-Select Options](#) [Manual-Select Options](#)

Auto-select options enable custom fees for players based on their age and gender during registration.

**Basic Fee**  
Set a base fee for those participants who do not meet your option criteria.

**Fee\***

\$ 0.00

Calculate player 'as at date' \*  
DD/MM/YYYY [Calendar](#)

**Options**

OPTION*	AGE FROM	AGE TO	GENDER	FEE*
e.g. Junior Player Registration F	From <a href="#">▼</a>	To <a href="#">▼</a>	Select <a href="#">▼</a>	\$ 0.00 <a href="#">Delete</a>

[+ Add option](#)



# PRE-SEASON HANDBOOK

## 2. PLAYHQ REGISTRATION INSTRUCTIONS - CONTINUED

- You can then review any custom fields that you have set up, as well as the inherited questions.
- Add any other information, then open the form and make it visible if you wish - this just means that the link can be found via the public site.
- You can then find the link to share with participants via the 'Registrations' Tab.

**Participant to Club**

Manage registration settings and fees.

Registration Status	Registration Period	Registration Link
OPEN	22 Nov 2024, 09:00AM - 30 Jun 2025, 05:30PM Australia/Melbourne	<a href="https://www.playhq.com/netball-australia/register/12345">https://www.playhq.com/netball-australia/register/12345</a> <a href="#">Copy Link</a>

Congratulations! Your registrations are now OPEN.

If set to visible, participants can search your club on PlayHQ.com and find the registration link via this method as well. Just ensure they select the 'Netball Australia' option for your club, as there will be an AFL listing present too.

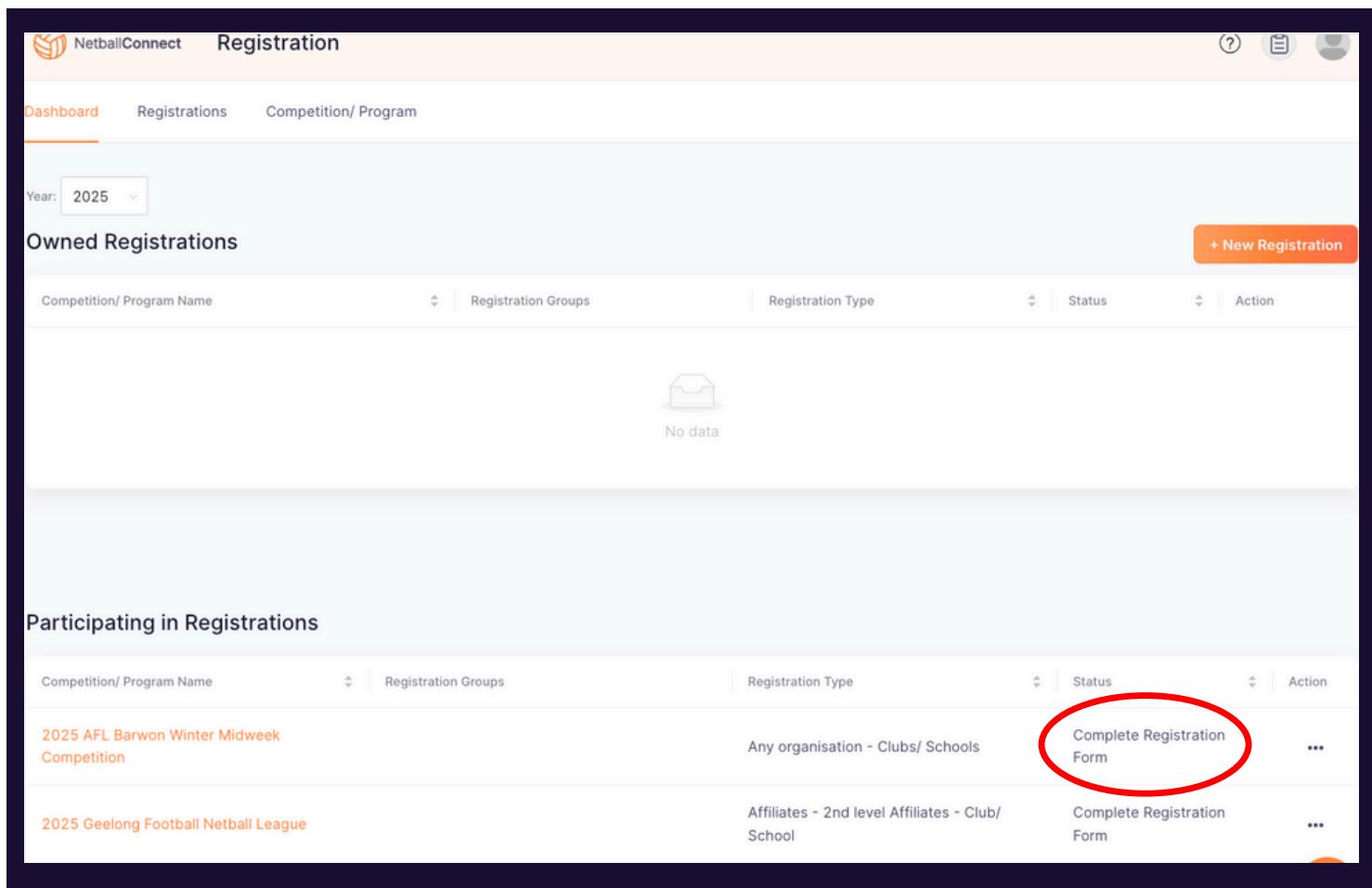
# PRE-SEASON HANDBOOK

## 3. NETBALL CONNECT REGISTRATION INSTRUCTIONS

- Log into your Netball Connect Administration profile and ensure you are in your Saturday 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 (**Midweek** and a **league** (BFNL/GFNL) Option).



Competition/ Program Name	Registration Groups	Registration Type	Status	Action
No data				

Competition/ Program Name	Registration Groups	Registration Type	Status	Action
2025 AFL Barwon Winter Midweek Competition	Any organisation - Clubs/ Schools	Complete Registration Form	...	
2025 Geelong Football Netball League	Affiliates - 2nd level Affiliates - Club/ School	Complete Registration Form	...	

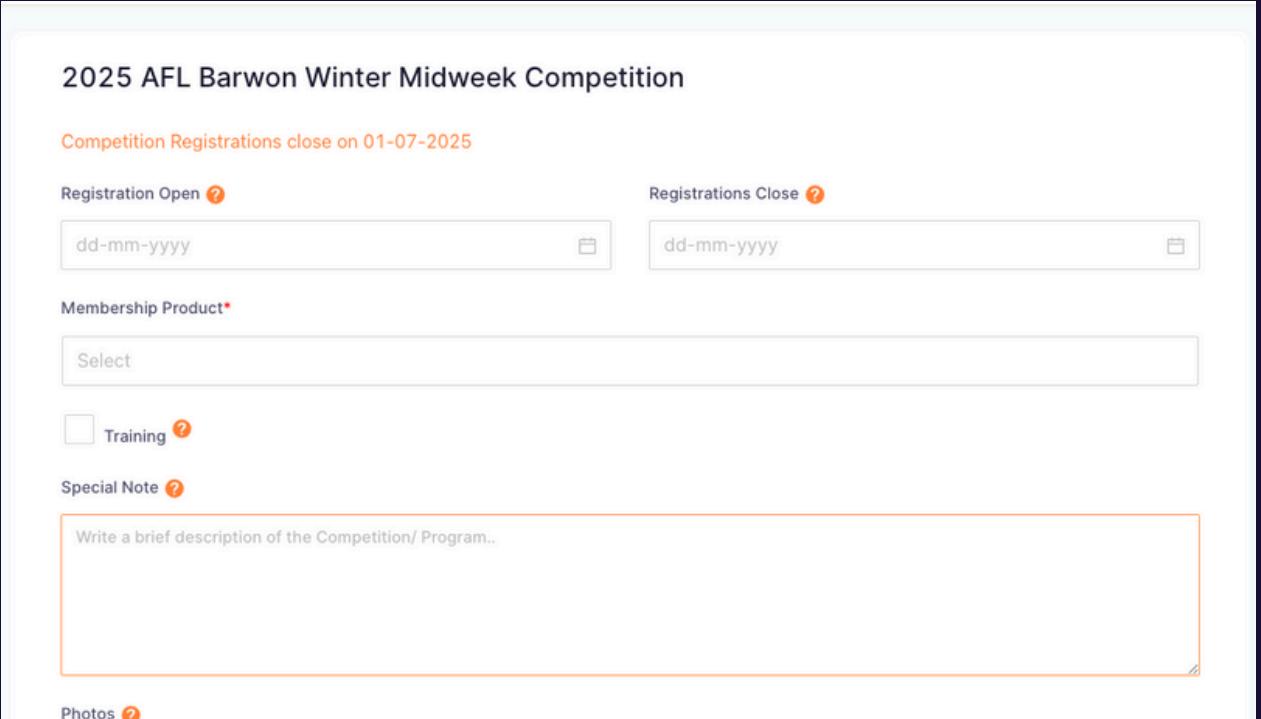
- Clubs will be required to set up each of the registration forms.
  - One form applies to Midweek participants
  - One form applies to Saturday participants

# PRE-SEASON HANDBOOK

## 3. NETBALL CONNECT REGISTRATION INSTRUCTIONS - CONTINUED

- Click on the relevant form to begin set up. You will be prompted to add any fees should you wish (Clubs have the option to charge fees on PlayHQ, Netball Connect, or via other means).
- 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.



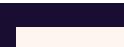
The screenshot shows a registration form for the '2025 AFL Barwon Winter Midweek Competition'. The form includes fields for 'Registration Open' (dd-mm-yyyy) and 'Registrations Close' (dd-mm-yyyy). It also features a dropdown for 'Membership Product\*' with 'Select' as the default option. A checkbox for 'Training' is present, and a 'Special Note' text area with the placeholder 'Write a brief description of the Competition/ Program..'. A 'Photos' section is at the bottom.

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

# PRE-SEASON HANDBOOK

### **3. NETBALL CONNECT REGISTRATION INSTRUCTIONS - CONTINUED**

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



# NetballConnect Registration

Dashboard   Registrations   **Competition/ Program**

Year: 2025 ▾

Owned Registrations

Competition/ Program

Registration Form

Then select the three dots on the right, and click 'Edit'.

The link will then display at the top of the screen.

NetballConnect Registration

Dashboard Registrations Competition/ Program

Registration Form ?

Year: 2025

Competition/ Program Name	Registration Open	Registrations Close	Status	Form	Action
2025 AFL Barwon Winter Midweek Competition	23/01/2025	30/06/2025	Published	 Edit	
2025 Geelong Football Netball League	23/01/2025	30/06/2025	Published	 Edit	

## Registration Form

End User Registration URL (Only Membership Types marked for public display)

<https://registration.netballconnect.com/userRegistration?organisationId=1234567890>

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## 4. TEAM ENTRIES

AFL Barwon requests all team entries be submitted via the following forms:

Saturday Team Entries: <https://forms.office.com/r/ZtfKZXetkB>

Midweek Team Entries: <https://forms.office.com/r/v4VxDCYsFf>

Please note the **due dates** for Submission.

Saturday Teams - MONDAY 2<sup>nd</sup> MARCH 2026

Midweek Teams - WEDNESDAY 18<sup>th</sup> MARCH 2026

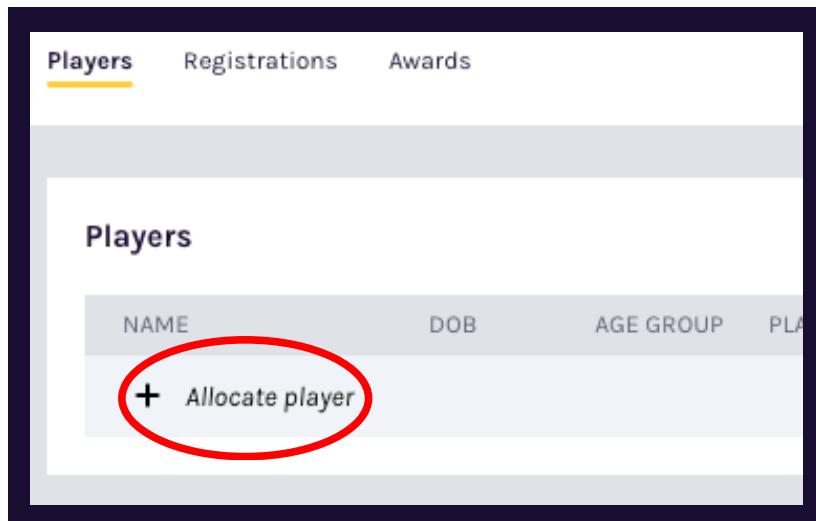
Please DO NOT create your teams in PlayHQ.

AFL Barwon staff will create the teams for you to ensure naming conventions are correct. All Saturday teams will already have been created in your club profile. Midweek team entries will be entered closer to team start.

## 5. ALLOCATING PLAYERS TO TEAMS

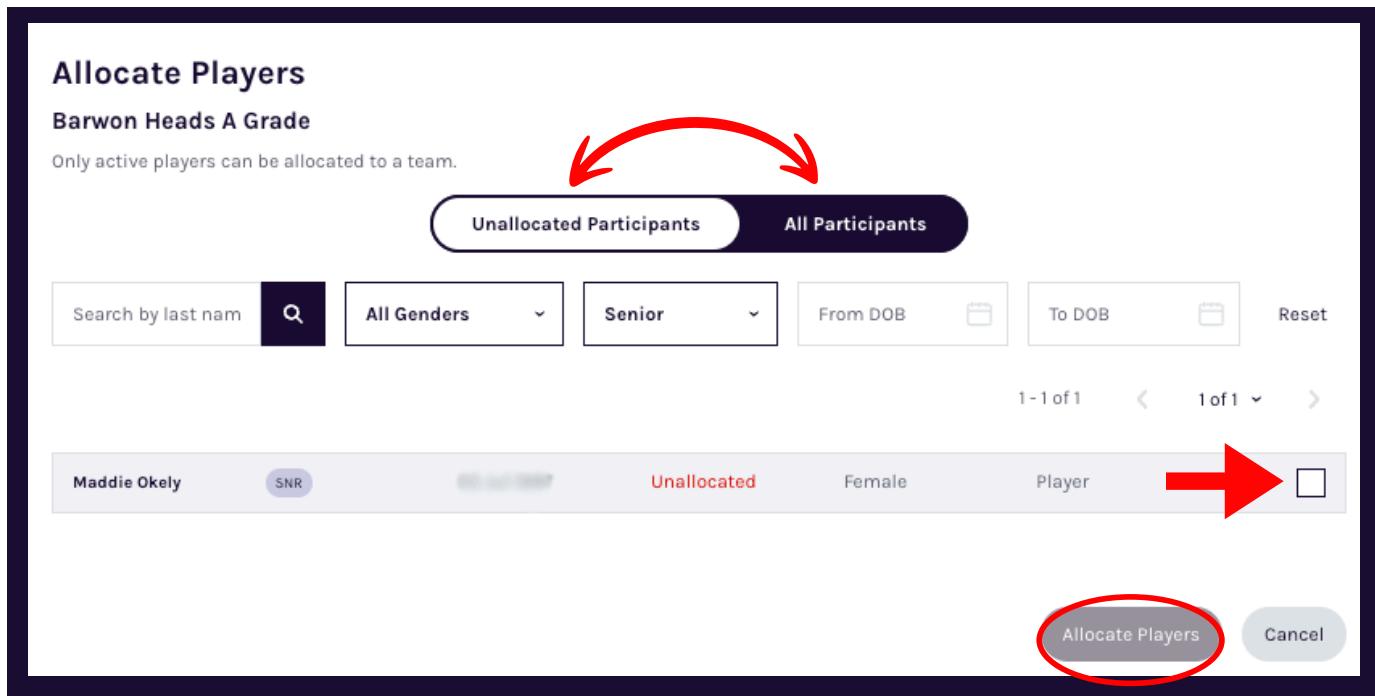
**VIDEO INSTRUCTIONS HERE**

- Click on the 'Teams Tab' at the top of your competition management screen within the relevant season.
- Select 'View' for the relevant team.
- Select allocate player



# PRE-SEASON HANDBOOK

## 5. ALLOCATING PLAYERS TO TEAMS



Allocate Players

Barwon Heads A Grade

Only active players can be allocated to a team.

Unallocated Participants **All Participants**

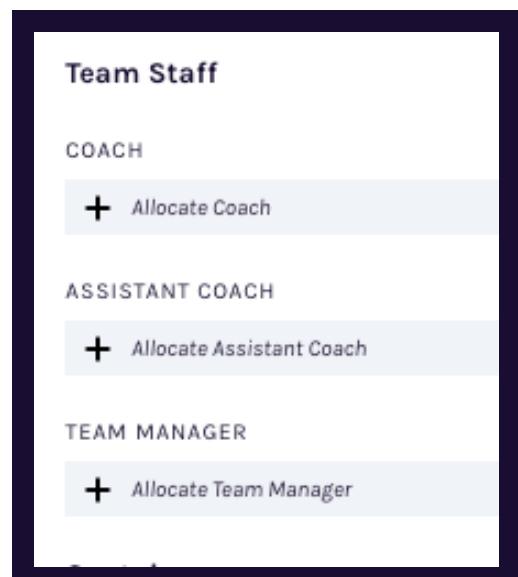
Search by last name   All Genders  Senior  From DOB  To DOB  Reset

1 - 1 of 1 < 1 of 1 >

Maddie Okely	SNR	Unallocated	Female	Player	<input type="checkbox"/>

Allocate Players Cancel

- You will then be shown a list of players who are yet to be allocated to a team.
  - If you wish to see players who have already been allocated to a team (for example, wanting to add someone to both A and B squads), toggle the top bar to the left.
- You can use the filters to more easily find players.
- Select all players you wish to be part of this squad, and then select 'Allocate players' on the bottom right
- You can repeat this process when allocating Coaches, Assistant Coaches or Team Managers to a team. - via the list on the right of screen
- Allocating Team Staff enables them to select their own line-ups each week, which is a requirement by Thursday evening each week.



Team Staff

COACH

+ Allocate Coach

ASSISTANT COACH

+ Allocate Assistant Coach

TEAM MANAGER

+ Allocate Team Manager

# PRE-SEASON HANDBOOK

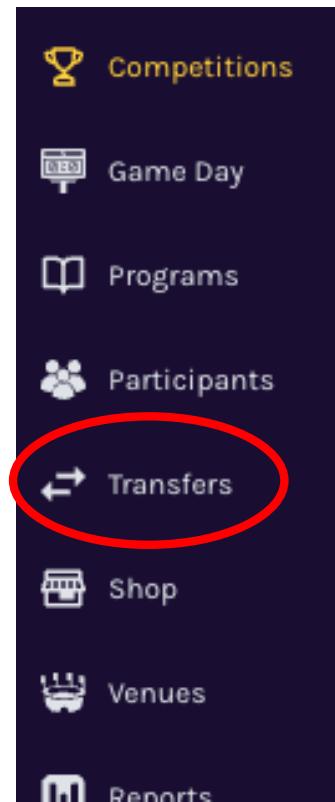
## 6. CLEARANCES

Clearances are required for any player moving within AFL Barwon teams (i.e. GFNL, BFLN and AFL Barwon clubs). All clearances will be managed via PlayHQ.

*It is the player's responsibility to initiate their clearance.*

### To initiate a clearance:

- The Player registers to the club they intend to play for in 2026. This begins the transfer process.
- The 2025 club will then need to approve/deny the clearance through the 'Transfers' tab on the left side of the administration page within 7 days. Auto-approval occurs after 7 days.
- Once approved, this will be approved at a league level within seven days.
- Finally, the destination club is able to approve the transfer within seven days.



The participant then needs to complete the required registration steps and will be prompted via email to do so.

Clearances are only required from Winter to Winter seasons.

Only one clearance per season is permitted.

A club can only deny a clearance if:

- The player has a current and valid playing contract/declaration
- The player owes funds
- The player has uniform or property that belongs to the club

# PRE-SEASON HANDBOOK

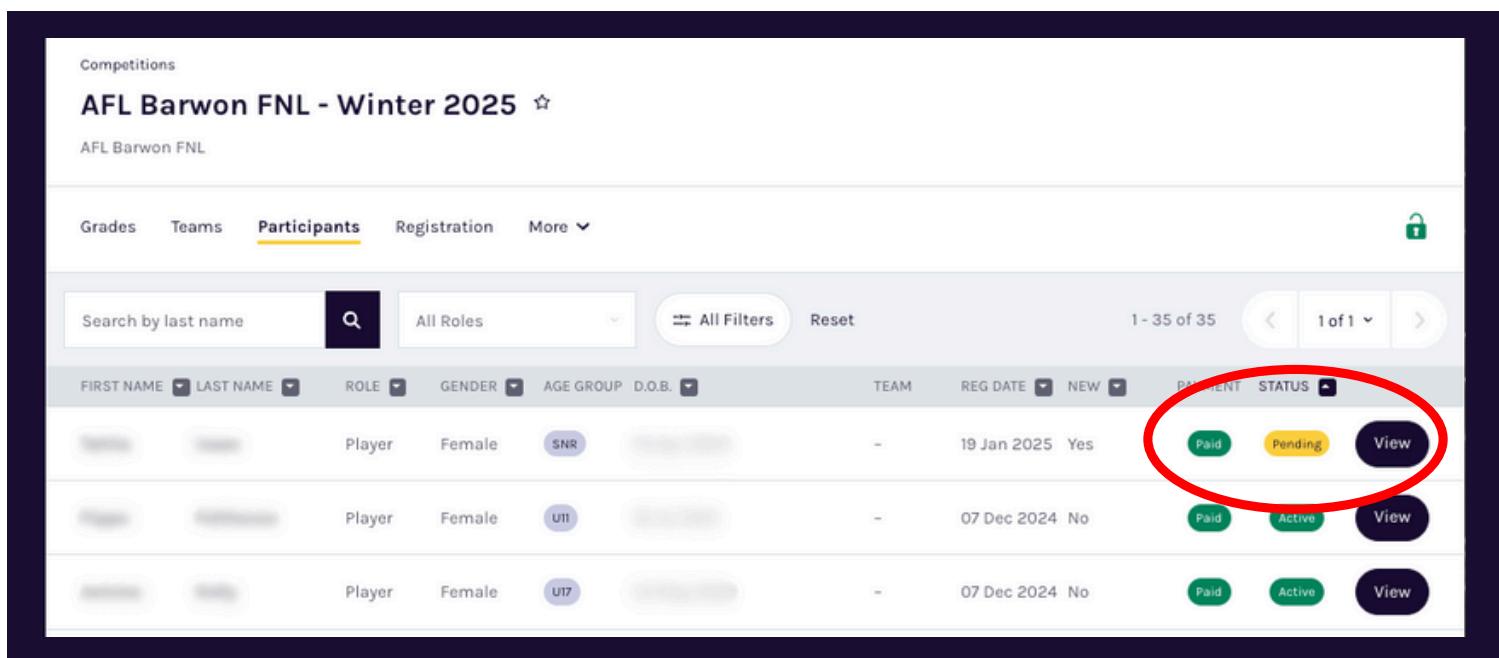
## 7. NEW PLAYER APPROVAL

To support in minimising duplicate profiles, AFL Barwon have a 'New Player Approval' turned on.

This means that when a NEW player (who does not require a transfer, or is not a returning player) registers to the club, they will require approval.

To view this.

- Select the relevant competition season
- Select 'participants' from the top menu
- Filter by 'Status' to check for any 'pending' players



The screenshot shows the 'Participants' tab of the AFL Barwon FNL Winter 2025 registration system. The top navigation bar includes 'Grades', 'Teams', 'Participants' (which is highlighted in yellow), 'Registration', and 'More'. A search bar and filter options are available. The main table lists players with columns for 'FIRST NAME', 'LAST NAME', 'ROLE', 'GENDER', 'AGE GROUP', 'D.O.B.', 'TEAM', 'REG DATE', 'NEW', 'PARENT', and 'STATUS'. The 'STATUS' column is circled in red, showing 'Paid' and 'Pending' for a specific player. Other players in the list have 'Paid' and 'Active' status. A lock icon is visible in the top right corner.

FIRST NAME	LAST NAME	ROLE	GENDER	AGE GROUP	D.O.B.	TEAM	REG DATE	NEW	PARENT	STATUS
[REDACTED]	[REDACTED]	Player	Female	SNR	[REDACTED]	-	19 Jan 2025	Yes	[REDACTED]	Paid Pending View
[REDACTED]	[REDACTED]	Player	Female	U11	[REDACTED]	-	07 Dec 2024	No	[REDACTED]	Paid Active View
[REDACTED]	[REDACTED]	Player	Female	U17	[REDACTED]	-	07 Dec 2024	No	[REDACTED]	Paid Active View

IF the player is new to AFL Barwon competitions (from outside the league), you can select 'view' and APPROVE this registration by *selecting the current registration, and scrolling to 'approve'*.

If the player is a returning player who should already hold a profile, you can DECLINE the registration, and prompt them to complete this via their original profile.

If the player is a player who requires a transfer, you should DECLINE this registration, and ensure they register with their original profile to trigger the transfer.

If a player does not have access to their old profile, please email [support@netball.com.au](mailto:support@netball.com.au)

## 8. HOW TO SELECT TEAM LINE UPS

Team line ups **MUST** be selected by Thursday evening each week.

This can either be done by Team managers/Coaches (if assigned to their team)

in the PUBLIC PORTAL - [playhq.com](http://playhq.com)

via the **NETBALLHQ** app

or in the ADMINISTRATION PORTAL - <https://na.playhq.com/>

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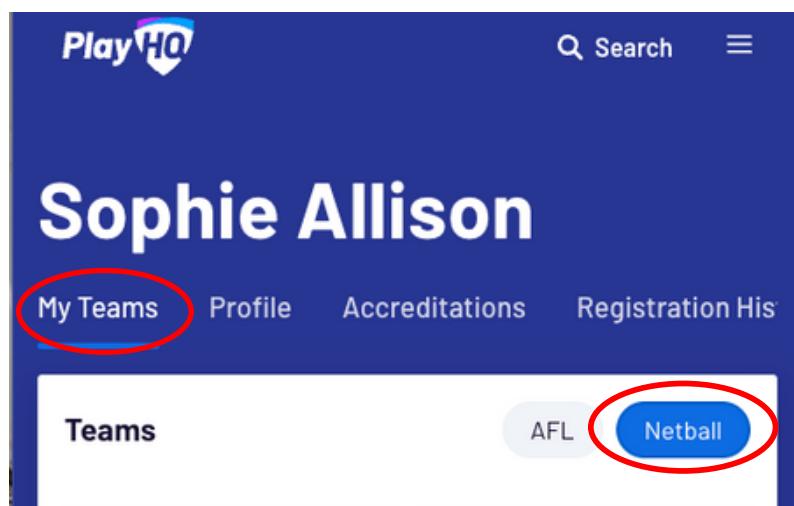
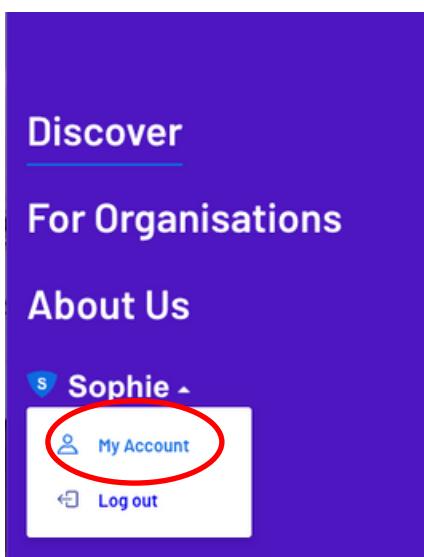
### **FOR TEAM MANAGERS AND COACHES - PUBLIC WEBSITE**

#### **VIDEO INSTRUCTIONS HERE**

Go to **playhq.com** and log in to your participant account.

Navigate to 'My account' via the top right of screen

Select 'My Teams' (ensure the right sport is ticked if you participate in multiple).



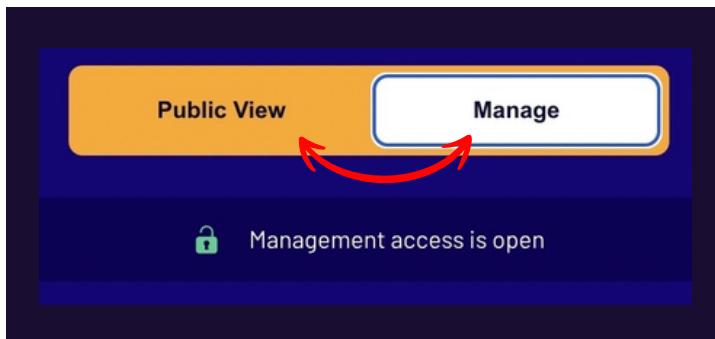
Select the relevant team, and scroll to the relevant upcoming match.

# PRE-SEASON HANDBOOK

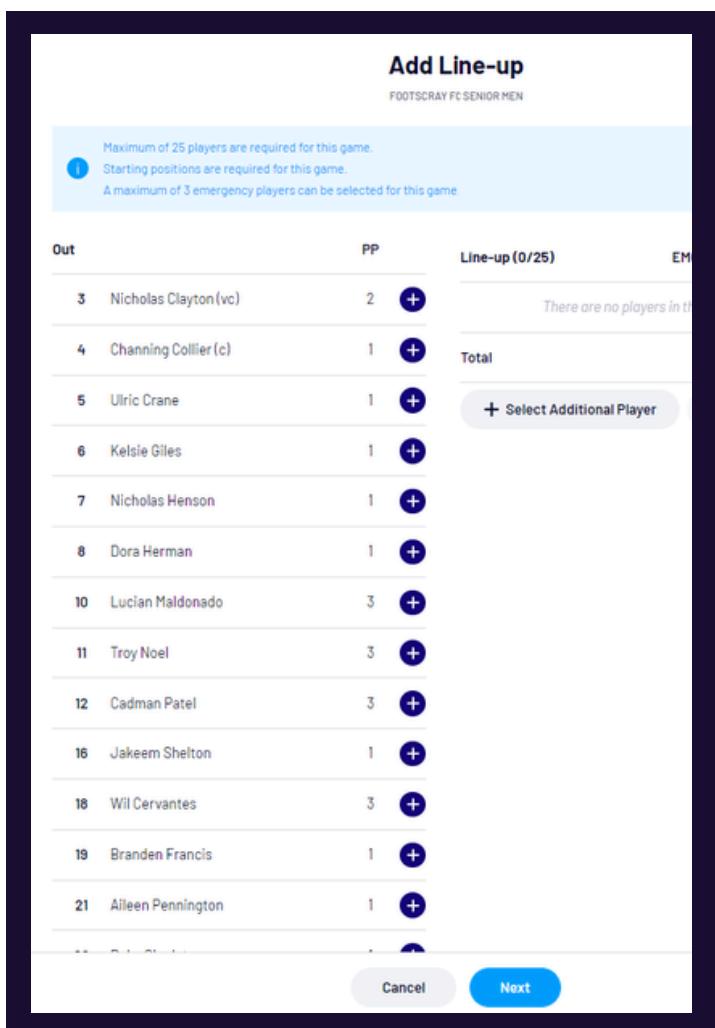
## 8. HOW TO SELECT TEAM LINE UPS (CONTINUED)

Select the relevant team, and scroll to the relevant upcoming match.

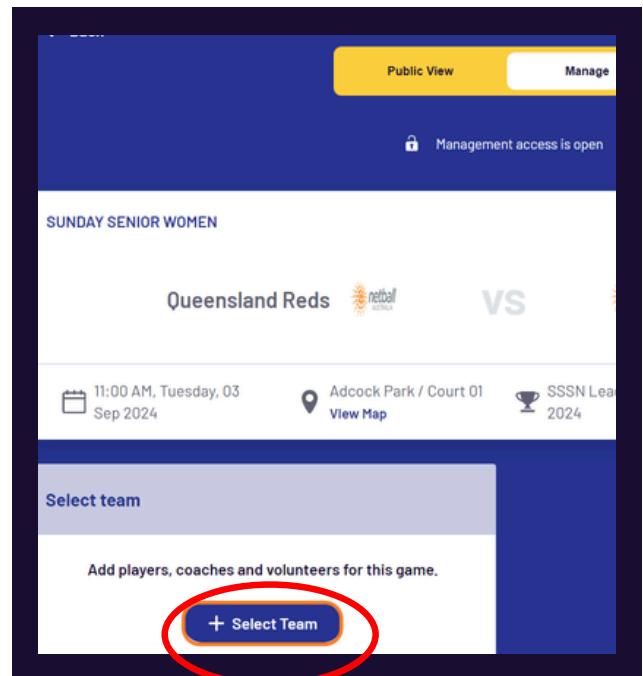
Toggle to 'Manage' mode



Players allocated to the squad will be displayed.



Scroll to 'Select team'.



Should you need to select a player who's filling in and not usually in this squad, you can 'select additional players'.

Follow the prompts, and then you're done!

# PRE-SEASON HANDBOOK

## 8. HOW TO SELECT TEAM LINE UPS (CONTINUED)

### FOR ADMINISTRATORS VIA MANAGEMENT PORTAL

Once logged into the Admin Portal:

- select 'Game Day' on the left of screen
- select the relevant date via the date box

Select 'details' to view the relevant game.  
Then scroll and locate 'select team';

Players who have been allocated to the squad will appear on the left and you can simply toggle the players across by using the + button.

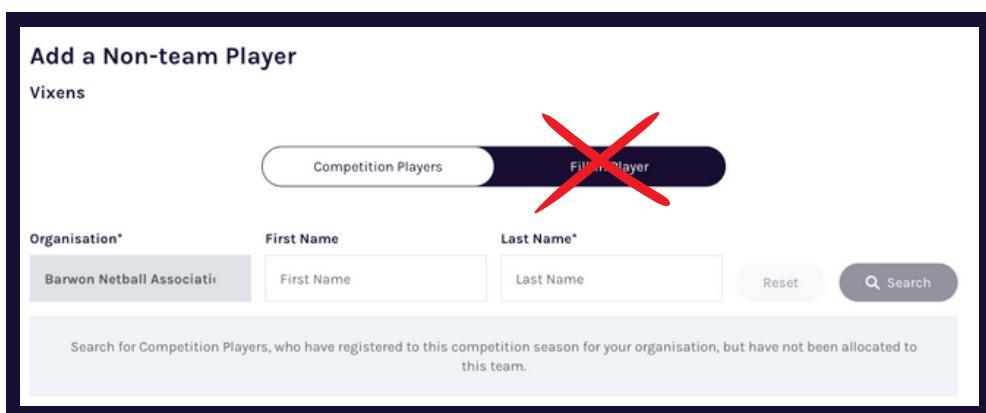
# PRE-SEASON HANDBOOK

## 8. HOW TO SELECT TEAM LINE UPS (CONTINUED)

You can also select a line up from the previous round.

If you need to select players from outside the squad (non-team player), you can click on 'select player' on the bottom right.

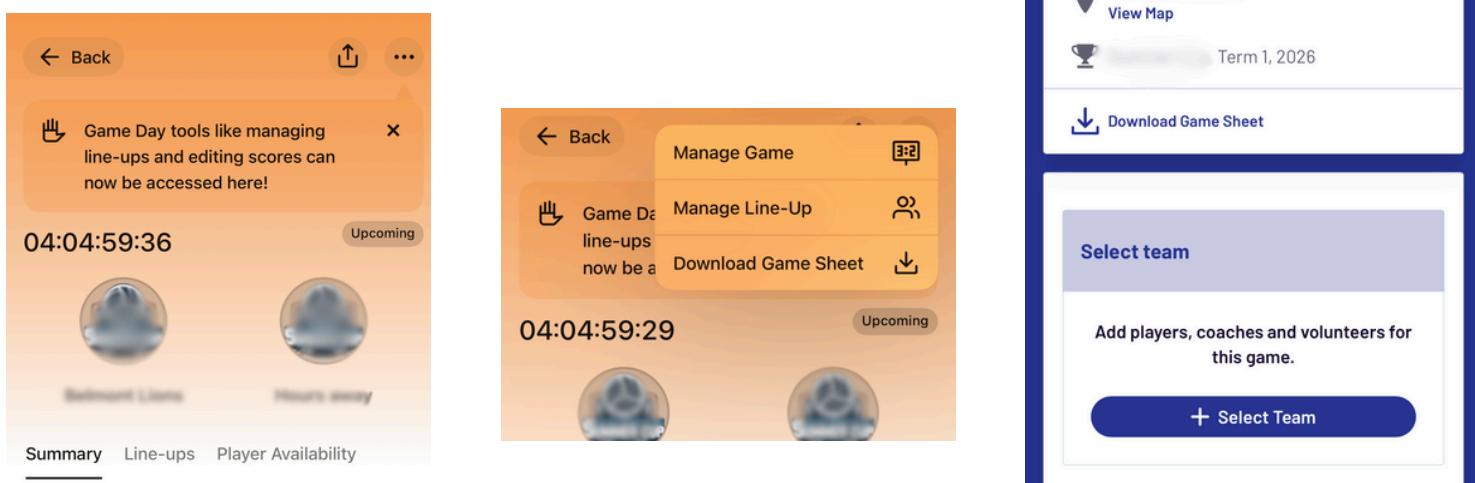
ONLY use competition players - DO NOT use the 'Fill in player' option.



## FOR TEAM MANAGERS AND COACHES - NETBALLHQ APP

You must be an assigned team manager, coach, or team organiser, in order to have this ability. Games are only accessible within 36 hours of match start.

1. Ensure you are signed into the NetballHQ app
2. Select the relevant game.
3. Select the three dots and "Manage line-up"
4. Scroll down and select team



## 9. COACHING ACCREDITATIONS

- All coaches of AFL Barwon Clubs are required to obtain or update their **Netball Victoria Foundation Accreditation** 2 weeks prior to the commencement of the current season.
  - This is an online course, and takes approximately two hours to complete.
- A Grade Coaches must hold a minimum of a **Development Coaching Accreditation** to coach at this level.
  - This course has an online component and a face-to-face component.
  - AFL Barwon 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>

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

- \$200 fine (Senior) or \$100 fine (Junior) and
- the loss of match points for the matches won by the team whilst the unaccredited coach continues to coach.

All coaches must hold a current pass level of the Rules of Theory exam, also available via the netball learning site.



## 10. UMPIRE REQUIREMENTS & ACCREDITATIONS

- All Clubs should appoint a 'Club Umpire Coordinator' who will be supported by the AFL Barwon Umpire Coordinator.
- 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 officiating at the 17&U Division 1, 19&U, E Grade, D Grade and C Grade matches must have a minimum C Grade Umpires Badge.

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

- Umpires who are unbadged are permitted to umpire 13&U and 15&U games, but should work to complete the Foundation Umpire Course and Rules of Netball Exam.

For more information on Accreditations, you can visit the Netball Learning site:  
<https://learning.netball.com.au/login/index.php>

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

