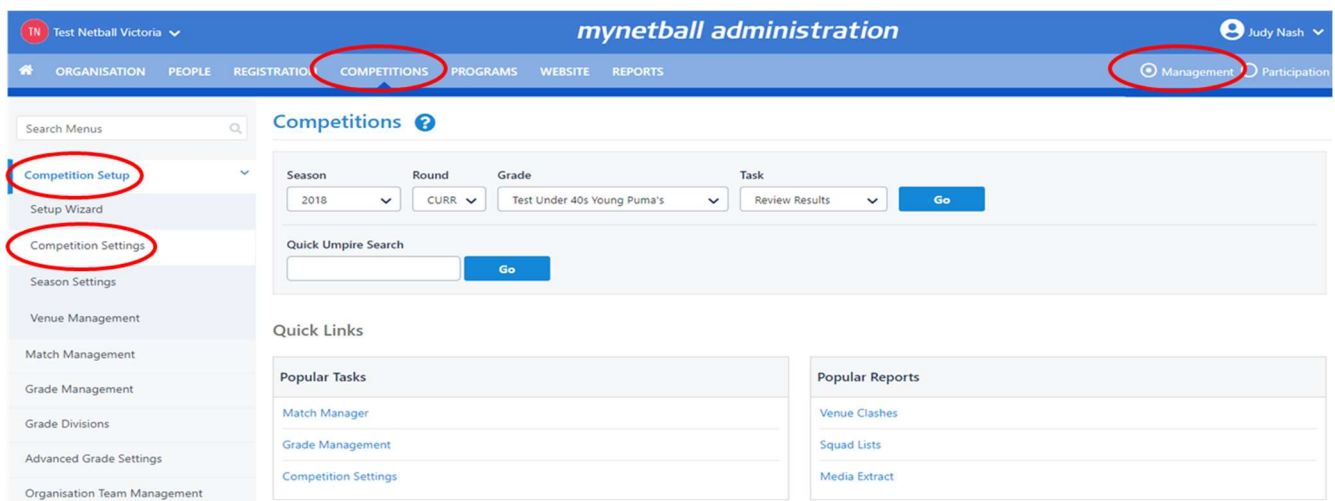# Quick Reference Guide:
Competition Settings

This is where you can setup and configure several aspects relating to the competition you run.

If nothing has changed between seasons, then you do not need to update these again. However, you may want to check it to make sure the settings are still relevant to your competition(s).

If something has changed in the way you want to run your competitions (i.e. you want to enforce that only certain registration types can participate in your competitions etc) or you have added a new competition (thus have not set this up for that competition before) then you might want to configure your competition settings.
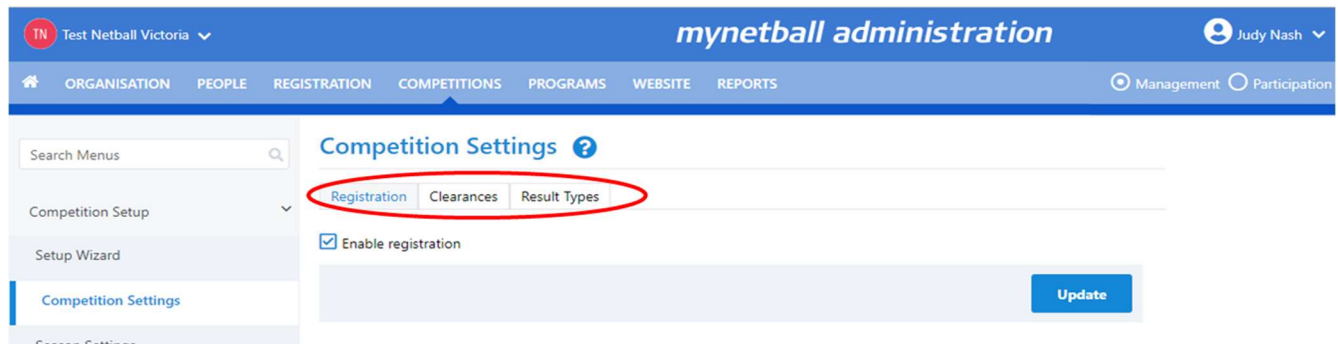
This is not something that Clubs can do, it must be completed at Association or League level.

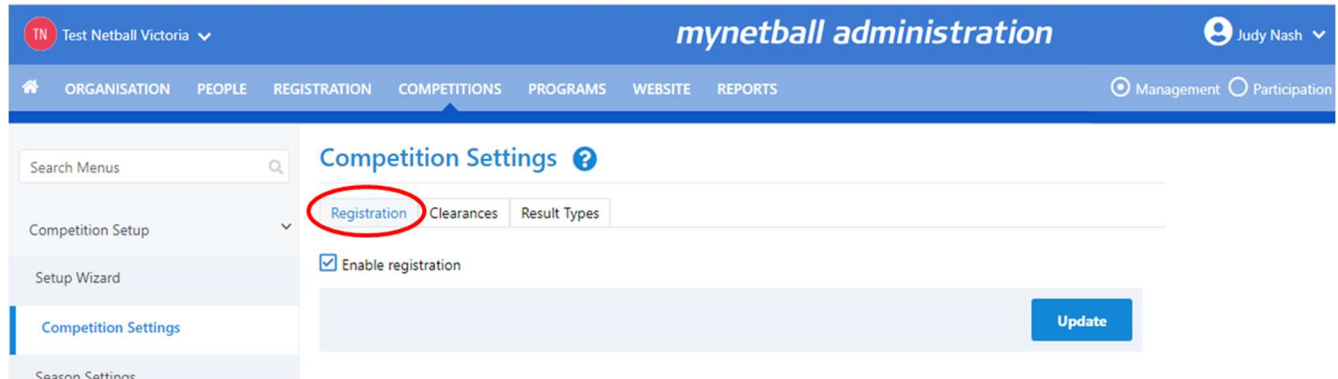**Management >> Competition >> Competition Setup >> Competition Settings**

This will bring you to the Competition Settings page where you will see three tabs – Registration, Clearances and Results Type.

Starting with the <u>Registration tab</u> (the system should automatically default to this tab).

Make sure that **Enable Registration** is ticked, which you would have done when you first set up your competition. If it is not, tick it and click **UPDATE**.

"Enabling registration" allows you to ensure that participants entering your competition(s) have the correct registration.
       i.e. they are registered to the Clubs who are entering teams into your competition(s).

By ticking this, it means that players cannot be selected in a team until they are registered to your organsiation. **Netball Victoria recommend that you tick this.**

Once the registration is enabled (if it was not already), the **Requires Registration** option can be set for any active grades within the Organisation.

If you do not have any active grades for your organisation, then you will need to set them up by following the steps outlined in the **Quick Reference Guide: Grade Management**.

For each active grade in your organisation, you would have set a different 'registration requirement'

The options you have in the drop-down list are:

- **Require reg and report exceptions** – This option is what gives a participant an asterisk (*) next to their name on the scoresheet.

  You can obtain a report of players who are not registered <u>Players Playing while Unregistered</u> report.

- **Require reg and prevent selections** – This option means that players who are not registered to clubs under you cannot be selected in a team.

- **Don't require reg** – This option does not flag registrations at all.

  You might use this option if you were setting up a purely social competition where you were not concerned with participants being registered correctly to your organisation.

Check that the 'registration requirement' for each of your current grades (previously set up) is still the one you want.

If you are adding a new competition/grade, then select the option you want against it.

Once you have set/checked the **Requires Registration** option you can then set/check the **Registration Type** required for each grade.

By setting the Registration Type for each of your grades you can control things such as Juniors (registered as Juniors) playing senior competitions etc.

This will **not** stop any registration type from being able to play but they will come up in the Exception Report (Players Playing while Unregistered) and a you can act accordingly.

Once you have set/checked both these criteria (the require registration option and the registration type), click **UPDATE**.

Once you have checked the Registration tab (as outlined above), click on the Clearances tab.

Player clearances is a mechanism whereby Clubs gain approval from their parent organisation (you) to clear a player from one club to another.

Please use your competition's by-laws to set appropriate rules here.
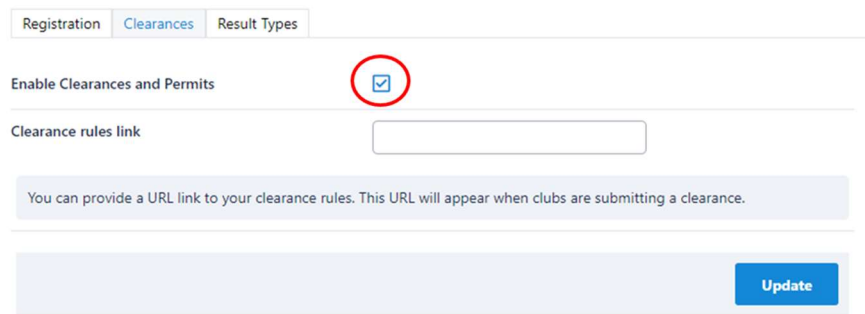
Under this tab, you can tick **Enable Clearances and Permits** if you want to ensure that players can be transferred from other Organisations (external to yours).

By ticking this it means that your Organisation will be notified by email that clearances are occurring, and the details of the participant(s) involved.
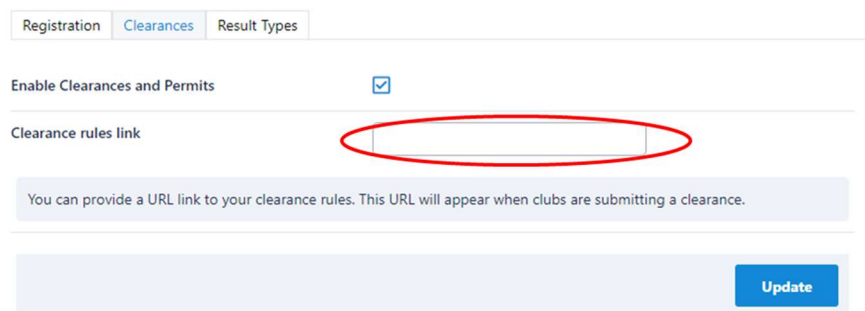

If Clearances are not enabled, Clubs will not be able to apply for Clearances with the Association, however the Clubs can still add players to their list via the Transfer players process.

This is something that is more applicable to Leagues, than it is to Associations, as many Associations allow players to play for different Clubs across their different competitions.

If you want to be able to track clearances, then tick this option.
If clearances are not something that your organisation is concerned about then do not tick it.

You can also provide a link to your constitution or by laws if these include rules around clearances.
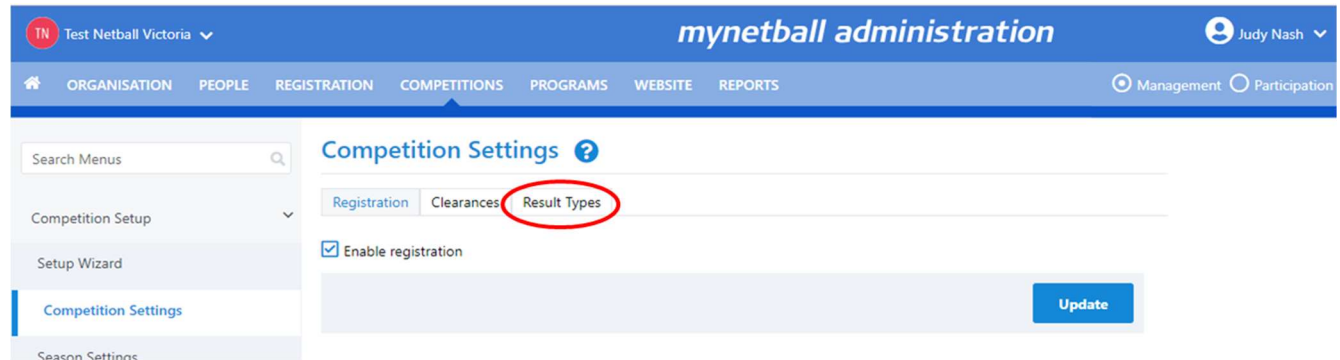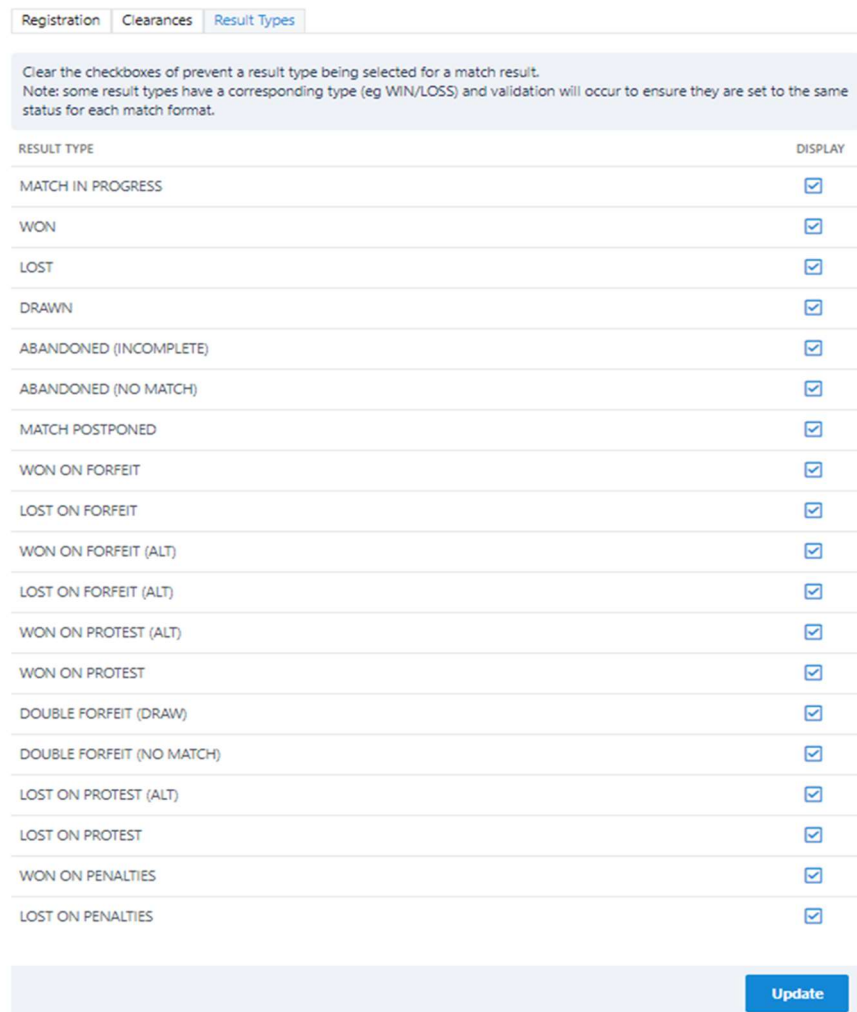

Once you have ticked 'Enable Clearances and Permits' and added a link to your constitution/by laws (if applicable), click **UPDATE**.

Next, click on the Results Type tab (if you are not going to use the Enable Clearances feature then just skip to this tab).

Here you would have ticked the relevant match type results that you would like to display for your competition.

The options you select are up to you. A couple of things to note when deciding what to select:

- WON/LOST ON FORFEIT – considered a forfeited match as a match played.

- WON/LOST ON FORFEIT (ALT) – does not consider forfeited match as a match played.

- WON/LOST ON PROTEST – is better dealt with through **Ladder Adjustments**.

- WON/LOST ON PROTEST (ALT) – is better dealt with through **Ladder Adjustments**.

- WON/LOST ON PENALTIES – is better dealt with through **Ladder Adjustments**.

- DOUBLE FORFEIT (DRAW) – realistically does not happen very often.
  i.e. one team usually forfeits first.

- DOUBLE FORFEIT (NO MATCH) – realistically does not happen very often.
  i.e. one team usually forfeits first.

When selecting the option(s) you want, remember that you cannot have a WIN option without a LOST option i.e. you cannot have WON ON FORFEIT without LOST ON FORFEIT also being selected.

Once you have selected the option you want on display, click **UPDATE**.