

Waitlist Management Policy



Williamstown Cannons Basketball Club Inc
Registered No A0031670Z

At Williamstown Cannons, we endeavor to cater for as many players as possible who want to play basketball across the various genders and ages. Unfortunately, there are occasions when it is simply not possible to place a new player into a team immediately as the season is almost concluded or the team lists for that particular age group and/or division are already full. In these circumstances, players will be placed on a waitlist for a position in a team in the next season.

When managing the waitlist process and placement of waitlist players, Williamstown Cannons refers to the following philosophies:

- The club will endeavor to communicate with players and their parents on the waitlist in an efficient and timely manner which reflects positively on the professionalism of the club.
- The waitlist will be managed according to the following priority guidelines:
 1. The first priority is given siblings of children already playing at the club.
 2. The second priority is given to returning players who have taken a season off (ie boys who do not play basketball in winter due to football commitments).
 3. The third priority is given to children who's parents are willing to fulfil roles at the club such as Committee members, Coordinator Roles, Team Coaches and Team Managers
 4. The fourth priority is given to children who live in Williamstown and Newport. Children living outside of Williamstown and Newport will be encouraged to inquire with other clubs in their local area.
 5. The remaining children on the waitlist are then prioritized by length of time on the waitlist with those children who have been on the waitlist for the longest period placed first.
- The club prefers to have teams of eight to enable the club to cater for as many players as possible yet still allow for enough court time on game day.
- The club highly recommend that children play in their particular age group.

Waitlist Management Process

The following is an outline of Waitlist Management process:

1. When a new player registers with the club, the Team Coordinator will forward an alert email to the relevant Age Group Coordinator.
2. The Age Group Coordinator will send out a form letter/email to the parents of the player which will advise the following:
 - Thanks them for interest in playing with the Williamstown Cannons
 - Advises of the status of the current season and the dates of the new season
 - Advises that their child has been placed on to a waitlist and the approximate time when teams are selected for the new season
 - Provides the parents with an Information Sheet about playing basketball with Williamstown Cannons which covers game times, registration fees, venue locations, training expectations and uniform costs.
3. When the Team Selection process begins, the Age Group Coordinator will endeavor to place children on the waitlist according to the above stated priorities. If it is possible, a new team will be formed from players on the waitlist if there are at least 6 players who are all in the same age group (and ideally born in the same year) who are interested in playing.
4. The Age Group Coordinator maintains communication with players on the waitlist and when a position in a team can be confirmed, then advises the player, Team Coach and Team Manager and hands over future communication with this player to the Team Coach and Team Manager.
5. At the end of the Team Selection process, the Team Coordinator will be advised by the Age Group Coordinator of the status of all teams within their age group and the status of the waitlist, if any children remain on the waitlist.
6. The Team Coordinator will then liaise with the Williamstown Magic Basketball Club in an effort to establish whether a player remaining on the waitlist without a team after the Team Selection Process, can be accommodated in one of their teams or whether between the two clubs, there is sufficient waitlist players to form a new team for one of the clubs.

Additional guidelines to assist in the Waitlist Management process:

- From Under 12 onwards, any new players to basketball should be accommodated into lower division teams to learn the rules and develop skills under less pressure which will be a much more enjoyable and rewarding experience for the individual players.
- Where there are 6 players on the waitlist all in the same age group and ideally born in the same year, the club will consider forming a new team from the players on the waitlist.
- Where possible and appropriate (and particularly when there are quite a few players on the waitlist in the same age group), it may be a good idea for the Age Group Coordinator to arrange for children on the waitlist to attend a “come and try” training session with the coaches of that age group to determine the child’s size and abilities in order to determine the best fit for team placement.
- Where possible and appropriate (and particularly when there is a development team which is not full or is likely to lose players at the end of the current season), the Age Group Coordinator may discuss with the relevant Team Coach, the possibility of the child on the waitlist joining in on training sessions to develop skills and learn the rules prior to the next season. If this does occur, parents of waitlist players need to be advised in writing via email that their child is not covered by any insurance in the event of injury and that the club is not liable for any injury to their child.

Useful Resources

Sporting Pulse Passport – Age Group Coordinators to have access and training on use of the Cannons Membership database

Proforma emails and Waitlist Club Information Document for use by Age Group Coordinators to generate email responses to waitlist registrations and make communication with players and families more efficient

Frequently Asked Questions

Related Policies

Team Selection Policy