



JUNIOR DOMESTIC PLAYER WAITLIST POLICY

1. Purpose

The purpose of this policy is to establish a fair and transparent process for managing the Willetton domestic waitlist. This policy outlines the procedures and guidelines for placing individuals on a waitlist, managing the waitlist and offering available spots to individuals on the waitlist when they become available.

This policy replaces the current process, and will mean that domestic clubs no longer have internal waitlists, and the waitlist will be managed wholly by WBA on behalf of the domestic clubs.

2. Waitlist Procedures

2.1. Waitlist Registration

To be considered for a spot in one of our clubs an individual must register to our waitlist via the online registration link. Registration to the waitlist will incur a \$20 non-refundable admin fee. Individuals must not contact clubs directly. When clubs are directly contacted, they **MUST** direct the individual back to the Willetton waitlist.

2.2. Waitlist Position

Waitlisted Individuals will be assigned a position on the waitlist based on the order of their registration; however relevant skills can be taken into consideration when placing individuals from the waitlist into clubs.

2.3. Special Circumstances

In the scenario where a player contacts a club and the club can place the individual, the club must still contact the CSO to check if there is a suitable player on the waitlist before this individual. This is to ensure fairness in the operation and management of the waitlist.

3. Waitlist Management

3.1. Placing of individuals

When a spot becomes available in a club it will be offered to the individual at the top of the waitlist or to the person with the most relevant skills to suit such a position. When this player is sent to the club, their name will be removed from the waitlist and will receive a PlayHQ email stating they have been removed from the Waitlist.

They will be contacted via their provided contact details and given 24 hours to confirm their interest and availability. If the individual does not accept the position, they will lose their place on the waitlist and will have to re-register for the waitlist.



3.2. Response deadline

Individuals who are offered an available spot must respond within 24 hours. Failure to respond within this timeframe will result in loss of the position and it will be offered to the next individual on the waitlist. Please note this will also mean you have lost your spot on the waitlist due to non-acceptance of a position. Unfortunately, due to the demand for positions, WBA has to put this framework in place.

3.3. Acceptance and Confirmation

Waitlisted Individuals who confirm their interest and availability within the deadline will be formally accepted and provided with extra instructions which may include: registration links, payment details and any other documentation. This individual is now a member of the club in which they have registered to.

3.4. Refreshing Waitlist

Each season, a new waitlist will be created. An email with the registration link to the new waitlist and a voucher code to waive the registration fee will be sent to individuals on the current waitlist. Individuals will have one month to re-register and maintain their position on the waitlist. After this time, the old waitlist will be cancelled, the voucher code will no longer be valid, and the new waitlist will be opened to the public.

4. Fairness and Transparency

4.1 Equal opportunity

The waitlist process will treat all individuals equally and provide fair opportunity for individuals to be placed into teams. No discrimination or bias will be exercised during the waitlist management process.

4.2. No Guarantee

Placement onto the waitlist does not guarantee placement into a team.

Girls: We have very few girls on our waitlist, so unless numbers build you can expect to be placed fairly quickly.

Boys: We currently have 400+ boys on the waitlist. Our competitions are limited to the number of courts we have available. It could be 12 or more months before being placed into a team.

4.3. Confidentiality

All personal information provided during the waitlist registration will be treated with strict confidentiality and used solely for the purpose of waitlist management.