



NATIONAL BASKETBALL LEAGUE

**ENTRY PROCESS GUIDE
2022-23**

This guide is to help clubs make NBL team entries for the 2022-23 season.

First of all, your club will need to be registered as a Club with Basketball England to enable your club to enter teams for 2022-23 season.

New clubs & teams

New clubs and teams making an application to be added to the leagues will need to complete a 'New Team Entry Pack' and email to competitions@basketballengland.co.uk along with a discussion with your Regional Talent Manager regarding your application. Please note we only have limited space in the NBL for teams.

Regional Talent Managers-Please note if unable to get hold of one of the below, please email us at competitions@basketballengland.co.uk

- North-Neal Hopkins neal.hopkins@basketballengland.co.uk
- Central - Danny Williams danny.williams@basketballengland.co.uk
- South - Matthew Harber matthew.harber@basketballengland.co.uk
- London - Dominic NG dominic.ng@basketballengland.co.uk

New clubs will need to be set up and complete the following process to be set up on the BE membership Portal <https://www.basketballengland.co.uk/get-involved/clubs/new-clubs-and-teams/registering-an-nbl-club/> once this is completed and BE have set you up on the membership portal a nominated club admin will need to register with BE as a free member to gain access to the portal. This can be done on this link <https://membership.basketballengland.co.uk/>

You will also need to complete and upload at the 'Team Entry Stage' the following as a new club/team:

- Club development plan
- Club constitution
- Club background information

Clubs that were previously registered for local leagues only but on the BE membership portal

If your club is set up on the BE Membership portal but were previously local league club only, you can still access the NBL entry process but please ensure you complete and submit a 'new team entry check list' that follows the 'new team entry pack'.

Existing NBL clubs from 2021-22

If your club played NBL last season, your club will be set up and you will be able to make entries via your club's online membership portal <https://membership.basketballengland.co.uk/>

Only those set up as club admins can complete this task.

Ensure that you have completed the 'club Information' below (in the Clubs section) that includes the following and will only need to be completed once for all teams, please ensure this is correct:

- Club details
- Club contact
- Clubs welfare officer
- Game day delegate
- Club supporting documents
- Wilson match ball allocation address

Once all the Club details are completed these will pull through into the team entries section as required.

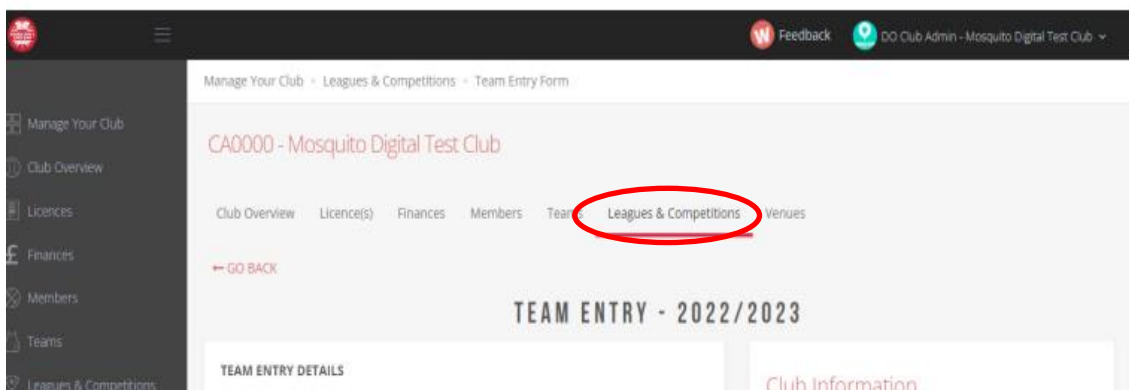
How to enter teams for the NBL Season 2022-23 season

Once your club is set up you will then need to create your NBL teams. (Change from prior year).

To complete this task, navigate to the 'Teams' section of the portal (shown below), select 'create team' and populate as required.

Manage Team	Team Name	League Level	League Type	Division	Gender	Age Category	Players	Affiliated League
Manage Team	BBL Test Team Senior Men	BBL	Open (Senior)	Not Applicable	Men	Senior	0	
Manage Team	LL Test Team Senior Men	Local League	Open (Senior)	Not Applicable	Men	Senior	0	BASKETBALL ENGLAND TEST AREA
Manage Team	LL Test Team U16 Boys	Local League	Open (Junior)	Not Applicable	Men	Under 16	0	
Manage Team	NL - U18 Men	National League	Open (Junior)	North West Conference	Men	Under 18	1	

Once you have created each NBL team, go to the 'leagues and competitions' section highlighted below.



1. Please complete the team entry form fields as required taking into account the following guidance:
 - Please only select 'Premier' for male competitions if you competed in those last season, except U14 Boys Premier where they may have some spaces.
 - Promotion is only for senior divisions as the team must meet the NBL Rules and Regs and send their promotional documentation to competitions@basketballengland.co.uk only the first and second place teams can make an application for promotion to a higher league, please note not all teams are guaranteed a place in the higher as this is dependent upon spaces available. In Division two men, there are 4 spaces across the two leagues however there are six Division Three Leagues. We only consider the standings from the regular league season only.
 - The cup refers to the league your team plays in. All Division One and Two Leagues male and females will be automatic entry as this is a part of the league rules.
 - It is important that both the team manager and coach is listed. Each team as part of entry process agree that there is a dedicated coach for this team, not one that is coaching across multiple teams and a dedicated Team manager.
 - Please ensure all details for your fixtures, dates, tip times are listed and if your team has any fixture requirements i.e. I don't have a court on X date, games with x team in x age group.
 - Home Court Details, all venues that are approved by BE will be listed in the drop if your team is using a new venue or the venue isn't listed please complete this form <https://basketballengland.wufoo.com/forms/wgof8bo07tzo76/>
 - New clubs and teams will need to complete and upload at the 'Team Entry Stage' the following:
 - Club development plan
 - Club constitution
 - Club background information
 - The next stage is to read and agree to the 'Declaration that also includes that the club agrees to the NBL Rules and Regulations, BE Code of Ethic and Conduct plus the Discipline Code. It explains teams

will not be confirmed unless payment is made. Once happy press
'Request Entry'

Once you have 'Requested team Entry' the next screen will take you to another page where you can either add more teams or make payment for the teams that your club has entered. Entries will not be confirmed if payment is **not** made.

If you have any issues please email us at competitions@basketballengland.co.uk