



Team Manager Information

Website: bentleighlakers.com.au

Email: registerforlakers@gmail.com

Instagram: bentleighlakers

Facebook: Bentleigh Lakers

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Abbreviations used:

AGC – Age Group Coordinator

BV – Basketball Victoria

Club – Bentleigh Lakers Basketball Club

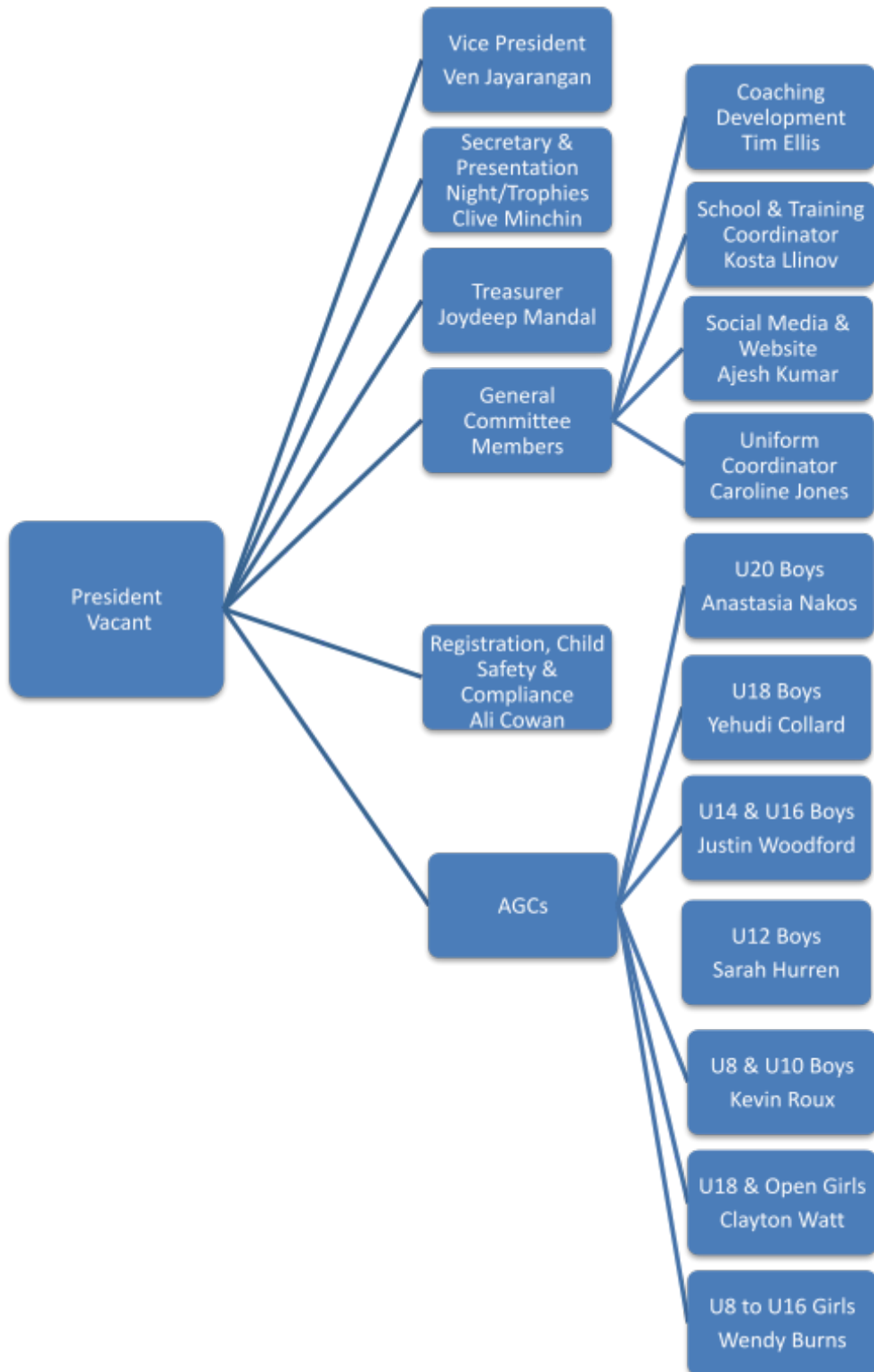
MBA – McKinnon Basketball Association

WWCC – Working With Children Check

If you have any questions about the contents of this document, please contact the administrator at registerforlakers@gmail.com

Welcome to the role of Team Manager and thank you for agreeing to take on this position.. As a volunteer-based organisation we rely on the collective input of parents to fill all the roles within our club. The following items are for your action and information. Some require your attention quickly and others will be relevant as the season unfolds.

1. Club Structure



2. Contact details

Position	Name	Phone	Lakers Email
President	Vacant	na	bentleighlakerspresident@gmail.com
Vice President	Ven Jayarangan	na	bentleighlakersvicepresident@gmail.com
Secretary	Clive Minchin	na	secretaryforlakers@gmail.com
Treasurer	Joydeep Mandal	na	bentleighlakerstreasurer@gmail.com
Registration, Child Safety & Compliance	Ali Cowan	na	registerforlakers@gmail.com
Coaching Development	Tim Ellis	na	registerforlakers@gmail.com
Presentation Night/Trophies	Clive Minchin	na	registerforlakers@gmail.com
School & Training Coordinator	Kosta Llinov	na	registerforlakers@gmail.com
Social Media & Website	Ajesh Kumar	na	registerforlakers@gmail.com
Uniform Coordinator	Caroline Jones	na	registerforlakers@gmail.com
General Member - Support	Smitha Arun	na	registerforlakers@gmail.com

Age Group	Coordinator	Phone	Lakers Email
Boys U8/U10	Kevin Roux	0481 270 226	910boyslakers@gmail.com
Boys U12	Sarah Hurren	0416 053 541	1112boyslakers@gmail.com
Boys U14	Justin Woodford	0407 995 033	1314boyslakers@gmail.com
Boys U16	Justin Woodford	0407 995 033	1516boyslakers@gmail.com
Boys U18	Yehudi Collard	0401 997 367	1718boyslakers@gmail.com
Boys U20	Anastasia Nakos	0409 423 043	20boyslakers@gmail.com
Girls U8/U10	Wendy Burns	0402 823 006	910girlslakers@gmail.com
Girls U12	Wendy Burns	0403 823 006	1112girlslakers@gmail.com
Girls U14	Wendy Burns	0404 823 006	1314girlslakers@gmail.com
Girls U16	Wendy Burns	0405 823 006	1516girlslakers@gmail.com
Girls U18/Open	Clayton Watt	0414 384 743	1718girlslakers@gmail.com

3. Team Communication

Team Details

Please confirm the details (names, phone numbers, email address) in the team lists which the Age Group Coordinator (AGC) will send to all parents in your team. This information is taken straight from the registration data, so if there are any incorrect details, please let your Age Group Coordinator (AGC) know as soon as possible. The Club does ask all parents to check their details, but not everyone does.

Weekly SMS/WhatsApp

It is customary for the Team Manager to set up a WhatsApp group or send a text to every parent in the team advising them of the game time, venue and scoring responsibility for that week's game.

Sometimes last-minute forfeits or cancellations can take place and it's much easier to advise in a WhatsApp group as opposed to sending individual texts.

As always, just call or email your AGC if you have any questions.

4. Child Safety and Compliance

Bentleigh Lakers is a Child Safe Club, and all Team Managers must complete mandatory compliance which includes:

- Obtaining a Working With children Check
- Completing an online Child Protection & Safeguarding course
- Reading and acknowledging the Child Safe Code of Conduct
- Reading and acknowledging the Team Manager Code of Conduct

If you have any concerns about the safety of a child, please contact the Club's Child Safety Officer, Ali Cowan, at registerforlakers@gmail.com

5. Team Manager Registration

All Team Managers must register in PlayHQ as this is the only way they can be allocated to a team. The MBA will also advise forfeits/fixture changes directly to you if registered.

You can register using the general registration link up until registrations close. After that, your Age Group Coordinator or the Club Administrator will send you the appropriate link.

6. Behaviour and Codes of Conduct

Unfortunately, there has been an increase in poor parent behaviour at games. Please refer your parents/guardians to the MBA's Parent Code of Conduct. Poor behaviour will be reported, and the perpetrator may have to appear in front of an independent tribunal and could be banned from all Basketball Victoria venues.

Please ensure that you and your team are aware of the McKinnon Basketball Association and our Club's requirements:

- [MBA's Zero Tolerance Policy](#)
- [Player Code of Conduct](#)
- [Parent Code of Conduct](#)

If you are concerned about the behaviour of any parent, please contact the Club at registerforlakers@gmail.com.

7. Training

Your training time will be advised by the AGC in the team announcement. Please remember that the Coach must attend all training sessions (or a responsible parent if they can't attend) and no players are allowed in the stadium unless the Coach/responsible parent is present. Please ensure the Coach and all parents are aware of this. More information about each venue is provided below.

Players and Coaches should not attend training if feeling unwell. Drink bottles shouldn't be shared.

Junior Coaches

If your team has a Junior Coach appointed, please ensure there is an adult present at all training sessions. The parent of the Junior Coach may do this themselves or some parents may always stay at training - if there is a clear absence of parents, please organise a roster of attendance.

Training Stadium Usage and Opening & Closing Procedures

The procedure for managing the keys at each of the three training venues is very easy, yet it provides the Club with many queries and complaints throughout the season and places our access to the stadiums at risk if not followed correctly.

The opening and lock-up procedures for each of our stadiums are available on our website at <https://bentleiglakers.com.au/category/policies-procedures/>

Note: it is the Coach's responsibility to open and close the stadium. Parents and Team Managers should not be doing this unless filling in for the Coach.

Please advise parents that:

- The stadium is only to be used for the allotted training time.
- No players/children are to be on school premises unless an adult is present.
- Parents are to remain with their children until the Coach arrives. If older players make their own way to the stadium, they must not enter the stadium unless the Coach or another adult is there.
- There is to be **no use** of the school grounds/playgrounds/classrooms etc by any parents, players, or siblings etc before, during, or after training.
- We have access to the court and toilets directly off the court. All other areas are out of bounds.
- All siblings of players must be supervised. If siblings need to use the toilets, then a parent must go with them.
- No school property is to be touched or moved including chairs.
- No food is to be left at the school.

Specifically in reference to the following stadiums:

Hughesdale

- Parents and players **MUST** not enter via the main foyer. There is an entrance door on the south side of the stadium near the car park that is to be used. If that's not open, parents and players need to wait until the Coach opens the door.

8. Game Day

Fixtures and Grading

Basketball Victoria has released the **MyHoops App** which is available for free from the Apple or Google store. You can add your child's team as a favourite and see fixtures, ladders, results, and statistics.

You can also add individual players, clubs, grades, and associations for every competition.

Please download the MyHoops App now and encourage your parent group to do so as well. Once fixtures are live, around **Tuesday April 29th**, you'll be able to start following your child and your child's team.

Fixtures will be released week to week for the first 4 rounds of grading.

The fixture link is also available on our home page <https://bentleiglakers.com.au/> and on the McKinnon Basketball Association's website <https://www.mckinnonbasketball.org/domestic-1>

For U10-U20/Open teams:

The first four rounds of the season will be grading rounds and teams may be moved up or down divisions based on performance. Please keep an eye on the fixture for when your game is. Expect the fixture to change a few times during the first few weeks, so check for any late changes in time to alert your team.

For U8 teams:

The last regular round of the season will be the last for the U8 teams and will take the form of a round robin. They will not participate in the Semi-final or Grand Final weekend. The fixture for the Round Robin will be sent by the MBA a week or so prior to the date. It will not be a published fixture on MyHoops/PlayHQ.

Scoring Roster

Throughout some seasons, Team Managers have reported that scoring responsibilities were not being shared evenly among all families within their team. This obviously places a burden on the Team Manager and other parents who were required to 'pick up the slack' when the occasional parents have refused to score for their child's team.

The Junior Domestic By-Laws state that every team must provide a competent scorer who is at least 13 years old otherwise a 5-point penalty may be applied.

Please consider the following approach to allocating scoring.

1. Create a roster at the start of the season that spreads the scoring responsibility evenly across all families in the team.
2. If the family nominated to score is unable to score for any reason, it is their responsibility to find a replacement scorer and you can swap them on the roster. It is not the Team Manager's responsibility to be the replacement scorer, though if you have enough notice then a simple change to the roster isn't always a big issue. It pays to continue sending the roster as an attachment with your weekly email.
3. If the family nominated to score has failed to find a replacement, they are expected to score.

If you communicate this expectation at the start of the season, it will help.

How to score, dispute resolution and player statistics

There are 2 scoring mechanisms courtside:

- The clock – which displays information on the court scoreboard. Usually the ‘away’ team does this (away team is the second named team on the fixture)
- The iPad – which records statistics which will be uploaded to PlayHQ by the referees after the game. Usually the ‘home’ team does this.

The iPad scorer should check the names and numbers on the iPad against the players on the court. Numbers can be amended on the iPad. If you can’t work out how to do it, just ask one of the referees.

Brief instructions about how to score using the iPad can be found at

<https://support.playhq.com/hc/en-au/articles/900003258386-Basketball-Electronic-scoring-overview>

Score Dispute Resolution - It is imperative that both scorers compare the scores regularly to ensure that they are the same. If there is a discrepancy, this must be resolved at that time. The referee can be called over to resolve a dispute. If there are differences that aren’t resolved, then the iPad takes precedence.

Player statistics not uploaded after the game - At the end of the day/game, the stadium supervisor will upload the game results and associated player statistics from the iPad to PlayHQ. Sometimes, these fail to upload. At other times a paper scoresheet may be used, and the MBA doesn’t input the player statistics to PlayHQ. It’s good practice for scorers to take a photo of the final score on the iPad/scoresheet as a precaution and these can be sent to registerforlakers@gmail.com to request the MBA to update PlayHQ.

Emergencies/Fill-in players

From time-to-time you may need fill- in players. You may be able to source a fill-in yourself or contact your AGC to assist.

Note the by-laws have changed for the Winter 2025 season and you may now source fill-ins from:

- The same age group if they are at least 2 divisions below e.g. an U12 Division 5 team can source a fill in from U12 Division 7 team or below: or
- The age group below if they are a maximum of 3 divisions above e.g. an U12 Division 5 team can source a fill in from U10 Division 2 or below.

There are bylaws restricting the use of VJBL1 and VC players as well as the number of fill-ins that can be used and how many times a single player can fill in for the same team so, please ensure you understand the fill-in by-laws to avoid any team penalties. These can be found at <https://www.mckinnonbasketball.org/competition>

Uniform Numbers

Please confirm the uniform numbers for all the kids in your team. If there is a clash, the Club has a policy where the player who has played with the Lakers for the longest time, keeps their number. If there is a clash, please email registerforlakers@gmail.com to arrange a loan singlet if possible.

If you get to the game and numbers are incorrect, these can be changed in the scoring system prior to the start of the game. The referees will be able to assist you with this if needed. Please advise the Club of any incorrect singlet numbers by emailing registerforlakers@gmail.com.

Forfeits

If you need to forfeit, please submit your forfeit online as soon as possible at <https://form.jotform.com/210878390799070>

By-Laws

All Coaches and Team Managers should familiarise themselves with the Junior Domestic By-Laws as it can often avoid confusion about player final's eligibility and similar issues. It is important that you read them as well, they can be accessed using the link below.

<https://www.mckinnonbasketball.org/competition>

Game Day incidents and Complaints

Where possible, game day incidents should be managed between the involved parties and the referee on the day. If a satisfactory resolution isn't achieved then it should be raised with the Club as per the Concerns, Complaints and Grievances Policy <https://bentleighlakers.com.au/concerns-complaints-grievances/>

Other concerns, complaints and Grievances should also be reported as per this policy.

Team Sheet Fee

The Club's registration fee covers team sheet fees for the regular season (not finals). Teams must pay a team sheet fee for each final they're in. Team Managers need to collect this fee from players/parents. The fee is \$80.00 for the semi-final and \$85.00 for the grand-final. This is to be paid to the MBA by bank transfer by the Thursday before the final or at the stadium entry prior to the game starting – games will not start if the fee is not paid.

Stadium Entry

Stadium entry for the normal rounds (i.e., excluding finals) is paid upfront as part of the registration process (Association Player Registration Fee). However, for finals, an entry fee will be charged for all players and for spectators over 18 years of age.

9. Injuries at Training or Games

If an injury occurs:

- During games, the injured player or parent/guardian must submit details via the MBA's injury portal <https://form.jotform.com/210808144391048>
- During training, the coach or Team Manager should advise the Club via registerforlakers@gmail.com

Advising the MBA or Club is for monitoring purposes only. The MBA or Club will not be processing any claims on behalf of the player.

The player or parent/guardian is responsible for making a claim under BV's insurance. Basketball Victoria's insurance provider is V-Insurance Group (Corporate Authorised Representative of Willis) and details regarding the level of coverage can be found via the V-Insurance Basketball website <https://vinsurancegroup.com/basketball/>

10. Heat Policy

Training - At 9am, the Club will check the Bureau of Meteorology's daily maximum temperature and if predicted to be over 35 degrees, training will be cancelled for that day.

The MBA defines game day Heat policy <https://www.mckinnonbasketball.org/policies>