

Website: bentleighlakers.com.au

Email: registerforlakers@gmail.com

Instagram: [@bentleighlakers](https://www.instagram.com/bentleighlakers)

Facebook: [Bentleigh Lakers](https://www.facebook.com/BentleighLakers)

Coach Information Pack

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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

Welcome to the Coach role

Thank you for volunteering to **Coach** with Bentleigh Lakers—your time, commitment, and leadership are truly appreciated.

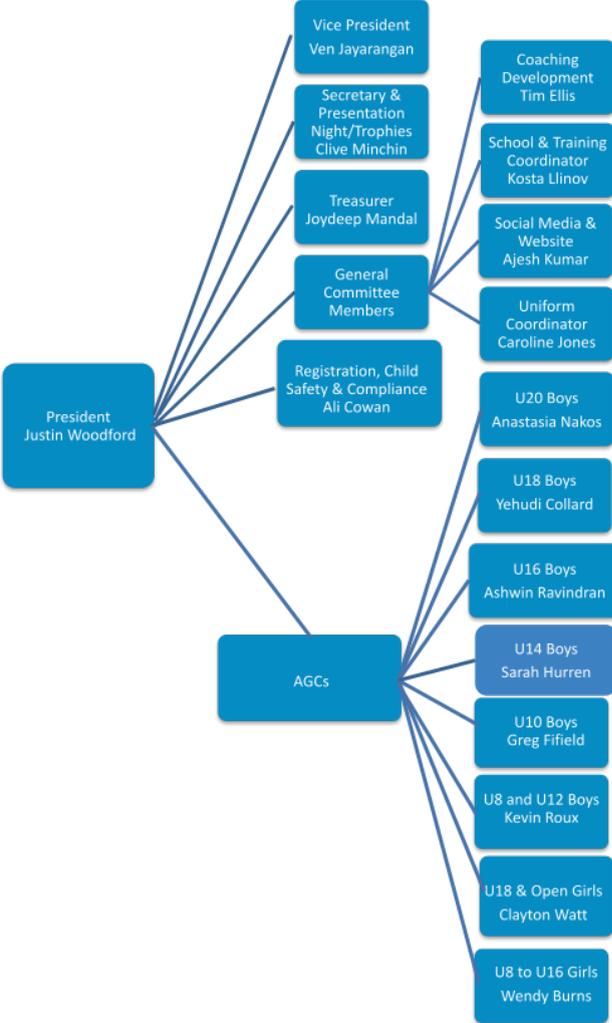
As a **volunteer-run Club**, we rely on passionate individuals like you to help create a positive and supportive environment for our players to grow, develop, and enjoy the game.

This Coach Information Pack outlines your key responsibilities and provides important resources to support you throughout the season. Some items will require early action, while others will become relevant as the season unfolds.

We're here to support you every step of the way. Your role as a Coach plays a vital part in shaping not only your team's development on the court but also their enjoyment and connection to the sport.

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

1. Bentleigh Lakers Club Structure



2. Contact details

Position	Name	Phone	Lakers Email
President	Justin Woodford	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	coachdevelopmtbentleIGHLakers@gmail.com
Presentation Night/Trophies	Clive Minchin	na	secretaryforlakers@gmail.com
School & Training Coordinator	Kosta Llinov	na	schoolstrainingbentleIGHLakers@gmail.com
Social Media & Website	Ajesh Kumar	na	registerforlakers@gmail.com
Uniform Coordinator	Caroline Jones	na	uniformsbentleIGHLakers@gmail.com

Age Group	Coordinator	Phone	Lakers Email
Boys U8	Kevin Roux	0481 270 226	U8Boys@gmail.com
Boys U10	Greg Fifield	0413 348 122	910boyslakers@gmail.com
Boys U12	Kevin Roux	0481 270 226	1112boyslakers@gmail.com
Boys U14	Sarah Hurren	0416 053 541	1314boyslakers@gmail.com
Boys U16	Ashwin Ravindran	0410 232 188	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. Roles and Responsibilities: AGC, Coach, and Team Manager

To ensure the season runs smoothly, each team has a network of support made up of the Age Group Coordinator (AGC), the Coach, and the Team Manager. Each role has unique responsibilities that contribute to a positive and well-managed experience for our players and families.

Age Group Coordinator (AGC) – Core Responsibilities

- Uphold the Club's Child Safe and Volunteer Codes of Conduct.
- Oversee the general management of teams within the age group.
- Support the Committee with any matters involving coaches or players in the age group, including complaints.
- Respond to enquiries from prospective new members and provide relevant Club information.
- Welcome and onboard new members.
- Recruit and support Coaches and Team Managers.
- Liaise with Team Managers regarding Club matters and player registration.
- Encourage Coaches and Team Managers to register in PlayHQ.
- Notify Team Managers when first-round fixtures are published on the website.
- Gather feedback from Team Managers on grading and inform the President of any concerns or regrading requests.
- Act as the first point of contact for Team Manager queries and refer to appropriate Club contacts when needed.
- Support the resolution of any school venue or security access issues, if they arise.

Coach – Core Responsibilities

- Uphold the Club's Child Safe and Coach Codes of Conduct.
- Follow the Club's venue opening and closing procedures.
- Familiarise yourself with and implement the Club's Coaching Philosophy.
- Plan and run weekly training sessions or arrange a replacement if unavailable.
- Attend weekly games or arrange a suitable replacement if unavailable.
- Communicate coaching strategies with parents, especially in younger age groups.
- Participate in the Club's coaching initiatives to continually develop your coaching skills.
- Promote sportsmanship and remind players and parents of the Club's Code of Conduct when required.
- Support issue resolution on or after game day, as needed.
- **If you are a Junior Coach**, ensure a responsible adult is present at all training sessions:
 - Liaise with your Team Manager to create a parent roster, or
 - Ensure a parent/guardian is present if no roster has been established.

Team Manager – Core Responsibilities

- Uphold the Club's Code of Conduct.
- Keep team contact lists current and up to date.
- Communicate training and game details weekly.
- Maintain a register of player availability and arrange fill-ins when needed.
- Create and distribute a scoring roster for the team.
- Support the Coach with team communications and logistics.
- Remind players and parents of the Club Code of Conduct as necessary.
- Assist with issue resolution on or after game day if required.
- Help with the collection of finals scoresheet fees, if needed.

- Support the Coach with end-of-season presentation planning, as required.
- Ensure that Junior Coaches always have an adult present at training.

4. Coach Discounts and Honorariums

At Bentleigh Lakers, we value the time and commitment our volunteer Coaches contribute. As a gesture of appreciation, the Club offers registration discounts and end-of-season honorariums in recognition of your role.

a. Coach Discounts

Coaches who volunteer are eligible for one discount on registration fees for each team they coach. The amount of the discount depends on the Coach's:

- Coaching qualification
- Length of time in the role
- Compliance status (all required Club compliance steps must be met)

Details:

- **Parent Coaches:** The discount is applied to their child's player registration.
- **Junior Coaches:** The discount is applied to their own registration. If they are not playing, the discount may be applied to a sibling's registration.
- **Co-Coaches:** If two coaches are sharing the role, each will receive 50% of the eligible discount based on their qualifications and tenure.
- **Assistant Coaches:** Are not eligible for player registration discounts.

Eligibility Requirements

To receive a discount, a Coach must:

- Be confirmed in the role by the Age Group Coordinator (AGC)
- Be registered in PlayHQ as a Coach at the start of the season
- Have completed all Club compliance requirements (e.g., WWCC, safeguarding training, Codes of Conduct)

Coaching Qualification	Seasons Coached	Fee Discount
None/Community Level	<3 seasons	25%
Club/Association Level	<3 seasons	50%
None/Community Level	3+ seasons	75%
Club/Association Level	3+ seasons	100%

b. Honorariums

Non-parent Coaches (i.e., those without a child in any team) and Junior Coaches (<21 years) are eligible to receive an honorarium at the end of the season, provided they:

- Are registered in PlayHQ as a Coach
- Have completed all required compliance steps at the start of the season

This payment is a token of appreciation for your contribution to the Club and our players' development.

	1 st season	2 nd season	3 rd + season
Assistant Coach	\$100	\$100	\$100
No Qualification	\$250	\$300	\$350
Community Level	\$300	\$350	\$400
Club Level	\$350	\$400	\$450
Association Level	\$400	\$450	\$500

Co-Coaches: If two coaches are sharing the role, each will receive 50% of the eligible payment based on their qualifications and tenure.

5. Coach Registration in PlayHQ

All Coaches must be registered in **PlayHQ** for the relevant season. This is essential so that:

- Coaches can be assigned to their team in the system
- The **MBA** can notify Coaches of any **forfeits, fixture changes**, or game-day updates
- Coaches are **covered by Basketball Victoria's insurance**

There is **no cost** to register as a Coach.

How to Register

- Use the **public Coach registration link** provided at the start of each season
(This will be shared via Club email or newsletter once registrations open)
- If you miss the public registration window, your **Age Group Coordinator** or the **Registration Officer** can provide you with a specific link.

For help with the registration process, visit: [How to register as a Coach in PlayHQ](#)

Coach Compliance – Child Safety, Code of Conduct & Zero Tolerance

At Bentleigh Lakers, we take the safety and wellbeing of our players seriously. All Coaches must meet compliance requirements to support a safe, respectful, and inclusive environment for every child.

With an increase in unacceptable behaviour across community sport, it's important that Coaches understand and uphold the Club's values and expectations.

Getting Compliant

- New Coaches and Coaches not yet compliant will receive an email at the start of the season with clear instructions and links to complete all requirements.
- Returning Coaches can check their compliance status by contacting the Registration Officer: registerforlakers@gmail.com

Compliance Requirements are as follows:

Coach 18 years and over	Coach under 18 years	Team Managers
<ol style="list-style-type: none">1. WWCC/Victorian Institute of Teaching registration (VIT)2. Child Safe online training.3. Child Safe Code of Conduct4. Code of Conduct (Coach, Co-coach, or Assistant Coach)	<ol style="list-style-type: none">1. Code of Conduct (Coach, Co-coach or Assistant Coach)	<ol style="list-style-type: none">1. WWCC/ Victorian Institute of Teaching registration (VIT)2. Child Safe online training.3. Child Safe Code of Conduct4. Code of Conduct (Team Manager)

6. Child Safety, Code of Conduct & Zero Tolerance

As a Junior Club, **Bentleigh Lakers** is committed to providing a safe, inclusive, and respectful environment for all children. We take our obligations under the **Working with Children Act 2005** and the **Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015** seriously.

We are a **Child Safe Club**, and all Coaches are required to uphold our standards in behaviour, language, and interactions with players and families.

 [View our Child Safe Policy](#)

Your Responsibilities as a Coach

It's important to remember that while your actions may be well-intentioned, they can still be misinterpreted or deemed inappropriate. Coaches **must not**:

- Use children in any way to meet the needs of adults
- Ignore or dismiss any concerns, suspicions, or disclosures of child abuse
- Use prejudice, oppressive behaviour, or inappropriate language with children
- Engage in rough or physical games with players
- Discriminate based on age, gender, race, culture, ability, or sexuality

- Initiate unnecessary physical contact or perform tasks children can do themselves (e.g., changing clothes)
- Develop 'special' relationships with specific children or show favouritism (e.g., through gifts or extra attention)
- Personally communicate with children outside of their coaching role

Physical Contact

Basketball Victoria advises:

“Physical contact between a coach and a player—except that which would be considered usual social contact, such as a handshake or a high five—should be rare. Even well-meaning gestures may be misinterpreted. If physical contact is required for skill development, it must be appropriate, brief, and clearly necessary.”

If You Have Concerns

If you are concerned about the safety or wellbeing of a child, please contact:

Child Safety Officer: registerforlakers@gmail.com

Coach Code of Conduct – Summary

You will receive the full Code of Conduct at the beginning of each season. As a summary, Coaches are expected to:

- Encourage fun, learning, and teamwork in a safe and positive environment
- Be reasonable in your expectations of effort and performance
- Teach understanding, enjoyment, and respect for the rules
- Ensure all players receive a fair amount of court time
- Promote respect for referees, opponents, spectators, and other Coaches
- Act responsibly when managing injuries or illness
- Stay current with coaching knowledge and techniques
- Maintain professional boundaries with players at all times
- Respect the rights, dignity, and worth of every individual
- Take care of facilities and equipment

MBA Zero Tolerance Policy

Bentleigh Lakers fully supports the **McKinnon Basketball Association's (MBA)** Zero Tolerance Policy.

[View MBA Policies - Zero Tolerance](#)

As a Coach, **you must not:**

- Repeatedly challenge or argue with referees
- Berate or abuse referees, score table officials, other Coaches, players, parents, or spectators
- Display inappropriate behaviour in a sporting environment
- Damage or remove MBA or Club property

Violations may result in disciplinary action and removal from the role.

7. Junior Domestic By-Laws

All Coaches and Team Managers must familiarise themselves with the **McKinnon Basketball Association's Junior Domestic By-Laws**. Understanding these rules helps avoid confusion around player eligibility, court time, fill-ins, and other match-related issues—and importantly, prevents unnecessary team penalties.

 [View MBA By-Laws and Policies](#)

If you're ever unsure about how a rule applies, don't hesitate to ask your Age Group Coordinator for clarification.

8. Coach Polos and Hoodies

To represent the Club professionally and be easily identifiable on game day, all Coaches are required to wear **either an official Bentleigh Lakers Coach polo or hoodie** during matches.

These are provided **free of charge** via the Club's online uniform shop using a **voucher code**.

How to Order:

1. Contact the Uniform Coordinator at uniformsbentleighlakers@gmail.com to receive your **Coach Voucher Code**
2. Visit the online shop: [Bentleigh Lakers Uniform Shop](#)
3. Place your order online and apply the voucher at checkout

Please allow up to 4 weeks for delivery.

9. Training Equipment

To help support effective training sessions, the following equipment guidelines apply to all teams:

Coach Equipment

- **Coach whiteboards** are available on request.
- Please email coachdevelopmtbentleighlakers@gmail.com if you would like one provided.

Player Equipment

All players are required to bring their own **basketball** to training.
Please ensure players are bringing the **correct size ball** based on their age group:

Under 8	Use size 5 ball
Under 10	Use size 5 ball
Under 12	Use size 5 ball
Under 14	Use size 6 ball
Under 16	Boys: size 7 ball, Girls: size 6
Under 18 and over	Boys: size 7 ball, Girls: size 6

10. Coach Compatibilities

The Club can request that the **MBA** consider specific **coach or player compatibilities** when preparing the fixture. This may include:

- A Coach who is coaching **multiple teams**
- A **Junior Coach** who also plays on the same day
- A player with another commitment, such as **Saturday school sport**

Submitting a Compatibility Request

- Submit your request to your **Age Group Coordinator** as early as possible—ideally **before the grading period ends**.
- Be clear and specific about which teams, times, or commitments need to be considered.
- The **MBA reserves the right** to accept or reject compatibility requests at their discretion.

Early communication is key. Requests made late in the season are unlikely to be accommodated.

11. Injuries and Insurance

All Coaches and players registered in **PlayHQ** are covered under **Basketball Victoria's insurance policy**, managed by **V-Insurance Group**.

If an injury occurs, it's essential the correct steps are followed to ensure proper documentation and potential claim eligibility.

What to Do If an Injury Occurs

During a Game:

- The **injured player or parent/guardian** must report the injury via the **MBA's Injury Portal**: [MBA Injury Report Form](#)

During Training:

- The **Coach or Team Manager** should advise the Club by email: registerforlakers@gmail.com

Important:

Advising the MBA or Club is for **monitoring purposes only**. The Club or MBA **does not process insurance claims** on behalf of players or families.

Making an Insurance Claim

The **player or parent/guardian** is responsible for submitting any claim under Basketball Victoria's insurance policy.

Basketball Victoria's insurance provider: **V-Insurance Group** (Corporate Authorised Representative of Willis)

[Visit the V-Insurance Basketball Website](#)

Here you will find:

- Policy summaries
- Claim forms
- Coverage levels and exclusions

12. Game Day Incidents

Where possible, **game day incidents** should be resolved calmly and respectfully **between the parties involved**—this may include Coaches, Team Managers, players, parents, or officials.

If the matter **cannot be resolved on the day** or a satisfactory outcome isn't reached, the issue should be **escalated to the Club** in accordance with our formal policy.

[View the Club's Concerns, Complaints and Grievances Policy](#)

Raising a Complaint or Concern

If you have a concern, complaint, or grievance—whether related to game day conduct, Club matters, or interpersonal issues—it should be reported in line with the above policy to ensure:

- Fair handling
- Confidentiality
- Timely and respectful resolution

13. Forfeits

If your team is unable to field enough players for a scheduled game, a **forfeit** must be advised to the **MBA as early as possible**. This allows the MBA to notify the opposition and referees, and may help avoid unnecessary costs or penalties.

[Submit a Forfeit Notification](#)

Please notify the MBA as soon as the forfeit is known. Early notice helps maintain goodwill and minimises disruption to other teams and officials.

14. Fill-Ins

When a team is short of players, the **Team Manager** is responsible for arranging **fill-in players**. However, as Coach, **you must ensure all fill-ins comply with the MBA's By-Laws**, particularly **By-Law 6**, which covers:

- **Eligibility rules** for fill-ins
- **Limits on how many games** a fill-in can play
- **Grading and age group restrictions**
- **Finals eligibility**

[View By-Law 6 – MBA Policies](#)

Incorrect use of fill-in players can result in team penalties or game forfeits. Always confirm player eligibility if unsure—your Age Group Coordinator can assist.

15. Training Courts, Coach Responsibilities - School Stadium Access and Lock-Up & Security Expectations

Bentleigh Lakers currently trains at the following venues:

Venue	Training Days & Times
Valkstone Primary School	Mon–Thurs: 4:00 PM – 9:00 PM Fri: 4:00 PM – 7:00 PM

Coach Responsibilities – School Stadium Access

Use of school venues is subject to a formal agreement. The Club is held to strict standards regarding **security, access, and care of facilities**. Failure to meet these standards may result in the **loss of access** to these venues.

All Coaches are **personally responsible** for knowing and following the correct opening and lock-up procedures for their training venue.

Venue procedures can be found at: www.bentleighlakers.com.au – [Policies & Procedures tab](#)

Lock-Up & Security Expectations

- **Read and understand** the lock-up procedures for your training venue
- **Never leave** the stadium unlocked if it is unattended by a Lakers coach
- **Do not rely on cleaners** to lock up for you—even if offered
- **Do not remove** keys, alarm fobs, or lockboxes from school property
- **Use only the code** provided by your AGC to access the lockbox
- Report any issues with security immediately to your **AGC**
- Each venue has **different lock-up procedures**, so please make sure you're following the correct one for your location.

16. Player Singlet Numbers

All players must wear a **Club-approved singlet number**. Players and families **must not choose their own number** under any circumstances.

How to Get a Singlet Number:

- Players must email uniformsbentleighlakers@gmail.com to be assigned an approved number.
- Singlets can then be ordered online through the Club's uniform shop:
- [Order Uniforms – Impact Sports](#)

Number Clashes

- In the case of a number clash in the same team, the **Coach or AGC** must email uniformsbentleighlakers@gmail.com to **request a loan singlet** before the game.

17. Heat Policy

Training Sessions

To ensure player safety during extreme weather, the Club follows the following **heat policy** for training:

- At **9:00 AM each day**, the Club checks the **Bureau of Meteorology’s daily maximum temperature forecast**.
- If the temperature is predicted to exceed **35°C**, **all training for that day will be cancelled**.
- Coaches and Team Managers will be notified by the Club, and are asked to communicate the cancellation to their teams promptly.

18. Coach Development & Training Resources

Bentleigh Lakers is committed to supporting our volunteer Coaches with opportunities to grow and develop their skills.

Each year, the Club allocates funding to assist Coaches in undertaking **Basketball Victoria accredited coaching courses**. These courses are a great way to enhance your confidence, knowledge, and impact on the court.

Interested in a Course?

If you would like to nominate to attend a course, please email:
coachdevelopmtbentleighlakers@gmail.com

Available Coaching Levels

Level	Who It’s For
Community Level	Ideal for Coaches with limited or no prior basketball experience. Courses are practical and beginner-friendly.
Club Level	For Coaches with 12+ months of experience , focusing on season planning and player skill development.
Association Level	For Coaches who have held Club Level accreditation for at least 12 months , and who want to coach at higher levels (e.g., VC teams, state programs, senior teams).

Ongoing learning not only benefits your team—it strengthens our entire Club community.

19. Club Coaching Philosophy

Coaching at Bentleigh Lakers is a rewarding and vital contribution to our Club community. We thank you for your time and leadership.

We understand that coaching can also be challenging. Our players come with different skill levels, personalities, and motivations. Your role is to foster a fun, respectful, and engaging environment where all players are encouraged to learn, grow, and feel part of the team.

Each age group brings unique coaching needs, and we acknowledge the additional layer of complexity when you're coaching your own child. The guidelines below provide a flexible structure you can adapt to your team's ability and maturity.

Court time is a common concern. The Club's expectation is that **all players SHOULD receive equal playing time** across the season. While game circumstances may affect rotations, every player deserves the chance to learn from varied situations, not just the strongest performers.

We encourage you to focus on **development over results**. Winning is enjoyable, but losing is a powerful teacher. Help your players see both as part of the journey.

20. Coaching Tips and Expectations for Junior Basketball

The MBA provides excellent coaching resources: [MBA Coaches Page](#)

Level 1: Ages 7–9 (U8–U10)

- **Layups:** Teach left/right hand layups with proper footwork.
- **Footwork:** Emphasise triple threat, pivoting, jump stops, squaring to the basket.
- **Shooting:** Guide the transition to single-hand technique with support hand.
- **Ball Handling:** Both hands, basic dribble moves (crossover, speed, protect).
- **Movement Skills:** Teach running, jumping, landing, stopping, lateral movement.
- **Passing:** Chest, bounce, and overhead passes.
- **Games:** Play 2-on-2 and 3-on-3 for space and skill development.
- **Offense:** No structured plays; focus on movement and spacing.
- **Defense:** Basic stance, slides, man-ball positioning.

Level 2: Ages 10–12 (U12)

- Build on Level 1. Start with Level 1 each season before progressing.
- **Layups:** Introduce jump-stop layups.
- **Shooting:** Shooting off the dribble/catch.
- **Cuts:** Add back cuts, curl cuts.
- **Dribbling:** Add hesitation, between-the-legs, fake crossover.
- **Passing:** Add wraparound, baseball pass, pressure passing.
- **Screens:** Introduce basic screening.
- **Footwork:** Add jab steps, fakes.
- **Rebounding & Post Moves:** Introduce technique, drop step.
- **Offense:** More motion principles, intro to 5-on-5.
- **Defense:** Emphasise stance/slide, basic press break intro.

Level 3: Ages 13–14 (U14)

- **Layups:** Contested layups, same-leg/same-hand variations.
- **Advanced Cuts:** Expand cutting techniques.
- **Shooting:** On the move, off screens.
- **Dribbling:** Spin moves, double moves.
- **Passing:** Behind-the-back, pick-and-roll.
- **Screens:** Add screen-and-roll.
- **Rebounding & Post Moves:** Emphasise technique, add counters.
- **Spacing & Offense:** Teach offensive reads.
- **Defense:** Add rotations, split line concepts.

21. Coach Q&A – Common Scenarios

How should I rotate my substitutions?

Create a rotation list before the game. Vary your starting five. Ensure all players get a chance to start and finish games.

How do I handle parents who contradict my coaching?

Set expectations early. Invite parents to training. Team Managers can help field questions.

How do I manage distracted players?

Break sessions into 6–10 minute blocks. Limit in-game feedback to 1–2 key points. Use bench time for calm reminders.

Should players attend training to play?

Yes, training is important. Rep players are also expected to attend.

What if a player struggles to connect with the team?

Encourage inclusive drills. Watch for cliques. Use social bonding opportunities. Contact your AGC if extra support is needed.

Should I appoint a team captain?

We don't promote fixed captains. Instead, rotate leadership opportunities weekly (e.g., warm-up leader, drill captain).

This philosophy and framework are designed to support you and your team throughout the season. If in doubt, please reach out to Tim Ellis at coachdevelopmentbentleiglakers@gmail.com. We're here to help you succeed and enjoy your coaching journey.