



2025 MANAGERS HANDBOOK

LANG PARK BASKETBALL | LEVEL 5 PCYC LANG PARK

SET UP A RELIABLE COMMUNICATION SYSTEM AND KNOW YOUR PLAYERS

- Gather phone numbers and emails of the coach, assistant coach, players, and their parents. Ago coordinators should issue you primary contact information at season commencement. You may need to collect additional contacts from your team as they may have alternative email addresses to the one provided at registration.
- It is worth having player's date of birth, suburb, postcode, and any special medical (anaphylaxis, asthma etc) or communication (split families etc) needs. Note personal information should be carefully managed and not generally circulated.
- Use team group email, group text, or apps like WhatsApp for instant team communication.
- Inform the team that you are the main contact for illness, absence, or injury to avoid overwhelming the coaches.
- Address any cultural or medical apparel requirements at the start of the season with appropriate officials.

DURING THE WEEK

- Send training reminders two days before the session. Ensure all players bring a basketball, water bottle and wear reversible training singlets.
- Remind the team about game times, which can change as late as Friday. Always check game times on Friday afternoon on the Basketball Connect app.
- At the start of the season, create a score bench roster. One parent from each team must score for each game. Do not include yourself or the coach on score bench roster unless it's an emergency; you already have other responsibilities.

TRAINING SESSIONS

- While it is not mandatory for managers to remain present throughout training sessions, it is beneficial to be available at the beginning and end in case children or parents have any questions. Additionally, you can monitor pickups. If a child's parent is not available to pick them up immediately after training, please ensure the child remains inside the facility and preferably in the court area until collected.
- Do not leave players behind at venues unless you have agreed a collection plan with their parents/guardian.
- Never be alone with players. Ask another person to stay with you to ensure child safety.
- Parents must sit in the mezzanine level of the stadium at PCYC. They may sit courtside at outside venues.

- First Aid and Ice (or cold packs) should be available at all venues. Head coaches and venue managers can direct you.
- A first aid kit will be present at each training location.
- Any injury during training or games should be reported to your age coordinator.

GAME DAY

- Collect the club team uniform bag before the first game from the Uniform Shop located on level 5 at Lang Park PCYC. It will only be available at specific times so check Facebook for updates. You will need to sign for the kit, which will be allocated to you, and you are responsible for returning it at the end of the season.
- Ensure all players arrive at least 20 minutes before the scheduled game time. Confirm with the coach if additional time is required. Note BBI during construction and outside venues on Friday nights can be difficult to park so leave adequate time.
- Distribute singlets to each player, maintaining the same numbers each week. With our reversible singlet sets, the team listed first must wear the light-coloured jersey, while the second-listed team must wear dark. You may switch colours depending on the opposing teams' colours, but this serves as the general rule.
- Tick off players on the iPad, ensuring only those playing are checked, not those absent. If uncertain, tick the player before the game starts. Add newly registered or borrowed (lower division or age group) players if they are not automatically shown on the iPad,. Only registered players can be added to the score sheet. Playing under someone else's name will result in a forfeit and potential judiciary proceedings against the team and player. If a player is not showing up, utilise the 'borrow player' function on the iPad and you can search for other registered players to temporarily add to your team.
- Maintain a personal record of attendance at games. This is necessary in case of dispute for finals eligibility purposes.
- Verify singlet numbers on the iPad and make corrections if necessary.
- Managers should consider having nail clippers and a small bag for jewellery, as referees may call out long nails or require jewellery removal, preventing players from participating.
- Supervise the playing bench during games to ensure good behaviour, discourage unsportsmanlike conduct, encourage hydration, refill water bottles if needed, and attend to any injured players. In case of severe injury, stay with the player and seek help from another parent, assistant coach, or teammate. All injuries should be referred to a Doctor. Major injuries should be immediately presented to hospital emergency.

- All injuries must be reported to Lang Park via your age coordinator and also on game day to the BBI court supervisor to assist players with insurance access and for duty of care.
- Encourage everyone to promptly vacate the bench area after the game to allow the next team to use the space.
- At the conclusion of the game, collect all singlets from players and take them home for washing. Carry a plastic bag for dirty uniforms. Wash singlets in cold water. Do not establish a washing roster as singlets may not always be returned. Players should not take singlets home.
- Make sure all players are picked up and depart with a parent or guardian at the end of each game.
- If there are insufficient players for an upcoming game (minimum of 5 players must start a game), contact your age coordinator. Pre-set lists of players from younger age groups are available to fill in as needed. Coordinators will arrange for additional players from other age groups or lower divisions.

END OF SEASON & FINALS

- Check player eligibility before finals to ensure the correct number of games have been played. Forfeits will occur if ineligible players take the court. You can use your manual attendance record as well as the player statistics on the Basketball Connect app to gather this information.
- Organize a team gathering or breakup party.
- At the end of the season, return the club team bag with washed singlets to the PCYC. Check the Facebook page for opening hours of the store. You will be required to sign your uniform set back in.

FREQUENTLY ASKED QUESTIONS

For the most up to date FAQ refer to our website.

<https://lanparkbasketball.com.au/faq>

POLICIES AND DOCUMENTS

Familiarise yourself with key policies and guideline documents on the Lang Park website.

KEY CONTACTS

Our Facebook page contains all necessary and most up-to-date information.

If you have any questions or concerns about the above, you can contact us below or through your Age Coordinators.

POSITION	NAME	EMAIL
Club President	Wade Lewis	president@langparkbasketball.com.au
Coaching Directors	Men – Will Moore Women – Lauren McConnell	coachingmen@mail.langparkbasketball.com.au coachingwomen@mail.langparkbasketball.com.au
Registrar	Kate Bowden	registrar@langparkbasketball.com.au
Administration (registration, uniforms, blue cards, etc)	Kate Griffiths	admin@langparkbasketball.com.au

Thank you for volunteering. We appreciate your support.

