BULLEEN BOOMERS
JUNIOR CHAMPIONSHIP
TEAM MANAGERS HANDBOOK

LAST UPDATED AUGUST 2026

INTRODUCTION

Welcome and thank you for volunteering to be a Team Manager in the Bulleen Boomers Junior Championship program.

Your assistance is greatly appreciated and vital to ensure the effective and efficient running of our program. Team Managers play a crucial role in assisting with the administration of the team as well as ensuring all coaches, players and parents are provided with timely communication including announcements from Club Administration, schedule changes, tournament information and financial requirements amongst others. The following information aims to assist team managers to be able to fulfill their role to the best of their ability.

CONTACTS

Office Details:

Bulleen Basketball Stadium

Sheahans Reserve – Sheahans Road, Bulleen

Phone: (03) 8849 0525

Open Monday to Friday 9:00am to 5:00pm

Junior Championship Convenor (JCC)

Sally Steel | juniorchamp@bulleenboomers.com.au

Championship Director of Coaching (DOC)

Ross Moll | jcdoc@bulleenboomers.com.au

Competitions Manager

Rebbeca Ross | rebecca.r@bulleenboomers.com.au

Admin Officer

Helen Vassiliadis | admin@bulleenboomers.com.au

Finance Officer

Teresa Cherbakof | finance@bulleenboomers.com.au

Uniform Officer

Clare Hoole | uniforms@bulleenboomers.com.au

GETTING STARTED

Once you have accepted the position as Team Manager you are required to do the following.

- Register with PlayHQ as a Team Manager (utilise the link provided to players to register for the season).
- Email the Bulleen Boomers Admin Officer, Helen Vassiliadis a back and front photo of your WWCC to admin@bulleenboomers.com.au
- If you do not have a WWCC please arrange to obtain one immediately as it is a VJBL requirement for all Team Managers to have one. You can apply via https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply
- Team Managers are also required to submit to the Club a 'Member Protection Declaration' form in the format provided by Basketball Victoria. This will be provided to you by the Club.

TEAM MANAGER DUTIES

In essence, the Team Manager's role is to look after the admin of the team, such as:

- Who is scoring
- Managing payment for game fees via TeamPay
- Uniform clashes (home team needs to change)
- Player availability

It is important to always support the coach. If any problems arise with the playing group or your parents that you are unable to resolve, the Coach and the DOC, Ross Moll must be informed immediately.

Being the point of communication between players, parents and Coach (note that parents should not approach the Coach immediately after a game and should wait at least 24 hours for any grievance)

We recommend that you appoint a proxy Team Manager from the beginning of the season who will step into the role in your absence (either from illness or unavailability). This person must be approved by the JCC prior to being approached; and then must complete ALL the necessary paperwork including WWC checks.

The backup Team Manager will assist you in your absence but must be included in the scoring roster and other team duties throughout the season.

NO ONE ELSE has permission to sit on the bench on game day! You cannot just replace yourself on the go, all officials MUST be approved and processed by the Club to meet BV regulations and as per child safe standard requirements.

In the instance that a proxy TM has not been organised, and you need to replace yourself for a game, please do this well in advance, not on the day of the game! Any requests made on game day will NOT be actioned and may result in the team having no support staff on the bench that night!

TEAM MANAGER DRESS CODE

As the Team Manager, it is important you remember that you are also representing Bulleen Boomers.

All Team Managers are expected to wear Bulleen Boomers apparel whenever they are acting in the role of Team Manager. This will ensure you are identified as part of the team. A T-shirt or polo shirt will be provided to new team managers who have not previously held this role. All returning team managers are asked to use their previously provided items.

New Team Managers can contact Clare to organise a shirt.

START OF THE SEASON

- Establish Team Communications – Reach out to all parents/players to let them know the method you will be using to communicate to the coach, parents, and players. This is a personal choice however some recommendations include.
    - Facebook Group or Whats App
- Training Communication
    - Start Time
    - Arrival Time
    - Location
- Game Communication
    - Game date
    - Grading Phase or Round (eg., Round 3 or Grading Phase 1 – Game 2)
    - Opponent (vs Eltham 1)
    - Game Time
    - Arrival Time
    - Location (include address)
    - Weekly scorer appointment
    - Weekly spotter/shot clock appointment
    - Please note the home team is always on the clock
- Create and Distribute Scoring Roster – Create and circulate a scoring roster to all parents.
    - All parents (except the team manager and coach) are expected to participate in scoring throughout the year.
    - It is a requirement to have two (2) parents on the bench each week (x1 scorer and x1 spotter/shot clock operator).
- Distribute Scoring Resources to Parents – Send these links to all your parents and ask them to watch and read them, so they can become informed, comfortable, and confident with how to score:
- PlayHQ Electronic Scoring Guide: https://support.playhq.com/hc/en-au/article_attachments/11835531647769
- PlayHQ Electronic Scoring Video: https://www.youtube.com/watch?v=OdTboL_uYqk
- Shot Clock Guidelines https://www.basketballvictoria.com.au/cdn/6fwnvqzxmrs4g44c

VJBL OPERATIONAL LINKS

We encourage you to visit the following link and share with families relating to venues list, rules of operation, shot clock guidelines and behavioural tech foul penalties.

https://www.basketballvictoria.com.au/resources/competition-resources/vjbl

FILLIN PLAYERS

If your team is short on players due to illness or injury, please contact the JCC, Sally Steel and the DOC, Ross Moll before organising a fill-in to ensure the correct rules are followed.

FINANCES

Unlike previous years there is no need for a 'team kitty' to be maintained. ALL teams, will manage match fees through 'Teampay' (from grading season onwards) in which you will be supplied with a code from the Club to share with team members which will cover court fees for Friday night games.

We suggest that you nominate Friday morning as the routine time you will charge the 'active' players who will be participating in that evening's game via Teampay for simplicity.

The only time you will be required to request money from players is regarding team entry for tournaments which should be evenly distributed across all participating members and you will enter and administer team entry independently.

At the conclusion of the season, it is customary to purchase a gift for the Head Coach & Assistant Coach which you can request each family to contribute towards.

TEAM SHEET COSTS

As a continuation of last year's team sheet costs, the VJBL have confirmed the following:

DOOR ENTRY COSTS

Door entry costs have been incorporated into the team sheet cost, therefore no door entry will be charged at any venue for the GRADING and CHAMPIONSHIP SEASON.

SHEET COSTS

Grading Phase ONE

All pools: 60 minute schedule $125

Grading Phase TWO

U12 (XX, AA): 7 minute quarters with no shot clock $160

U14-18 (XX,AA): 8 minute quarters with shot clock $160

U20 (Pool 1 & 2): 8 minute quarters with shot clock $160

All other pools: 60 minute schedule $125

Championship Season

U12 (VC) 7 minute quarters with no shot clock $160

U14 to U20 (VC) 8 minute quarters with shot clock $160

VJL 60 minute schedule $125

GAMES

iPad

An important task for you to manage each week is to ensure that the iPad is always completed correctly.

It is important that you check ALL eligible players (playing that game) are on the iPad and that their name and playing number is correct.

Should you identify this is not the case, change it on the iPad and then contact Sally Steel, she will adjust the back end of Play HQ with the correct details.

You must also check that the coaching staff names are listed and correct.

GAME NIGHT ROLE

It is imperative that you sit on the team bench during game night to assist with the following tasks;

- First Aid Assistance
- Refilling drink bottles during the game and handing to on court players during timeouts/game breaks
- Keeping the players on the bench focused
- Tying shoelaces (for the younger age groups)
- Helping remove blood from uniform items.

TECHNICAL FOULS

Advise the JC Convenor and DOC of any tech fouls for coach or players immediately following the game -

Junior Championship Convenor (JCC)

Sally Steel | juniorchamp@bulleenboomers.com.au

Junior Championship Director of Coaching (DOC)

Ross Moll | jcdoc@bulleenboomers.com.au

PHOTOGRAPHY & VIDEO

It is typical that the games in the junior champ program are video recorded. This allows the coaches to review games and help develop their approach to training to best support and develop their team.

Please discuss with your team coach if they wish to have this job shared or allocated to a family for the season to assist with game review.

COMPETITION CONCERNS

It is Basketball Victoria's (BV) policy that only club delegates can contact BV directly regarding club and league related matters. As you can appreciate, if BV were required to answer all individual enquiries from players parents, they would be often fielding thousands of calls a week. Only Bulleen staff and the nominated club delegate are authorised to contact BV directly regarding club and league matters.

Should you have a matter which you believe needs to be raised with BV, please contact the JCC and she will discuss with you the mechanism in which BTBC can raise the concern on your behalf.

TOURNAMENTS

An integral and important part of the Jnr Champ program at BTBC is participation in outside tournaments.

Victorian Championship (VC) teams that qualify for the VJBL National Classic Tournament over the Queen's Birthday Weekend are required to attend and participate.

U14 teams can qualify for the U14 Club Championships in the October holidays if they finish in the top 2 at a certain cut-off date determined by the VJBL. That tournament can be held anywhere in Australia.

Teams are encouraged to attend other suitable tournaments and as approved by the JCC as we allow a maximum of one tournament in grading season & three tournaments in Championship season. Country or interstate tournaments are not compulsory for families to attend due to cost on parents. These tournaments are the choice of individual teams and are not funded by Bulleen Boomers. All entry costs are to be funded by the participating teams.

There are many tournaments throughout the season, both in Victoria and interstate that teams may elect to play in, with some of the most common tournaments being:

- Southern Peninsula or Geelong United Annual Tournament (November) encouraged for all teams
- Eltham/Dandenong or Bendigo Junior Classic – Australia Day (January) compulsory for all teams
- Norwood Easter Classic – Adelaide (March)
- Ballarat or Nunawading - Kings Birthday (June)

PLAYER INJURY/ILLNESS

Players who are ill or unable to play must notify the TEAM MANAGER as soon as they are aware that they are unable to participate in training or games.

It is imperative that medical certificates are emailed to JCC Sally Steel within the first 10 days of injury or illness requiring more than one week's recovery.

This certificate can be used to gain credit for missed games and will ensure that the athlete does not miss out on qualifying for finals.

NOTES:

- Please note that if a player wishes to train or play earlier than stated on the original medical certificate then another certificate is required from a medical practitioner stating that the player can return to participation earlier than planned.
- Medical Certificates WITHOUT an end date will require a medical certificate clearance.

ATTENDANCE AT GAMES & TRAINING:

Players who are recovering from an injury or non-infectious illness are expected to attend all games in Boomers attire (playing uniform/apparel) and sit on the bench with the team and in addition attend ALL training sessions in Boomers training attire.

If the illness is infectious the player MUST stay away from trainings and games – for obvious reasons.

FIRST AID KIT

Each team is supplied with a First Aid Kit.

Please ensure that the kit is kept full and is always taken to games.

Replenishment of supplies can be arranged through the Club. It is also a good idea to check with the parents on your team to determine if anyone has a first aid certificate in case of injury.

NOTE: Blood on a team top or shorts can be easily washed/rinsed out at the venue and worn wet (they will dry quickly and easily

UNIFORMS

We have high expectations that all players must adhere to our dress code for training and games.

It is BTBC policy that players are to only wear their Boomers gear when entering and leaving stadiums for training and games.

At Training: All players are required to wear the official Boomers VJBL training uniform. This consists of our revisable singlet (blue & gold) and Boomers black training shorts.

Other apparel (such as Domestic, SDP, State, other association, or tournament clothing) is NOT acceptable.

At Games: Players may only attend in Boomers VJBL apparel. Players are required to wear the Boomers Warm up top for their warm-up and Blue Hoody and Black track suit pants as a warm layer to and from the venue in colder months.

NOTE: No other combinations other than those approved are acceptable.

If players are not in Club uniform, they may be reminded by BTBC officials of our policy. Injured players attending games and training are to sit on the bench in a Boomers Warm-Up Top or Hoodie & relevant playing shorts.

APPROVED UNIFORM:

- Playing Singlet
- Playing Shorts
- Warm-Up top
- Training Singlet
- Training Shorts
- Backpack
- Club hoodie and black tracksuit pants

REFERENCE MATERIALS

BTBC VISION & VALUES

BTBC's Vision and Values can be found within the Strategic Plan for the Club, Boomers Strategy, which can be accessed via the following link: https://www.bulleenboomers.com.au/about-us/our-strategy-values/

BTBC POLICIES

Refer to: https://www.bulleenboomers.com.au/about/club-policies/

BULLEEN TEMPLESTOWE BASKETBALL CLUB: CODE OF CONDUCT

Refer to: https://www.bulleenboomers.com.au/code-of-conduct/

CHILD SAFETY

Refer to: https://www.bulleenboomers.com.au/child-safety/

Note it is compulsory for Team Mangers to have completed the BTBC All Staff Child Safe Training located at this site.

BASKETBALL VICTORIA: CODES OF CONDUCT

BV has developed the Codes of Conduct that stipulate the accepted standards of behaviour for players, parents, spectators, coaches, officials, and administrators. Breaches of these Codes can result in BV sanctioned tribunal hearings and suspensions. The BV Codes of Conduct are available to download at www.basketballvictoria.com.au

PARENTS CODES OF CONDUCT:

1. Encourage your children to participate for their own interest and enjoyment, not yours.

2. Encourage children to always play by the rules.

3. Teach children that an honest effort is always as important as a victory.

4. Focus on developing skills and playing the game. Reduce the emphasis on winning.

5. A child learns best by example. Applaud good play by all teams.

6. Do not criticize your or others' children in front of others.

7. Accept decisions of all referees as being fair and called to the best of their ability.

8. Set a good example by your own conduct, behaviour and appearance.

9. Support all efforts to remove verbal and physical abuse from sporting activities.

10. Respect the rights, dignity and worth of every person.

11. Show appreciation for volunteer coaches, officials and administrators.

12. Keep children in your care under control.

13. Always respect the use of facilities and equipment provided.

PLAYERS CODES OF CONDUCT

1. Understand and play by the rules.
2. Respect referees and other officials.
3. Control your temper.
4. Work equally hard for yourself and your team.
5. Be a good sport.
6. Treat all players as you would like to be treated.
7. Player for the “enjoyment of it” and not just to please parents and coaches.
8. Respect the rights, dignity and worth of every person.
9. Be prepared to lose sometimes.
10. Listen to the advice of your coach and try to apply it at training and in games.
11. Always respect the use of facilities and equipment provided.

SPECTATORS CODE OF CONDUCT

1. Remember that most people play sport for enjoyment.
2. Accept decisions of all referees as being fair and called to the best of their ability.
3. Always be positive in your support for players.
4. Condemn the use of violence in any form.
5. Respect your team’s opponents, officials and spectators.
6. Encourage players to obey the rules and to accept decisions of officials.
7. Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches or officials.
8. Respect the rights, dignity and worth of every person.
9. Keep children in your care under control.
10. Always respect the use of facilities and equipment provided

Thank you again for volunteering. Please contact us anytime for support. We hope you have a great season.