

MBBI JUNIOR VOLUNTEER PRIVACY GUIDANCE DOCUMENT

Hi Junior Coach, Team Manager or Official,

As a volunteer at Moreton Bay Basketball, you play a big part in creating a safe, respectful, and fun space for players and families. With that trust comes responsibility—especially when it comes to personal information. You might come across contact details, medical information, or things shared in confidence. It's important to treat all of that with care and keep it private. How you handle this information really matters - it helps keep every one safe.

WHAT IS PRIVACY?

Privacy means keeping people's personal details—like their name, birthday, medical information, and contact details—safe. These details should only be used for club-related activities and never shared with anyone who doesn't need them.

WHAT DOES PRIVACY MATTER?

Everyone has a right to keep their personal information private. Sharing it without permission can make people feel unsafe and break trust.

WHAT INFORMATION MIGHT YOU HANDLE?

You may see or collect personal or sensitive information about players, families, or other volunteers.

This includes:

- Contact details
- Cultural background
- Medical conditions
- Child safety concerns

Only collect or use this information if it's needed for your role and you have permission.

HOW SHOULD YOU USE IT?

Use personal information only for:

- Managing teams
- Communicating with families
- Supporting child safety

Never share information unless:

- You have permission
- It's required by law

If you're unsure, ask a coach or club official before sharing anything.



KEEPING INFORMATION SAFE!

As a volunteer, you must:

- Lock away paperwork so no one else can see it.
- Log off shared devices when you're done.
- Avoid talking about private matters in public or online.

Report anything unusual to a coach or club official.

YOUR RIGHTS AND DUTIES!

You can ask to see your own information or correct it.

You must also:

- Respect everyone's privacy—don't share personal details without permission.
- Follow child safety rules—these keep everyone safe.
- Report any concerns or misconduct to a coach or club official straight away.

CHILD SAFETY RESPONSIBILITIES!

You must:

- Treat all kids with respect—be fair, kind, and supportive.
- Handle sensitive information carefully—this includes things like cultural identity, medical details, or safety concerns.

Report anything that makes you uncomfortable or seems wrong—tell a coach or club official straight away.

CONFIDENTIALITY

If someone shares something private with you, keep it confidential. Only share it if:

- It's necessary for safety (to protect someone from harm), or
- It's required for legal reasons.

If you're unsure, ask a coach or club official before saying anything.

WHAT HAPPENS IF YOU DONT FOLLOW THESE RULES?

If you break privacy or safety rules, you could lose your volunteer role, face legal consequences, and harm the trust and safety of our club community.

Thank you for volunteering—your effort makes a big difference.

Respecting privacy is part of being a trusted and responsible volunteer. By handling personal information with care, you help protect individuals and strengthen our basketball community.

If you're ever unsure, ask for help—your actions make a difference. We're here to support you—if you ever need help or have questions, please reach out to your Branch Manager, Junior Coordinator, Registrar, fellow coach, or any member of the Board or our Management committee.

Thanks for helping us build a safe and respectful basketball community!



IMPORTANT CLUB CONTACTS

MBBI BOARD MEMBERS

The MBBI Board oversees the club, makes key decisions, and ensures everything runs smoothly for players, families, and volunteers.

President: Clayton Richardson: clayton.richardson@moretonbaysuns.com

Secretary: Kelly Page: kelly.page@moretonbaysuns.com

Treasurer: Rebecca Le Bherz: Rebecca.lebherz@moretonbaysuns.com

Registrar: Amanda Donovan: Amanda.donovan@moretonbaysuns.com

Junior Co-ordinator: Dannielle Weedall: dannielle.weedall@moretonbaysuns.com

Representative director: Kate Hare, Kate.hare@moretonbaysuns.com

Development coordinator: development@moretonbaysuns.com

MANAGEMENT COMMITTEE MEMBERS

The Management Committee supports the Board by coordinating competitions, referees, and score bench operations to keep games running smoothly.

Competitions Coordinator: Sheree Waddell: competitions@moretonbaysuns.com

Organises game schedules, fixtures, and ensures competitions run smoothly.

Referee Coordinator: Tom Waddell: tom.waddell@moretonbaysuns.com

Manages referees, assigns games, and supports fair play.

Score Bench Coordinator: Jo Hockings: jo.hockings@moretonbaysuns.com

Trains and organises score bench officials to keep accurate game records.

BRANCH MANAGERS

Branch Managers are the main contact for coaches, team managers, and families in their branch. They handle communication, solve issues, and make sure club rules are followed during games and events.

Branch Manager (Heat, Wolves, Lakers, Bucks and Warriors teams)

Emily Driscoll: Emily.driscoll@moretonbaysuns.com

Branch Manager (Bulls, Nets, Clippers, Hornets, Mavericks and Thunder)

D'mitri Faolua: dfaol1@eq.edu.au

