



# MORETON BAY SUNS

# TEAM MANAGER

# MANUAL

This manual outlines key responsibilities, processes, and expectations for Team Managers within Moreton Bay Basketball. It supports effective team organisation, clear communication, and a safe, positive experience for players, families, and coaches, in line with club values and Basketball Queensland requirements.



PREPARED FOR  
Winter Season  
2026

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## WELCOME

Welcome and thanks for being a Team Manager!

Team Managers hold a significant position within our club. This role is relatively straightforward to execute, particularly if you intend to be present at all of your child's matches and prioritize equal communication with every team member.

Team Managers make sure everything is ready for games and ensures everyone is organised and aware of what is happening. Managers are the liaison person between the team, coach, parents and the club association.

Our goal is to foster a friendly and inviting atmosphere within the club, and it is through the Team Manager's efforts in upholding team spirit and cohesion that each team operates as a joyful and effective unit.

Welcome to the Team!

## OUR MISSION AND VISION

### MISSION STATEMENT

Moreton Bay Basketball Inc. is dedicated to providing inclusive, innovative, and high-quality basketball experiences for the community. Our mission is to not only develop skilled athletes but also empower our members to become active community contributors through various community service initiatives. We aim to equip our junior members with life-long skills that will support their future employability and enable them to make meaningful contributions to the local community.

### PHILOSOPHY

Moreton Bay Basketball's philosophy is to provide the opportunity for people of all ages to develop their skills, learn life lessons and enjoy the game of basketball.

Opportunities are available for a social player looking to enhance their skills while playing for fun or to an advanced player with a competitive desire to become a complete player both physically and mentally, through our Sun's representative programs.

### OUR VISION

*"To be the leading community basketball association within the Moreton Bay Region, raising the profile of basketball and aims to make a significant positive impact within the local community, promoting inclusivity and community service among its members."*

### OBJECTIVE OF THE SEASON

Play, Engage, Enjoy.

Concentrate on competitive games - even during practice.

Foster self-esteem and confidence in athletes

Athletes should have the most enjoyment as possible.

## BASKETBALL QUEENSLAND'S GENERAL CODE OF BEHAVIOUR

- ❖ Respect the rights, dignity and worth of others.
- ❖ Be fair, considerate and honest in all dealing with others.
- ❖ Be professional in, and accept responsibility for, your actions.
- ❖ Make a commitment to providing quality service.
- ❖ Be aware of, and maintain an uncompromising adherence to, Basketball Queensland's standards, rules, regulations and policies.
- ❖ Operate within the rules of the sport including national and international guidelines which govern Basketball Queensland, the member associations and the affiliated clubs.
- ❖ Do not use your involvement with Basketball Queensland, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Basketball Queensland, a member association or an affiliated club.
- ❖ Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- ❖ Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- ❖ Refrain from any form of harassment of others.
- ❖ Refrain from any behaviour that may bring the sport of basketball, Basketball Queensland, a member association or an affiliated club into disrepute.
- ❖ Provide a safe environment for the conduct of the basketball activities.
- ❖ Show concern and caution towards others who may be sick or injured.
- ❖ Be a positive role model.
- ❖ Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.
- ❖ Refrain from engaging in negative or destructive discussions or postings on social media about players, coaches, spectators, officials, administrators or other basketball participants, that may be viewed as abusive, harassing or offensive in nature.

## BLUE CARD / WORKING WITH CHILDREN CHECK & CHILD SAFE REQUIREMENTS

### BLUE CARDS / WORKING WITH CHILDREN CHECK

All Team managers are required to have a current blue card. Moreton Bay Basketball managers blue cards via the Blue Card Services Portal. To apply for a blue card follow the below steps;

1. Create a blue card service account - [Blue Card Services Applicant Portal](#)
  - o Remember to note down your account number.
2. Prior to applying for a volunteer blue card your account will need to be linked to Moreton Bay Basketball. To link your account email your blue card account number and date of birth to Amanda – [registrar@moretonbaysuns.com](mailto:registrar@moretonbaysuns.com)  
You will be notified once your account is linked.
3. Once you have received notification that your account is linked, you will be able to apply for a volunteer blue card via the blue card portal - [Blue Card Services Applicant Portal](#)

\*If you already have a blue card, it is still a requirement to have your card linked to Moreton Bay Basketball. Please follow steps 1 & 2 above to have your card linked.

## MANDATORY BASKETBALL AUSTRALIA – SAFEGUARDING CHILDREN IN BASKETBALL COURSE

All MBBi volunteers aged 18 and over are required to complete the Basketball Australia *Safeguarding Children in Basketball* online course prior to the commencement of any volunteer duties including QSL Level coaching. For more information review the “How to Guide – BA Safeguarding Children in Basketball course” you can find this on our website or email – [secretary@moretonbaysuns.com](mailto:secretary@moretonbaysuns.com) for a copy.

## REQUIRED MBBi POLICIES AND DECLARATIONS

All Team Managers are required to read, sign and comply with all Moreton Bay Basketball Incorporated (MBBi) child-safety and privacy policies, including the:

- ❖ MBBi Child Protection Policy,
- ❖ MBBi Child Risk Management Strategy
- ❖ MBBi Privacy Policy

These policies apply to all MBBi volunteers and outline mandatory organisational requirements relating to reporting obligations, safe conduct, ethical boundaries, screening and auditing processes, safe travel supervision, and the secure handling of personal information.

These policies are required to be signed yearly and will be emailed to you. If you do not receive an email or have not signed the policies please contact the junior coordinator.

## TEAM MANAGER ROLE AND RESPONSIBILITIES

The Team Manager plays a vital support role in ensuring the smooth operation of the team, allowing the Coach to focus on training and game strategy. Key responsibilities include:

### TEAM OPERATIONS

- ❖ Oversee the general running of the team.
- ❖ Game day responsibilities:
  - Distribution and management of uniforms.
  - Organising fill in players when needed.
  - Support the Coach and players.
- ❖ Maintain a team list
  - Each Team Manager is responsible for maintaining an up-to-date contact list that includes the phone numbers of all parents/guardians of players.
  - A preliminary team list will be provided by the Junior Coordinator at the start of the season via email. It is essential to keep this list current and promptly notify the Junior Coordinator of any updates, including player movements or changes in contact information.

## COMMUNICATION AND LIAISON

Team Managers serve as the primary liaison between the team, coach, parents, and the club. They are responsible for maintaining clear and timely communication, including:

- ❖ Acting as the main point of contact for parents and players.
- ❖ Facilitating the flow of information between coaches and families
- ❖ Supervision during team discussions;
  - To ensure the safety and wellbeing of all children in our care, as well as to support and protect our coaching staff and volunteers, the Team Manager must be present during all pre-game and post-game discussions.
  - This presence helps maintain appropriate supervision and facilitates effective communication between coaches, players, and parents.
- ❖ Welcome Letter
  - Team Managers should send a welcome letter to parents, to introduce themselves and advise parents of important season information.

include the following key information;

*\*Refer to Appendix A for suggested welcome letter example*

❖ **Weekly parent communication**

Team Managers are responsible for sending a weekly update to parents, ensuring clear and consistent communication, reminders should include the following key information;

- **Training Schedule**  
Details of training times and venues, including any updates or changes.
- **Game Fixtures**  
Information on upcoming games, including fixture details, start times, and court allocations. Any changes will be communicated promptly.
- **Coaches Updates**  
Communicate any relevant messages, instructions, or feedback from the Coach to parents. This ensures consistent messaging and helps maintain alignment between coaching objectives and parental support.
- **Score-Bench Duty Reminder**  
A reminder of the parent/caregiver rostered for score-bench duties for the upcoming game (this week) and the following week, allowing families ample time to organise cover if required.

❖ **Supporting players with additional needs**

If a parent advises that their child requires additional support or has specific needs, the Team Manager should respond with understanding and professionalism, they should;

- Acknowledge and thank the parent for sharing the information.
- Maintain confidentiality and treat the information with sensitivity.
- Gather relevant details to understand how best to support the child during games and training.
- Liaise with the Coach and Junior Coordinator to ensure the child's needs are accommodated in line with club policies.
- Monitor and follow up as needed to ensure ongoing support and inclusion.

*Please don't hesitate to contact your Branch Manager for any additional assistance, support, or advice — we're here to help.*

❖ **Communicating Player Information to Coaches**

It is essential that Coaches are promptly informed of any;

- Individual needs or additional support requirements for players (e.g., medical conditions, accessibility needs, behavioural support, or other relevant considerations).
- Player absences from training or games,
- Injuries or illnesses
- or other relevant updates provided by parents.

This ensures the Coach can appropriately support each player's wellbeing and performance.

❖ **Club Communications and updates**

Team Managers are responsible for keeping parents and players informed of any ad-hoc official club events as they arise. This includes:

- Sharing and relaying updates and information from the Club and Junior Coordinator
- Confirming season breaks, end-of-season fixtures, and related processes with parents
- Reinforcing key club communications to ensure consistency and clarity across the team.

❖ **Establishing Effective Communication Channels**

It is important to establish a communication method that works effectively for the Team Manager, Coach, and parents. The chosen platform should support timely and consistent updates throughout the season. Recommended communication channels include:

- Text message
- A private Facebook group/chat
- WhatsApp

- o Heja App
- o Group Email

*\*Refer to Appendix A for suggested weekly reminder example*

## SUPPORT & ESCALATION

Team Managers act as a key point of contact between parents, players, and club officials, helping to ensure smooth communication and resolution of any issues. Responsibilities include;

- ❖ Liaison Role  
Serve as a communication bridge between families and club leadership, ensuring that feedback, concerns, and queries are appropriately directed and addressed.
- ❖ Issue Escalation  
Identify and escalate any concerns or issues that fall outside the scope of the Team Manager's role to the appropriate club official for timely and effective resolution. You can escalate to;
  - o Offer Support  
Engage respectfully with all individuals, actively listen to their concerns, and ensure they feel acknowledged and supported.  
  
Provide parents, families, and players with access to QR codes for submitting complaints and feedback.
  - o Primary Point of Escalation  
The Branch Manager is the first point of contact for any concerns requiring escalation. Team Managers should direct issues to the Branch Manager for review and guidance.
  - o Secondary Escalation  
If further support is needed, or if the matter involves broader coordination across teams or age groups, the Junior Coordinator should be contacted as the next level of escalation.

This structured approach ensures that concerns are addressed appropriately while maintaining a supportive and respectful environment for players, families, and coaching staff.

## SEASON INFORMATION & COMMUNICATION CHANNELS

The **Winter 2026** season will commence on **21 April 2026** and **conclude on 10 September 2026**. Please note that no games or training sessions will be held during Queensland school holidays.

All team-specific and season-related updates will be communicated via email from the Junior Coordinator or Branch Manager directly to Team Managers.

All General communication across MBBi is conducted electronically through the Basketball Connect app, which serves as the primary platform for updates, notifications, and member engagement. Additionally, Facebook is used as a supplementary communication tool to share club news and announcements.

SEASON PLAN																				
GRADING				FIXTURES													FINALS			
WK 1	WK 2	Rd 1	Rd 2	Rd 3	Rd 4	Rd 5	Rd 6	Rd 7	Rd 8	BREAK	Rd 9	Rd 10	Rd 11	Rd 12	RD 13	Rd 14	Rd1 5	Rd 16	SF	GF
Evaluate skill levels Consider skill strengths within the team				Develop skills of players			Apply basic offensive and defensive strategies					Refresh and build skills of players			Increase competition Develop counter plays			Performance focus		

## GRADING

Players will be graded as individuals during the first two weeks. These individual grading sessions will be held at Morayfield Sports & Events Centre, located at 298 Morayfield Road, Morayfield. Session times are to be confirmed. Team managers are not required to attend the first two weeks of grading.

The following two weeks, referred to as Round 1 (RD1) and Round 2 (RD2), will be team grading rounds. During these sessions, players will participate in their expected teams. However, adjustments may be made to team compositions and player placements to ensure a fair, balanced, and enjoyable season for all participants.

## CLUB TRAINING

MBBI values club training as an essential part of player development. All club training sessions run for 1 hour per week per age group and are held at Morayfield High School (via Buchanan Rd). Training is scheduled as follows:

MONDAYS	TUESDAYS
U11 (5:30 – 6:30 PM)	JNG & SNG girls (5:00 – 6:00 PM)
U13 (6:30 – 7:30 PM)	U15 (6:00 – 7:00 PM).
INT (7:30 – 8:30 PM)	

We prioritise age group training over team-specific training because it encourages broader skill development, fosters connections across teams, and allows players to learn from a variety of coaches and peers. This approach helps build a stronger, more unified club culture while ensuring consistent development across all players.

While age group training is a required part of the program, teams are welcome to organise their own team training sessions outside of the scheduled club training. These sessions are not facilitated or organised by the club, and teams may choose to use any available council basketball courts located in local parks for this purpose.

Please note: Players participating in team training sessions held outside of official club training times are not covered by Basketball Queensland insurance, as these activities fall outside the scope of club-sanctioned events.

## CLUB GAMES

All club games will be held at the Morayfield Sport & Event Centre 298 Morayfield Rd, Morayfield

- ❖ U11 and U13 will play on Tuesdays, 5:00pm or 5:55pm
- ❖ U15, INT, SNG & JNG will play on Thursday, 5:00pm to 9:00pm

## PARENT SCORE-BENCH MODEL

### OVERVIEW

From the Winter season 2026 onward, the club will return to a parent-supported score-bench model. Each team is required to supply one parent/caregiver to perform score-bench duties at every scheduled game. The club manages the coordination of this system centrally to minimise the administrative burden on Team Managers.

### SCORE-BENCH ROSTERS

- ❖ After grading is complete, the club will issue a season-long score-bench roster for each team.
- ❖ The roster assigns one parent/caregiver per game to complete score-bench duties.
- ❖ Rosters will be distributed to Team Managers and families prior to the start of the season.
- ❖ Team Managers are not responsible for creating, adjusting, or monitoring the roster.

### TEAM MANAGER RESPONSIBILITIES

Team Managers are asked to:

- ❖ Share the club-issued score-bench roster with their team families at the beginning of the season.
- ❖ Include parent reminders in weekly team communications.
- ❖ Direct any score-bench queries, swap requests, or paid fill-in requests to the club office.

Team Managers are not required to:

- ❖ Find replacement scorers.
- ❖ Arrange or approve swaps.
- ❖ Handle payments for opt-outs or paid fill-ins.
- ❖ Train parents in scoring duties.

#### PARENT RESPONSIBILITIES

- ❖ Parents/caregivers are responsible for covering their allocated score-bench duty.
- ❖ If unable to attend, they must:
  - Arrange a swap with another parent/caregiver or
  - Organise a paid fill-in scorer through the club

#### OPT OUT – SCOREBENCH FEES

Parents may opt out of score-bench duties for the season by paying for a fill in Score Bench for rostered game. All payments and arrangements are handled directly with the club office and need to be made via eftpos (no cash will be accepted)

Score Bench Fill in Fees:

- ❖ Minimum **5 days notice: \$15.00**
- ❖ Any score Bench Fill ins organised **less than 5 days notice : \$20.00**

#### GAME-NIGHT SUPPORT & TRAINING

- ❖ The club will provide scorers to facilitate the shot-clocks, each team will still be required to provide a parent for each game requiring shock clock to manage the ipad and the score board.
- ❖ A Score Educator will move between:
  - Courts 1 & 2
  - Courts 3, 4 & 5each game night to provide assistance where needed.
- ❖ The Score Educator will be contactable via radio at all times by score benches.
- ❖ How-to guides for:
  - iPad scoring system
  - Scoreboard operationwill be available on score benches and shared digitally.
- ❖ Scoring information sessions will be held on grading nights in each time slot for parents who wish to attend.

## BASKETBALL CONNECT APP

Basketball Connect is the official app used to manage club communication, game schedules, and player registrations. We encourage all Coaches, Team Managers and parents to download the app and follow their child's team to stay up to date with fixtures, results, and important notifications. It's a simple and effective way to stay connected throughout the season.

- ❖ Step 1: Download the App  
The Basketball Connect app is available on both major platforms:
  - Apple App Store: [Download here](#)
  - Google Play Store: [Download here](#)
  - Search for "BasketballConnect" and install the app on your device.
- ❖ Step 2: Create or Claim Your Profile
  - Open the app and tap "Login".
  - Select "Create Account or Register".
  - Register as a "New Participant", even if you've used the system before. The app will detect your existing profile and allow you to claim it.

If you're already registered with another association using Basketball Connect, you can log in with the same credentials—no need to create a new profile.

#### ❖ Step 3: Add Your Team to Watchlist

Once logged in, you can follow your team or league by adding it to your watchlist,

- Tap Draws at the bottom of the screen.
- Use the Add a Team or League box to search for your club.
- Select your team and tap Done.
- You'll now see fixtures and ladders for your team.

This allows you to view:

- Game draws and schedules
- Live scores
- Court locations
- Team ladders and standings

#### ❖ Step 4: Support and Help

If you or your team members need help:

- Visit the [Basketball Connect Help Centre](#) for guides and FAQs
- Submit a support ticket if needed.

#### ❖ Tips for Explaining to Your Team

When introducing the app to your team:

- Emphasise how it simplifies communication and scheduling.
- Encourage everyone to download it and follow the team.
- Offer to help with setup during training or via a quick group message.
- Remind players to keep notifications on for updates.

## TEAM PACK/FOLDER

Team folders are the responsibility of the Team Manager and are used to store essential documents that support team operations and communication; these folders should be kept organised and accessible throughout the season. Key contents include:

### COACHES' INFO PACK

Please ensure your coach receives their info pack.

### TEAM LIST

The Junior Coordinator will email the official team list to each Team Manager. A printed copy should be included in the team folder for quick reference, especially in the event someone needs to step in and assist with team management. *\*Refer to appendix C for team list template.*

### PLAYER OF THE MATCH CERTIFICATES & REWARDS

Each week, the Coach will select a player to receive the "Player of the Match" award, which includes a merit certificate and a reward sponsored by one of our club partners. This initiative helps encourage young players, celebrate their efforts, and build confidence and enjoyment of the game.

- ❖ Pre-Sign the merit awards
  - To streamline game night activities, it is recommended that Coaches and Team Managers sign the merit awards at the beginning of the season.
- ❖ Game night – Choosing player of the match
  - Toward the end of each game—ideally halfway through the final quarter. Team Managers may discreetly confirm the Coach's selection and prepare the certificate and reward for presentation by the coach after the game.

### PARENT SCOREBENCHING ROSTER

A printed copy of the club-issued Parent Score-Benching Roster will be included in the team folder by the club.

This roster outlines the parent/caregiver allocated to score-bench duties for each game throughout the season and serves as a reference point on game nights.

#### Team Manager Responsibilities

- ❖ Keep the roster in the team folder at all times
- ❖ Replace the roster if updated versions are issued by the club
- ❖ Send weekly reminders to parents for score bench duties
- ❖ Direct parents to the club office for:
  - Swap enquiries
  - Paid fill-in scorers
  - Opt-out payments

#### QR CODE SHEET

To promote open and accessible communication, the club has implemented QR codes that allow members to submit complaints, feedback, and suggestions anonymously. Team Managers are encouraged to distribute these codes to parents/guardians at the start of the season to ensure everyone has equal access to share their thoughts and contribute to a positive club environment.



## JERSEY ISSUE & RETURN PROCESS

### TEAM JERSEY AND UNIFORM COLLECTION PROCESS

- ❖ Team packs and Jerseys are to be collected on your first game night (prior to your game) and can be collected from;
  - Place - MSEC, Meeting room 1
  - Time - After 4.30pm (Prior to your first game)
- ❖ Team Managers or Coaches of teams can collect the team packs and uniforms
- ❖ If a Team Manager or Coach is unavailable to collect a parent of the team can be delegated the responsibility only after the Team Manager or Coach has contacted the Junior Coordinator.

### INFORMATION FOR TEAM MANAGERS OR COACH'S ISSUING UNIFORMS

- ❖ Each team manager will be provided with a team list that includes jersey numbers already assigned to players, based on the sizes requested during grading.
- ❖ **Team jerseys must remain in the possession of the team manager** and are only to be worn during games — not for training or other activities.
- ❖ The team manager is responsible for distributing the jerseys before each game and collecting them immediately afterward.
- ❖ **Jerseys are not permitted to go home with players at any time.**
- ❖ If a jersey does go home due to an unforeseen circumstance (e.g. injury), the player is responsible for ensuring it is washed and returned for the next game. The club does not provide spare jerseys for those forgotten.
- ❖ Any missing or damaged singlets will incur a replacement fee of \$50.

- Please report any missing or damaged singlets during the season to the Junior Coordinator at: [Dannielle.weedall@moretonbaysuns.com](mailto:Dannielle.weedall@moretonbaysuns.com)
- ❖ Uniforms must not be permanently altered in any way.

### TEAM JERSEY AND UNIFORM RETURN PROCESS

The team manager is responsible for returning the team jerseys and team packs at the end of the season, as outlined below:

- ❖ After the conclusion of regular fixtured games for teams not participating in finals.
- ❖ After the conclusion of semi or grand finals for teams that progress to finals.
- ❖ All uniforms must be returned in the original bags provided when the team uniforms were first issued.
- ❖ There is no need to wash the uniforms before returning them.
- ❖ All jerseys must be returned.
- ❖ If there are any issues with missing or damaged jerseys, please speak with the Junior Coordinator either prior to or at the time of returning the team pack.

## JUNIOR COMPETITION UNIFORM STANDARDS

### TEAM OFFICIALS (COACHES & MANAGERS) UNIFORM STANDARDS

- ❖ Team officials are required to wear covered shoes.
- ❖ Team officials must don suitable attire that does not contain any inappropriate language, images, or slogans, and is not revealing.
- ❖ Whilst it is not mandatory, we encourage Coaches and Team Managers to wear Moreton Bay Basketball club merchandise.

### PLAYING JERSEYS

- ❖ All junior players are required to wear club-issued team jerseys during games.
- ❖ Numbered jerseys are allocated at the beginning of the season, and each player retains the same number throughout the season.
- ❖ The team manager will distribute jerseys to players immediately prior to each game and collect them directly afterward.
- ❖ The team manager is responsible for laundering the jerseys after each game and ensuring they are ready for the following week.

### PLAYING SHORTS

- ❖ Players must wear official Black Suns shorts for all games.
- ❖ If a player is unable to wear the designated shorts, they may wear plain black playing shorts without pockets.
- ❖ Players wearing shorts with pockets will not be permitted to take the court.
- ❖ This rule applies consistently to all players not in compliance.

### COMPRESSION WEAR

- ❖ Compression garments are permitted but must be form-fitting.
- ❖ It is encouraged that compression shirts do not exceed a two-finger gap around the sleeves.
- ❖ Acceptable colours include black, white, skin-toned, or those that match the team uniform.
- ❖ T-shirts worn under playing jerseys are not allowed.

### EQUIPMENT

To ensure player safety, the following items are strictly prohibited during games:

- ❖ Items Not Permitted
  - Splints/guards for fingers, hands, wrists, elbows, or forearms.
  - Helmets, casts, or braces made from leather, plastic (hard or soft), metal, or any other rigid material.
  - Objects that may cause cuts or abrasions (e.g., long fingernails must be trimmed).
  - Hair accessories and jewellery.

#### ❖ Permitted Items

The following items are allowed during gameplay, provided they do not pose a safety risk to the player or others:

- Protective equipment for the shoulder, upper arm, thigh, or lower leg, provided it is adequately padded
- Arm and leg compression sleeves
- Knee & Ankle braces
- Mouthguards
- Spectacles may be worn if they do not present a safety hazard to other players  
A fasten strap for spectacles is highly recommended and encouraged
- Nose protectors, including those made from hard materials, are permitted for injury protection
- Headgear, under the following conditions:  
It must not cover any part of the face (including eyes, nose, lips)  
It must not pose a danger to the wearer or other players  
It must not include opening or closing mechanisms around the face or neck  
It must not have any protruding or rigid components.

## GAME DAY PREPARATION

### PRE GAME CHECK LIST / PREPARATION

#### ❖ Reminder message for games

It's important to remind the team of the upcoming game schedule a few days prior to the game. Your reminder should include the following information;

- Date and time of game
- Allocated court number
- Team you are versing
- *\*Refer to Appendix A for weekly reminder example*

### GAME DAY PREPARATION TIPS

Balancing the responsibilities of a Team Manager and a parent requires thoughtful preparation and organisation. To help game days run smoothly, we have included some practical tips:

#### ❖ Jersey Management

- The weeks can get busy, Wash team jerseys the day after each game to avoid last-minute stress. Packing them early for the following week ensures they're clean, ready, and not forgotten.

#### ❖ Organise Essentials in Advance

- Prepare all necessary items ahead of time and store them in a dedicated location or load them into your vehicle. This includes jerseys, the team folder, Player of the Match certificates, and rewards.

#### ❖ Carry a hard copy of the Team List:

- Always have a printed team list on hand, including players' names and jersey numbers to ensure players receive the correct numbered jersey.
  - Additionally, keep a record of parent contact details for urgent situations.
  - *\*Refer to appendix C for team list template.*

## GAME DAY INFORMATION

### FILL IN PLAYERS

- ❖ Fill in players can only be sourced from a lower age group and/or division currently participating and registered in the MBBI season.
- ❖ Each play-up fill in can play a maximum of three (3) games per season per team. After the third game, they must remain in the higher division

- ❖ Fill in players must be added to the team roster/Basketball Connect (iPads) for that fixture prior to the game commencement.

### BENCH ALLOCATION

- ❖ Home team (listed first on the draw) sits on scorer's table's left (facing the court).
- ❖ Away team sits on the right side.

### GAME FORMAT & TIMING

- ❖ Four 10-minute quarters (running clock unless specified).
- ❖ One-minute breaks between quarters and a two-minute break at halftime.
- ❖ No shot clock for most junior levels.
- ❖ Moreton Bay Basketball is dedicated to ensuring fair and balanced game time for all players in our junior competition, please see Equal playing time rotations section below.

### RESPECT THE REFEREE

With a high volume of teams and games this season, our referees—many of whom are new and still learning—will be under considerable pressure. All referees are supported by senior officials, and it is essential that they are treated with respect at all times.

- ❖ Please remind players and parents to respect referee decisions, even if they disagree with a call.
- ❖ Abuse or inappropriate behaviour toward referees will not be tolerated under any circumstances.
- ❖ For the 2025/26 season, Moreton Bay Basketball Inc. (MBBI) has introduced a Spectator Warning Card system. Team Managers should familiarise themselves with this process and communicate it clearly to their teams.

### FORFEIT PROCESS

A team may be required to forfeit a scheduled game for various reasons. The following outlines the key circumstances and procedures related to forfeits under MBBI guidelines:

- ❖ **Insufficient Player Numbers**  
MBBI requires a minimum of four players to be present and ready to take the court. If a team is unable to meet this requirement due to illness, injury, or absence, the game must be forfeited.
- ❖ **Disciplinary Action**  
A forfeit may be enforced if a team engages in unsportsmanlike conduct, including fighting, repeated technical fouls, or refusal to comply with referee instructions or league rules.
- ❖ **Late Arrival**  
If a team is unable to commence play within 10 minutes of the scheduled start time, the game will be declared a forfeit.
- ❖ **Voluntary Withdrawal**  
Teams may occasionally forfeit voluntarily due to internal challenges such as lack of preparation, low morale, or coaching transitions.

If a team anticipates the need to forfeit a game, the Team Manager must notify the Junior Coordinator as early as possible to allow for appropriate communication and planning.

### FORFEIT PROCEDURES AND OUTCOMES

- ❖ A scoresheet must be completed for all forfeited fixtures.
- ❖ The non-forfeiting team will be credited with a qualifying game; the forfeiting team will not.
- ❖ The official score will be recorded as 20 points awarded to the team present and 0 points to the forfeiting team.

### POST-GAME RESPONSIBILITIES FOR THE TEAM MANAGER

- ❖ Collect Team Jerseys
  - Retrieve all club-issued playing jerseys from players immediately after the game.

- Check for any missing or damaged jerseys and follow up as needed.
- ❖ Thank and support the players
  - Congratulate the team on their effort and sportsmanship.
  - Address any concerns or injuries and ensure players are supported.
- ❖ Communicate with Coaches and Parents
  - Share any important updates or reminders (e.g., next game time, training sessions, changes in schedule).
  - Relay any feedback from officials or coaches.
- ❖ Address Any Issues
  - Report any disciplinary matters, injuries, or concerns to the Branch Manager or relevant club officials.

## SAFETY & WELLBEING

As a Team Manager, you have a duty of care to provide a safe, supportive, and inclusive environment where every player can participate, develop, and thrive—physically, emotionally, and socially. To help you uphold this responsibility, the following tips and guidelines are provided to support the safety and wellbeing of all players under your care.

### DUTY OF CARE

Team Managers are responsible for the health, safety, and welfare of their players during all team-related activities. Being vigilant, proactive, and prepared helps prevent accidents and ensures players feel secure and supported.

### RISK ASSESSMENT

- ❖ Inspect courts and equipment, for hazards (e.g., wet floors, debris on the court).

### INJURY PREVENTION AND MANAGEMENT

- ❖ Check in with players before the game to ensure they are injury-free and feeling fit and healthy.
- ❖ Encourage players to stay hydrated and request subs if needed.
- ❖ Ensure players wear appropriate footwear.
- ❖ Follow concussion protocols strictly—when in doubt, sit them out.

### CHILD PROTECTION AND SAFEGUARDING

- ❖ Maintain professional boundaries at all times—avoid one-on-one situations without another adult present.
- ❖ Ensure you have valid Working with Children Checks (Blue Cards in Queensland).
- ❖ Be alert to signs of abuse or neglect and report concerns to the appropriate authorities immediately.
- ❖ Educate players about their rights and how to report inappropriate behavior.

### MENTAL HEALTH AND EMOTIONAL WELLBEING

- ❖ Foster a positive, inclusive team culture where players feel safe to express themselves.
- ❖ Be approachable and listen without judgment if a player is struggling.
- ❖ Recognize signs of stress, anxiety, or burnout, and offer support or referrals.
- ❖ Encourage balance between sport, school, and personal life.
- ❖ Promote self-confidence and resilience through positive reinforcement.

### INCLUSION AND RESPECT

- ❖ Treat all players equally, regardless of gender, race, ability, or background.
- ❖ Address bullying, teasing, or exclusion immediately and appropriately.

### PARENT AND GUARDIAN COMMUNICATION

- ❖ Keep parents informed about training schedules, game times, and any incidents.
- ❖ Encourage parents to share any relevant health or wellbeing concerns about their child.
- ❖ Foster a collaborative relationship with families to support each player's development.

## INCIDENT REPORTING AND DOCUMENTATION

- ❖ Address all injuries, behavioral incidents, or safety concerns and escalate to the relevant person (Branch Manager, Junior Coordinator) when appropriate.
- ❖ Maintain confidentiality.

## FIRST AID

MBBI, has a (1) qualified First Aid Officer on duty at all times during games nights and events.

The following information provides helpful tips for the team Manager to ensure player safety and respond effectively to injuries.

- ❖ Requesting first aid assistance
  - In the event of an injury, the First Aid Officer can be promptly contacted via radio communication, which is coordinated by the score bench personnel.
- ❖ During the game
  - Monitor Player Wellbeing: Stay alert for any signs of injury or distress among players.
  - Report Incidents Promptly: If a player is injured, request first aid assistance immediately and provide relevant details (e.g., how the injury occurred, symptoms).
  - Support First Aid Staff: Assist with crowd control or communication with parents if needed, while allowing first aid to work without interference
- ❖ After the game
  - Follow up on Injuries: Check in with the first aid staff for a summary of any treatment provided and recommendations for further care.
  - Inform the player's parent or guardian about the injury, treatment received, and any follow-up steps required.
- ❖ Documentation
  - The First Aid Officer will complete all required documentation and accurately record the details of the incident and any injuries sustained.

## KEY CLUB CONTACTS

### BRANCH MANAGERS

Branch Managers are there to support you in your role as Team Manager and are your first point of contact for any coaching and team related enquires, complaints and feedback.

Branch Managers for MBBI:

- ❖ Emily Driscoll - [Emily.driscoll@moretonbaysuns.com](mailto:Emily.driscoll@moretonbaysuns.com)  
For *Heat, Wolves, Lakers, Bucks and Warriors* teams
- ❖ Dmitri Faolua - [dfaol1@eq.edu.au](mailto:dfaol1@eq.edu.au)  
For *Bulls, Nets, Clippers, Hornets, Mavericks and Thunder* teams

### COURT CONTROLLERS (CC)

Court Controllers are present to assist all MBBI coaches, managers, members, volunteers, and supporters by promoting a safe and enjoyable game event. We have 2 Court Controllers who can be identified by their Yellow MBBI shirts and will move between courts 1 & 2 and 3, 4 & 5 during game nights. They can be approached by any member/supporter, or a coach can request them to be contacted via radio at the score bench.

**Competitions Coordinator:**

Sheree Waddell

**Referee Coordinator:**

[competitions@moretonbaysuns.com](mailto:competitions@moretonbaysuns.com)

Tom Waddell  
[tom.waddell@moretonbaysuns.com](mailto:tom.waddell@moretonbaysuns.com)

Score Bench Coordinator:  
Jo Hockings  
[jo.hockings@moretonbaysuns.com](mailto:jo.hockings@moretonbaysuns.com)

## BOARD MEMBERS

**PRESIDENT**  
Clayton Richardson  
[clayton.richardson@moretonbaysuns.com](mailto:clayton.richardson@moretonbaysuns.com)

**SECRETARY**  
Kelly Page  
[kelly.page@moretonbaysuns.com](mailto:kelly.page@moretonbaysuns.com)

**TREASURER**  
Rebecca Le Bherz  
[Rebecca.LeBherz@moretonbaysuns.com](mailto:Rebecca.LeBherz@moretonbaysuns.com)

**REGISTRAR:**  
Amanda Donovan  
[Amanda.donovan@moretonbaysuns.com](mailto:Amanda.donovan@moretonbaysuns.com)

**JUNIOR CO-ORDINATOR:**  
Dannielle Weedall  
[dannielle.weedall@moretonbaysuns.com](mailto:dannielle.weedall@moretonbaysuns.com)

**SENIOR CO-ORDINATOR:**  
[seniors@moretonbaysuns.com](mailto:seniors@moretonbaysuns.com)

**REPRESENTATIVE DIRECTOR:**  
Kate Hare  
[Kate.hare@moretonbaysuns.com](mailto:Kate.hare@moretonbaysuns.com)

**DEVELOPMENT COORDINATOR:**  
[development@moretonbaysuns.com](mailto:development@moretonbaysuns.com)

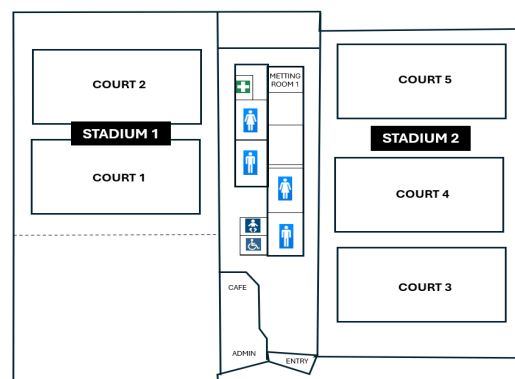
## OUR VENUES

### MORAYFIELD SPORTS AND EVENTS CENTER

298 Morayfield Road, Caboolture QLD 4506

Morayfield Sports and Events Centre is our home ground, hosting all club matches, home QSL games, representative training sessions, gradings and training and education workshops.

On game nights, MBBI utilises Meeting Room 1 as our office space. This room also serves as the base for the junior and senior coordinator, competitions coordinator, score bench and referee officials, where they manage scheduling and coordinate game operations.

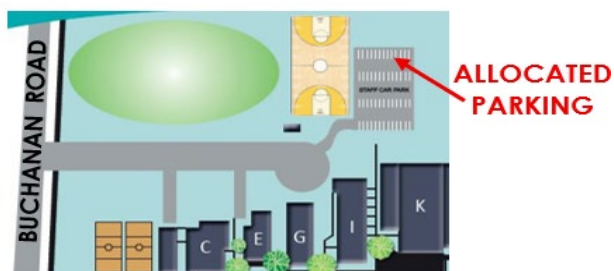


### MORAYFIELD STATE HIGH SCHOOL

Visentin Road, Morayfield QLD 4506

Morayfield State High School is utilised for club training, representative team training, holiday camps, and development clinics. Entry to the sports centre is via Buchanan Road—please do not wander through the school grounds.

Parking is available in the designated car park located behind the sports centre; please refrain from parking on any of the grassed areas.



### ST COLUMBAN'S HIGH SCHOOL

100 McKean Street, Caboolture, QLD 4510

St Columban's High School is utilised for club training, representative team training and gradings. Entry to the Mary MacKillop sports centre is via Pettigrew Street. Please do not wander through the school grounds.

Parking is available in the designated car park located behind the sports centre; please refrain from parking on any of the grassed areas.



### BURPANGARY STATE SCHOOL

35 St STATION ROAD, Burpengary Queensland 4505

Burpengary State School is utilised for representative training and Aussie Hoops. Entry to the sports centre is via George Street. Please do not wander through the school grounds. There is street parking along George Street or at the front of the school.



## APPENDIX A – TEAM WELCOME LETTER EXAMPLE

**TO:** Coach's Email

**BCC:** family/parent email address

**SUBJECT:** Welcome to the Moreton Bay Suns Basketball Summer Season!

### EMAIL BODY:

Dear Parents and Guardians,

Welcome to the [insert team age/ division and Team Name]. I'm excited to be your Team Manager this season and look forward to supporting your child and the team as we enjoy a fun, inclusive, and competitive season together.

Below is some important information to help us get started:

#### Season Overview

- Season Dates: 6 October 2025 – 2 April 2026
- No games/training during QLD school holidays
- Game Nights: [insert relevant information, select from below]
- Training Location: Morayfield High School (via Buchanan Rd)
- Training Schedule: Weekly, by age group (details to follow)

#### Basketball connect app

Basketball Connect is our official app for:

- Game schedules and draws
- Live scores and results
- Court locations
- Team ladders and standings
- Club-wide updates and notifications

#### GAME NIGHTS AS FOLLOWS

U13: Tuesdays (5:00pm or 5:55pm)

U11, U15, INT, SNG & JNG:  
Thursdays (5:00pm–9:00pm)

#### Getting Started:

1. Download the app from the Apple App Store or Google Play Store
2. Create or claim your profile
3. Add your child's team to your watchlist
4. Turn on notifications to stay updated

If you need help setting it up, I'm happy to assist during training or via message.

#### Team Communication

We'll use [insert preferred method: WhatsApp / Facebook Group / Email] for weekly updates including:

- Game fixtures and court allocations
- Training reminders
- Coach messages and feedback
- Any changes or club announcements

Please ensure you're connected to our group and check messages regularly.

#### Parent Score-Bench Duties:

This season, teams will be operating under a parent-supported score-bench model.

- The club will issue a season-long score-bench roster, outlining which parent/caregiver is rostered for each game.
- In my weekly message, I will remind families of:
  - The parent rostered to score-bench this week, and
  - The parent rostered for the following week, giving everyone time to organise swaps if needed.
- Parents who cannot complete their allocated turn are responsible for arranging a swap or contacting the club office to organise a paid fill-in where required at least one week prior to their rostered duty.

#### Uniforms & Jerseys

- Jerseys are provided and distributed before each game
- Jerseys must be returned immediately after the game
- Players must wear official Suns shorts (no pockets)
- Jerseys are not to be taken home

#### Game Day Essentials

- Water bottle
- Suns shorts
- Arrive 15 minutes early
- Positive attitude and team spirit!

#### Need Help or Have Questions?

If you have any concerns, feedback, or need support, please feel free to reach out to me directly. I'm here to help and ensure your child has a great experience.

Looking forward to a fantastic season ahead!

Warm regards,

[Insert Your Name]

Team Manager – Moreton Bay Suns

[Insert Your Email]

[Insert Your Phone]

[Your Preferred Contact Method]

**GAME NIGHTS AS FOLLOWS**  
 U13: Tuesdays (5:00pm or 5:55pm)  
 U11, U15, INT, SNG & JNG:  
 Thursdays (5:00pm–9:00pm)

## APPENDIX A – WEEKLY GAME REMINDER EXAMPLE

Hi Team,

Just a quick reminder about this week's game on [insert relevant day (Tuesday or Thursday)]:

Time: [Insert Game Time, e.g. 5:55 PM]

Court: [Insert Court Number, e.g. Court 2]

Opponent: [Insert Team Name, e.g. Thunder]

This week's Score-bench duties: [Family name, e.g. Smith family]

Uniform: Suns shorts (no pockets), club jersey (provided at game)

Bring: Water bottle, positive attitude!

Next week's Score-bench duty: [Insert Family Name]

Please arrive 15 minutes early for warm-up and jersey distribution.

Let me know ASAP if your child is unavailable or running late.

Thanks so much!

[Insert Your Name], Team Manager  
 Lets Go [Insert team name]!!!

## APPENDIX A – WEEKLY TRAINING REMINDER EXAMPLE

Hi Team,  
 Just a friendly reminder that training is scheduled for:  
 Day: [Insert Day]e.g. Monday  
 Time: [Insert Game Time, e.g. 5:55 PM]  
 Location: [Insert Training Venue]  
 Please ensure your child arrives on time, dressed appropriately and brings A water bottle, and a ball.

Regards, [Insert Your Name], Team Manager  
 Lets Go [Insert team name]!!!

GROUP TRAINING AS FOLLOWS Morayfield High School (via Buchanan Rd)	
MONDAYS FOR-	TUESDAYS FOR-
U11 (5:30 – 6:30 PM)	JNG & SNG girls (5:00 – 6:00 PM)
U13 (6:30 – 7:30 PM)	U15 (6:00 – 7:00 PM).
INT (7:30 – 8:30 PM)	

## APPENDIX C – TEAM LIST TEAMPLATE

Team Name:				
Coach:			Phone:	
Player Name	Jersey No.	Parent Name	Parent No;	Support notes

