



Team Manager Handbook

Hurstbridge Hurricanes

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1. Welcome and purpose

Thank you for volunteering as a Team Manager (TM). This handbook is designed to support you in your role and provide clear, practical guidance.

Your primary role is communication and coordination so coaches can focus on coaching. You are not expected to know everything – your Level Coordinators (LC) role is to support you.

2. Key contacts

- **Team-related questions, training issues, player numbers, fill-ins:** Level Coordinator
- **Fixtures, grading or clash requests:** queries go via Level Coordinator to President or Club Delegate. Always speak to your LC before speaking to the president or delegate. Often they will be able to resolve any issue or answer any query. (Never contact DVBA directly)
- **Behaviour or safety concerns:** Level Coordinator
- **Urgent game-day safety concerns:** Referee Supervisor (via TM)

Your first point of contact for most questions is your Level Coordinator, followed by the club President. Team lists, training schedules and parent contacts should be provided by Level Coordinators. If not, reach out to the club president.

Level Coordinator contact details are available at <https://www.hurstbridgehurricanes.com/contact-us> and the full list of committee members at <https://www.hurstbridgehurricanes.com/committee>

3. Getting set up

TMs must register on PlayHQ. The registration link (as well as season dates) is available at <https://www.hurstbridgehurricanes.com/registration>.

There is also a club-wide TM WhatsApp group. If you're not a part of the group, ask your LC or another TM to add you.

Encourage families to download the **MyHoops** app for access to fixtures, results and player statistics.

4. Uniforms

Encourage families of new players, or players who have outgrown uniforms, to organise replacements early.

Uniform info page: <https://www.hurstbridgehurricanes.com/uniform>

5. Age-level specific responsibilities

- **ALL:** TM role focuses on logistics, communication, fill-ins and scoring.



- **U8–U10 specific info:** Players must be escorted to and from training. A parent or nominated adult must remain present. No siblings on court.
- **U12 specific info:** Increased independence but parents remain responsible for safe drop-off and pick-up.
- If a coach is **under 18 years of age, an adult must be present at every training session**, regardless of the age group being coached. This adult does not need to be the Team Manager but must be a responsible parent or nominated adult(s).

6. Respectful and effective Communication

- Clear communication is essential for fostering a positive and cohesive team environment, ensuring that all members are informed and engaged.
- The Hurstbridge Hurricanes Basketball Club is committed to creating a safe and inclusive environment for all members of our community. Please monitor your group chat for any negative comments and report immediately to your Level Coordinator.
- The Hurstbridge Hurricanes Basketball Club Communications Policy for team chats can be found [here](#), or by clicking this link:
https://www.hurstbridgehurricanes.com/files/ugd/2d77d2_d4d06df208284519a49465cac481f86e.pdf

7. Fixtures, games and scoring

- TMs communicate game times, organise scoring rosters and share club updates.
- Each team must supply a scorer (minimum age 14). It is advisable to remind the scoring family of their turn to score prior to the game to avoid confusion during game day.
- Remind families to arrive **10–15 minutes before the scheduled game start time** as early arrival allows time for warm-up, scorer setup and on-time game commencement.
- Be aware that late arrival of players or scorers may result in penalties under DVBA rules.

8. Player numbers and fill-ins

- Ask families to notify you as early as possible if a player will miss training or a game. Early notice allows you to organise fill-ins if required.
- Note: Fill-ins are only permitted when a team has fewer than 6 players. Maximum total players including fill-ins is 6. For example, if there are only 3 allocated team players available to play a game, you may arrange up to an additional 3 fill in players.
- A fill-in may only play 3 games per team per season. It is the TM's responsibility to keep track of how many games each fill-in has played for their team.
- Breaches of fill-in rules can result in forfeits.
- Players can only play 1 game per age group per week. Fill-ins from the same age group can be organised if those players have a bye round only - they can only fill in for a team in a higher grade than their own team.
- When fill-ins are playing up an age group, they can play down 1 grade from their natural age group team's grade, or in any grade higher.
- Required details to be added to the scoring computer on game day for fill-in players (TM responsible for ensuring this gets added in): Full name, date of birth and parent email.



- There is an option to enter fill-in players (for Coaches and TMs only) before the game using the My Hoops app. Click on “fixtured game” click the 3 dots at the top right of the screen, and select “Manage Line-up”. You must be registered as a TM or Coach for the specific team requiring a fill-in via playHQ for this to work.
- More detail can be found about fill in rules in section 1.7.4 - 1.7.14.2 of the DVBA Junior Domestic By-Laws: Game Day which can be found [here](https://dvbasketball.com.au/wp-content/uploads/2026/01/DVBA-NJBL-By-Laws-Game-Day-November-2025.pdf) or at the following link: <https://dvbasketball.com.au/wp-content/uploads/2026/01/DVBA-NJBL-By-Laws-Game-Day-November-2025.pdf>

9. Heat policy

- Training must be cancelled if stadium temperature exceeds 35°C or on days declared Catastrophic Fire Risk.
- The stadium rarely reaches 35°C - usually only after several consecutive days with a temperature over 35°C.
- There is a thermometer inside the stadium opposite the office.
- Increase drink breaks, use fans and modify training as required.
- Notify the Level Coordinator if training is cancelled.
- Heat Policy can be viewed at: https://www.hurstbridgehurricanes.com/files/ugd/2d77d2_1a94ca74b3884378955bc7822a959c68.pdf

10. Training Etiquette

- Familiarise yourself with the training etiquette. This document aims to create a safe and harmonious environment for our children to develop their basketball skills within.
- As Team Manager, you may be required to remind parents, players, and siblings of the training etiquette.
- Training etiquette can be viewed at: https://www.hurstbridgehurricanes.com/files/ugd/2d77d2_da6da0848b114f3897deaeaa67686113.pdf

11. Game-day behaviour and referee interaction

- Team Managers help set the tone for positive and respectful courtside behaviour.
- TMs may approach referee supervisors only for genuine safety concerns.
- Spectators must not approach referees.
- Disputes and complaints are to be handled via the club. All complaints should first be reported to the appropriate level coordinator.

12. Grading and regrading

- The first five games are grading games.
- Ladders reset after grading games.
- Regrading may occur at any time.
- All requests or feedback about grading must go through the Level Coordinator.



13. End-of-season custom

- It is customary, but not compulsory, for the TM to organise a small thank-you gift for the coach, funded by voluntary family contributions.

14. Sample start-of-season message to your team

Hi everyone and welcome to our team comms group for [team name / age group].

Apologies for the long message – please take a moment to read through, as it covers the key information for the season.

Coach: [Name]

Team Manager: [Your name]

Players:

[List names and player numbers]

TRAINING

Training is held on [day and time] at our home stadium: **50 Graysharps Rd, Hurstbridge**.

Please make sure players arrive on time and are collected promptly at the end of training.

If your child is going to miss training, a quick message in this group is appreciated.

GAME SCHEDULES AND SEASON DATES

I'll aim to send out game details each Tuesday or Wednesday once fixtures are released.

Occasionally there are late changes, and I'll keep an eye on these and update the group if needed.

Our first game is on [date, time and venue].

Please aim to arrive **10–15 minutes before tip-off** each week so games can start on time.

I've attached a copy of the season dates for your reference.

ABSENCES

If your child will be absent from training or a game, please let us know as soon as possible via this group. If you're aware of upcoming absences, early notice really helps so we can organise a fill-in if required.

UNIFORM

Please make sure your player has their uniform organised, clean and ready for each game. For those new to the club or who have outgrown last season's uniform, the uniform shop is open:

[date, time and venue]

You can also check current times here:

<https://www.hurstbridgehurricanes.com/uniform>

If that time doesn't suit, email **uniform@hurstbridgehurricanes.com** to arrange an alternative. The uniform shop is located at the basketball stadium, and second-hand uniforms are sometimes available.



SCORING

I'll send out a scoring roster to share the load across the season and will usually send a reminder during the week before your allocated game.

If you're scoring for the first time, I'm very happy to walk you through it before the game. When scoring, please take a photo of the final score, as the club likes to keep a record just in case there is a score dispute or on the rare occasion the scores get lost.

STAYING UP TO DATE

Please download the [MyHoops](#) app if you haven't already. It provides easy access to fixtures, results and player stats.

You can also follow the club on social media:

- Facebook: Hurstbridge Hurricanes Basketball Club
- Instagram: @hurstbridgehurricanes

COMMUNICATION

Please feel free to add any other family members who need to receive team information to this WhatsApp group. It makes things much easier when everyone is on the same page. Please acknowledge important messages with a quick thumbs up so we know they've been seen. Please remember to keep everything in this chat relevant to basketball.

If you ever have a question or concern that you'd rather not raise in the group, you're very welcome to message or call me directly.

LEVEL COORDINATOR

Our Level Coordinator is **[name and contact details]**. If there's something I can't help with, please feel free to reach out to them directly.

Finally, a gentle reminder about courtside behaviour on game days. Our kids wouldn't be able to play each week without the time and effort of our coaches, referees and volunteers, so please keep support positive and respectful at all times.

Thanks everyone – looking forward to a great season.

Go Hurricanes! 🏀

15. Final notes

Thank you for supporting our players, coaches and club. Your role is essential to the success of the season.



16. Hurstbridge Hurricanes Basketball Club Team Scoring Roster - Saturdays

Season: Spring 2026		
Team:		
Team Manager:		
Coach:		
Rnd	Date	Family
1	18/07/2026	
2	25/07/2026	
3	01/08/2026	
4	08/08/2026	
5	15/08/2026	
6	22/08/2026	
7	29/08/2026	
8	06/09/2026	
9	12/09/2026	
10	19/09/2026	
11	10/10/2026	
12	17/10/2026	
13	24/10/2026	
14	07/11/2026	
15	14/11/2026	
16	21/11/2026	