

**Westside Suns
Basketball Club**



**Team
Management
Information**



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Mandatory Child Protection

Westside Basketball Club is committed to the safety and wellbeing of all children and young people. All children and young people have the right to participate in basketball environments where they feel safe, encouraged, and heard.

All people over 18 who assist with our teams on a regular basis need to adhere to our child protection standards:

1. Full Name, Phone Number & Email is held on file with Westside Basketball Club.
2. Hold a Working with Children check (WWC) that has Westside listed as a volunteer organisation.
3. Westside Basketball Club needs to have sighted their WWC.
4. Completed a Basketball Victoria Member Protection statutory declaration which is held on file with Westside Basketball Club.
5. Register on PlayHQ as a Team Manager, Coach or Volunteer.

Contacting your Team

It is left up to the individual team to decide the best methodology for contacting your team. What's App is our recommended. Team App is also very good.

If you require contact details for your players parents, please contact the club.

[Click here to contact registrar@westsidesuns.com](mailto:registrar@westsidesuns.com)

Registration

All teams have a unique team registration link which the team manager will disseminate. It is up to the team managers to ensure that all their players are registered before training/playing. Failure to comply will result in the games being forfeited, as all players must be registered to play.

This is easy to check by going to your own PlayHQ account.

Select **the Team** that you are managing

Select **Squad** from the menu bar

On this page you should be able to see all the players that are registered in your team

[Click here for a Team Managers Registration Guide](#)

Financial Assistance

Should a player in your team require financial assistance to register. Please direct them to registrar@westsidesuns.com



PlayHQ Requests/Issues

For any PlayHQ related requests such as Singlet number changes or wrong player in team please contact Registrar

[Click here to contact registrar@westsidesuns.com](mailto:registrar@westsidesuns.com)

Uniforms

Uniform Requests

Uniforms can be arranged by either the parent or the team manager by completing the following uniform request:

<https://www.cognitofirms.com/westsidesuns/westsidesunsuniformrequest>

If you need to contact uniforms, this can be done via email on uniforms@westsidesuns.com. Please note we don't do number requests for your players. We request that you provide the numbers already used on the team (i.e. Clash numbers).

Uniform Returns

Uniforms can be returned to:
9 Tucker Street, West Footscray, or
142 Chirnside Street, Kingsville, or
14 Sussex Street, Yarraville.

Basketball Balls

Each child is required to bring their own basketball to training. The team manager should encourage their parent group to ensure that their child has a good ball (labelled), appropriately size for their age group. The table below shows the appropriate ball size for age groups.

	Size 5	Size 6	Size 7
Girls	U10, U12	U14, U16, U19	N/A
Boys	U10, U12	U14	U16, U18



Training

Training venues/times are assigned. We will always try to accommodate but please note we have very limited spare capacity. If you need assistance with training, including the opening and closing procedures, [please contact the club for training assistance.](#)

Non-Attendance at Training Regular Season

Not Attending training – RecWest, VUFP, FNPS no reporting required
 – YWPS and FCPS the following reporting required

YWPS @ 6:15 (Either advise your training partner and the club – someone needs to arrive by 6pm)

FCPS @ 6:00 (If you are the opening key holder, advise your training partner and the club)

YWPS @ 7:15 (Either advise your training partner or the club)

FCPS @ 7:00 (Either advise your training partner or the club)

YWPS @ 8:15 (Either advise your training partner and the club)

FCPS @ 8:00 (If you are the closing key holder, advise your training partner and the club)

If you require contact details for your training partner (team that trains on the opposite end of the court) [please click here to contact the club.](#)

Finals Season

Please inform the club whether **or not** your team will be training.

As many teams do not train if they do not make the Semi/Finals we need to ensure those that did have access and that all the venues are secure.

Training Venue Issues

If the venue is dirty, damaged and/or unlocked while unoccupied (primary schools) please take some photos and report this to the club ASAP. [Report Training Venue Issue Here](#)

We hire the entire court and no one is supposed to be on our courts during our bookings.

- At VU Footscray Park and RecWest, if you don't have a training partner please feel free to occupy the entire court and politely request other people leave.
- At **ALL** our Primary Schools, please ask the people to leave the school. In addition this needs to be reported to the club [Report Training Venue Issue Here](#).

Urgent Training Issues, please call Sonya (0414 481 399) or Erin (0451 206 485)



Game Day

Leading up to the Game

You should tell your team where and when the game is and what colour they should wear.

[The fixtures for all Westside Teams can be found here](#)

MyHoops App is a useful App to recommend that all your parents install



Please provide to your parents:

1. Game Time
2. Game Location
3. Singlet Colour
4. Designated Scorer
5. What colour singlet to wear
6. Arrival time (at least 10-15 minutes early)

Westside Vs Westside Singlet Clash

Some people prefer orange as the home colour and some blue. At Westside we embrace the uniqueness of all! But to help manage the games this is the guide that we will use for Westside Vs Westside games. (Feel free to make your own agreement though).

Home Team Wears Blue

Westside Suns U12 Girls Pete
First Listed is Home

VS

Westside Suns U12 Girls Mandy/John
Second Listed is Away

Away Team Wears Orange

Before the Game

- Team managers should ensure that they have a drink bottle for each player.
- Ensure that the scorer has turned up
- Ensure that the team is entered onto the score sheet, only enter players who are playing in that game.
- Check for earrings, jewellery and long nails before players take to the court.



During the game

During the game only Coach/Assistant Coach/Team Managers are allowed to sit on the team bench. Your coach will be your guide as to whether they would like their TM on the bench. If you are on the bench you could support the coach by organising drink bottles, organising minor first aid, supporting with sub-management, if requested.

A useful app to help with substitutions in SubTime App.



Scoring

Each week the team must provide a scorer.

The best way to achieve this is to do a scoring roster and assign parents. Also make the scoring roster known upfront so there are no surprises and people can alter as needed.

Here is a helpful you-tube video to disseminate for your parents.

https://www.youtube.com/watch?v=OdTboL_uYqk

Please ensure we start this with the U10s teams. Parents find scoring daunting but if they learn while their children are young then the process is much easier. If you have an experienced parent, you could ask them to sit with new parents their first time for training.

Timing (Regular Season)

- Games consist of are two 20-minute halves.
- Clock stops on **all whistles** in the **last 2 minutes of the 2nd half**, unless the difference is 25 points or greater.
- Clock stops at the direction of the Referee or Session Supervisor.
- The clock re-starts **when a team takes possession of the ball on the court** (i.e. not just when the ball is thrown in bounds).
- Half-time is a 2-minute break.
- Teams are given **two time-outs per half** per team.
- No time-outs are allowed in the last minute of the 1st half.

Timing (Grand Final)

- As per regular season with the following additions
- Clock stops on **all whistles** in the **last 1 minute of the 1st half** and **2 minutes of the 2nd half**.
- Teams are given **two time-outs per half** per team and the **clock will stop**.



Special Rules

Mercy Rule (U10/U12/U14)

This may apply in a game where there is a 20+ point difference in score

The team that is leading is only allowed to play defence within the 3-point arc

The team that is losing can forego this option if they wish

There is to be no mercy rule in grading to ensure that the correct grades are achieved

No Zone Rule (U10/U12/U14)

Children in U10/U12/U14 competitions are to exclusively play man-to-man defence and must not play a zone defence.

Fill-In's

When your team doesn't have enough players for a week you may need to use some extra players, these are called "fill-in's". There are a lot of rules around who can fill-in and it's dependant on a whole heaps of different things. The consequences of using an inappropriate fill-in will result **your team will forfeit the game**. Consequently, the club likes to help manage fill-ins to prevent unnecessary forfeits.

If you know you are going to have a week with reduced players contact the club early. If it's urgent (**text Sonya 0414 481 399**). When entering in a fill-in on the team sheet, it's important to use the correct player details. The fill-ins are reported each Sunday and incorrect details are flagged.

Social Activities

At Westside, many of our teams opt for social activities aimed at fostering team bonding. These activities provide invaluable opportunities for team members to strengthen relationships, enhance communication, and build trust outside of their regular training and competition environments. The activities vary depending on age but some suggestions are:

- Team dinners
- End of season get togethers
- Festive get togethers
- Park Plays
- Getting the parent to bring in something to celebrate a birthday



Complaints

In case a parent has any concerns or issues related to the team, the team manager should be the primary point of contact. The team manager is responsible for addressing and resolving these concerns to the best of their ability. However, if the team manager requires additional support or assistance in resolving the issue, they are encouraged to reach out to the Club for further guidance and assistance. The Club can provide the necessary resources, support, and intervention to help address any issues in a timely and effective manner, ensuring the well-being and satisfaction of both the parents and the team members. Clear communication channels and collaboration between team managers and the Club are essential to ensure that any concerns are addressed promptly and appropriately.

[Click here to email President and Vice President](#)

Child Welfare

Any child welfare issues need to be addressed in a prompt manner.

[Child Welfare Policy can be found here](#)

Report any issues to [President, Vice President, Child Welfare](#)

Code of Conduct

Any code of conduct issue should try to at first be addressed by the team manager. If you need assistance or to escalate the issue please contact President and Vice President.

[Click here for Code of Conduct Reporting](#)

Helpful Links

[Westgate Policy for Parents and Spectator Behaviour Policy](#)

[Westgate Competition By-laws](#)

[Competition Victoria Codes of Conduct](#)



Key Issue Summary

Child Welfare	President, Vice President, Child Welfare
Code of Conduct Issue	President, Vice President
Training Request	Vice President, Secretary
Training Issue	President, Vice President
Uniforms	Use Form then Uniforms
PlayHQ Request or Issue	Registrar
Fill-in Required	Vice President

Key Contacts



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