

**Leederville Mt Hawthorn
Junior Cricket Club**



Team Manager Handbook
2024/25



Team Manager Handbook

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Welcome

Thank you for volunteering to take on a Team Manager position this season at the Leederville Mt Hawthorn Junior Cricket Club.

Team Managers play a key role in bringing together a group of young players and their families into an effective and happily functioning team.

Your efforts will be greatly appreciated by the Coach, as they will be able to focus their energies on delivering the skills and techniques of the game to the players. Parents will appreciate how your organisational efforts make this a smooth and enjoyable cricket season for everyone involved! The Junior Committee appreciates and respects the work you do behind the scenes and the positive image you portray of the Leederville Mt Hawthorn Junior Cricket Club.

Community-based clubs like ours simply couldn't function without the support of people like you. We want to thank you for being willing to devote the time, effort and energy that are necessary to help facilitate junior cricket at our Club.

If you ever need help or advice about your Team Manager role, please contact me, all contact details can be found on the next page. We will be only too happy to help!

Best wishes for the coming season.

Leederville Mt Hawthorn Junior Cricket Club Committee

Committee Contacts

TITLE	NAME	EMAIL ADDRESS	PHONE
President	Carl Young	lmhjcc.managers@gmail.com	0437051779
Treasurer	Mark Cosby	mark@portwellblinds.com.au	0414268743
Registrar	Tim van Bronswijk	tim@two8.com.au	0411068600
Equipment Coordinator	Rob Wood	clobber@gmail.com	0448058630
PlayHQ / IT Support	Tim van Bronswijk	tim@two8.com.au	0411068600
Girls Coordinator	Kate Sharpe	katatomic@inet.net.au	0439967270
Coaching Coordinator	Chris Gooch	chris.gooch@forth.com.au	0434619719
Child Safety Officer	Jasmine Young	jas_young@inet.net.au	0481679522
Merchandise Manager	Jodie Denham	pro-trim@bigpond.com	0409376129
Social Media Coordinator	Poppy Hornby	poppy_hornby@outlook.com	0424005031
Cricket Blast Coordinator	Laura Croft	laura_croft3@yahoo.com.au	0431424598

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Season Checklist

Pre-season

- This year attendance to a pre-season information night is not mandatory. Instead online resources have been provided on WA Cricket website <https://www.wacricquet.com.au/support/> and Cricket Australia website <https://play.cricket.com.au/community/coach> .
- Contact the Coach and team members to introduce yourself as the Team Manager, confirm all contact details are current, establish if any other parent/guardian needs to be added to the group communication. Check whether any players have specific requirements, medical conditions etc
- Establish a team communication method e.g., SMS, Messenger group, WhatsApp, to ensure team members receive communications in a timely manner.
- Liaise with Coach and Coaches Coordinator to inform team of relevant training days, time, location etc.
- Collect playing shirts from Merchandise Manager and distribute to players, taking note of the player number on the shirt as these will be returned at the end of the season. New players to the club are given a wide brim hat and players in the U12 (or Yr 7) grade will receive a club cap. Players can purchase replacement hats or cap from the club by contacting the Merchandise Manager.
- Create a roster for scoring, umpiring, field set up and send out to team. Check player/parent availability due to work shifts/FIFO, holidays etc.
- Liaise with Coach and Equipment Coordinator to ensure team has all equipment required including cricket kit, first aid kit, balls. Gazebos, tables/chairs are available from the storeroom on the northwest corner of the clubrooms at Britannia. Gazebos can be taken to Menzies and Les Lilleyman as required but must be returned the same day as they are used for senior cricket.
- Liaise with players parents on the use of a personal tablet/ipad/laptop/phone for electronic scoring (E-Scoring). The device must have the ability to connect to the internet to set up the game and to upload the results at the end of the game. An internet connection is not required during the match unless scoring needs to be transferred to second device (e.g. low battery power or other problem).
- Ensure parents familiarise themselves with E-scoring using the online resources: <https://playcricketsupport.cricket.com.au/hc/en-us/p/scorers-table#escoring>
- Encourage all players parents to download the 'PlayCricket' App (<https://play.cricket.com.au/playcricket-app>) for viewing fixtures, ladders and player stats on your phone or tablet.
- Register as a team manager on PlayHQ.

During the season

- Ensure all players are always wearing the correct uniform – this includes a club hat at all times.
- Ensure there is a scorer and umpire as required for every game.

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- Ensure that all players under 18 years of age are actively supervised at all times.
- Help to enforce the Code of Conduct for players, parents, spectators and coaches. Available on Metropolitan Junior Cricket Council website – <https://www.communityjuniorcricketwa.com/policies-and-procedures>
- Liaise with Coach/Coordinators regarding team/player issues when required.
- Coordinate the end of year team photo.

Post- season

- Ensure all Club equipment is returned – shirts, team kit bag including all balls used throughout the season.

Game Day Checklist

2 days before the game

- Check fixtures on the PlayCricket (formerly MyCricket) App
- Contact your team to advise match day details, confirm parent helper/s and remind players to arrive 30 mins early for warm-ups, bring water bottle, cricket gear etc.

1 day before the game

- Confirm and enter the team list via MyTeams on PlayHQ (may be done by Coach)
- Print a copy of the team list to aid scorers and umpires on game day
- Fill out game information in your scorebook for away games

At least 30 minutes before the game

- Coach, manager and players arrive at the ground
- Boundary & pitch setup (players, parents or coach)
- Manager and Coach meet/greet opposing team
- Setup gazebo and scoring table and ask Coach for batting/bowling orders
- Greet umpire (if external Association umpire is attending) and hand them your Team List
- Ensure players apply sunscreen and begin warmups with coach
- If home game, check ground is in satisfactory condition to play, clear of rubbish & dog poo etc

15 minutes before the game

- Coin toss
- If batting first, make sure first 3 players are padded up and ready to play
- 'Away' team scorer to complete scorebook with batting/bowling orders
- Ensure scorer is setup and ready to commence on time.
 - Home games – E-Scoring: ensure scorer has a fully charged device with the match data downloaded
 - Away games – Scorebook: ensure scorer has a pencil, eraser, sharpener and bulldog clip

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- Assist Coach to ensure players are organised, participating in warm-ups and ready to start on time
- If bowling first, make sure all players are wearing their hats and have applied sunscreen

5 minutes before the game

- Coach will provide the team with a positive motivational chat
- Both teams to come together and the Home team to lead the Welcome to Country. Encourage spectators to participate.

Half time

- Ensure players drink water and reapply sunscreen
- Direct players to keep to the time schedule
- If batting next, ensure first 3 players are padded up and ready to play

During the game

- Ensure all welfare and safety requirements for the team are met, including hydration, sun protection and protective equipment.
- Ensure scorer is not interrupted by players or parents
- Ensure all players are ready to go on field when required.
- Encourage team to be supportive and positive of their other team members
- Assist the Coach to keep the match running on time with required break times.
- Mediate any issues that may arise among team members, parents, the Coach and supporters.

End of game

- Ensure players pay respects to opposing team
- Ensure both team scorers have matching results, note name of opposing team scorer in case of any queries.
- If using external Association umpire, request umpire to view and sign the scorebook
- Ensure all equipment/ground is packed up, make sure all rubbish is disposed of and no items of equipment/clothing have been left behind. Ensure shared equipment (cones/stumps etc.) is returned to the Britannia side storeroom neatly.
- Ensure results and statistics are uploaded or entered into PlayHQ after each game.

Parent / Team Communication

- Prior to the start of the season, the Club will provide you with a contact list for your team. Once you receive your team list please send out a welcome email to all your team members introducing yourself and ensure their contact details are correct.

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- Establish a group communication method for your team - Facebook, WhatsApp, etc, that allows your everyone to be kept informed in a timely manner.
 - Please note: Email may not be effective on its own as parents may miss important information due to not checking emails regularly or losing it amongst a high volume of emails. Facebook Messenger is great if everyone is on it, otherwise WhatsApp is free, easy to use and parents are notified as soon as a new message is sent which is great for last minute changes.
- Provide parents with important information about the coming season (Training days & times, uniform required etc)

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Team Roster & Setting Expectations

It is important for the parents of players in your team to understand that there is an expectation that they will pitch in and help throughout the year. Our Club simply couldn't function without the help of volunteers, and there is something that everyone can do. Examples include;

- Setting up the stumps, boundary markers
- Clearing the field of rubbish, dog poo etc..
- Putting up the shade gazebo, table/chairs
- Taking a warm-up drill
- Scoring
- Umpiring
- Packing up ground
- Roster parents as required for Canteen/BBQ – the home team playing on the West pitch will be required to roster at least one parent to man the BBQ from 7.30am for approx. 1 hour. The BBQ can be set up with full view of the ground!!

We suggest that you set up a Team Roster and involve everyone in doing something to help out across the course of the year. Our best Team Managers have told us that they get results by EXPECTING everyone to play their part.

Before setting up a roster it is recommended to ask parents for job preferences as well as any dates they are unavailable, on holidays, FIFO etc.

Your Team Coach may well set some Team Goals/Rules for the players in your team. When the Team Coach is on the field or engaged in drills, it is important that you remind the players of their responsibilities in these areas. A key time when players require supervision is during the batting phase. Players should be encouraged to stay together, watch the game and support their teammates!

Child Safeguarding

Everyone within our sport plays a role in safeguarding children and young people. In the event of an incident, disclosure, complaint, allegation or suspicion of child abuse, please contact our Club's Child Safety Officer – Travis Mark (travis.mark@bigpond.com)

Please refer to the WA Cricket website for Child Safeguarding resources (<https://www.wacricicket.com.au/support/safeguarding-kids-in-cricket>) .

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Scoring

In our competition, home games must be electronically scored (e-scored) using a tablet/iPad/laptop/phone and away games must use the book. This ensures that match data is electronically uploaded without having to manually enter data after the match.

Having a manual scoring book entry also ensures the match data is still captured in the event any issues arise with the E-Scoring ie. Tablet/Ipad going flat, E-scoring entry errors etc.

For more information on e-scoring go to <https://www.youtube.com/watch?v=PKOrgQDKREU>

Child Safeguarding

Everyone within our sport plays a role in safeguarding children and young people. In the event of an incident, disclosure, complaint, allegation or suspicion of child abuse, please contact our Club's Child Safety Officer – Jasmine Young (jas_young@iinet.net.au)

Please refer to the CJCC website for a copy of the Club's Child Safeguarding policy and procedure.

Should an opposition team want to use the Frogbox live streaming system, consent must be provided by all players of the Club 48 hours prior to the game.

Cricket Safety

Ground and Weather Conditions

Ground and weather conditions can have a significant impact on the safety and enjoyment of cricket at both junior and senior levels. Sometimes, as is the case with weather, these conditions are somewhat unpredictable and uncontrollable and appropriate care should be taken to avoid weather-related injuries. Umpires, coaches and team managers should exercise a conservative approach to continuing play in the rain, where lightning is present or where the field conditions have reached a point where they pose danger to participants. Please see specific guidelines available on the CJCC website - Competitions– Policies and Procedures

Boundaries

All boundaries must be designated by a series of cones.

Facilities

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Sometimes, you might arrive at a ground and find that there is an issue with the facilities that is beyond your control to address. An example might be a large amount of broken glass, a vandalised pitch or a toilet block that won't open. If safety is a concern and the issue needs immediate attention, you can make a call to the City of Vincent Ranger after-hours number.

CITY OF VINCENT RANGER

6324 0329 (after hours number)

Helmets

Players will not be allowed to bat, field within 10 – 15m of the bat or wicket-keep up to the stumps, during a match or at practice where a hard ball is being used, without wearing a cricket helmet with a face guard. Any individual taking responsibility for players should take all reasonable steps to ensure that the above recommendation is followed. Players are recommended to wear a specifically designed proper-fitting cricket helmet with a face guard. Helmets must comply with British Standard for helmet safety (currently BS7928:2013 'Specification for head protectors for cricketers').

First Aid

Within each Team Kit Bag you will find a First Aid Kit. This has been designed to carry essential items that are most used by cricketers. If you run out of any items, please get in touch with our Equipment Coordinator who will organise replacement items for you. Taking a cold pack to games may also be helpful!

Heat

Players' health must always be considered in the scheduling of matches. Climatic conditions vary throughout Australia and individuals' tolerance of heat and humidity varies significantly. Cricket Australia recommends that clubs, schools and associations apply common-sense guidelines to climatic conditions that exist within their respective regions and consult with the respective Sport Medicine Australia or health promotion organisation within their state or territory to assist in the development of local policies. Sports Medicine Australia recommends that for children and adolescents, activities should be postponed or cancelled if the temperature reaches the temperature designated by the local or state association. Action should be taken promptly by umpires to cease play under any conditions that may be dangerous to the players and officials.

Hydration

Due to the vast range of body composition, fitness, and states of acclimatisation represented in childhood and adolescence, no single recommendation on the volume of fluid to be consumed is appropriate. More fluid appears to be consumed by young people when the drinks offered are

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perceived as palatable to them. Regular and effective drinking practices should become habitual to young athletes before, during, and after activity.

Guidelines for fluid replacement are:

- Drinks breaks occur every 60 minutes (every 30 minutes in conditions of extreme temperature)
- Water is the most appropriate drink for re-hydration.
- Players are required to have their own drink bottles.

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Coaches Code of Behaviour

The environment created by a coach is integral to the overall experience of all players involved at our club. See below some foundational expectations of coaches within the community. They are by no means exhaustive, but are a great starting point:

- Remember that many players participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a player (particularly young players) for making a mistake or not coming first
- Be reasonable in your demands on players' time, energy, and enthusiasm.
- Operate within the rules and Spirit of Cricket and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience.
- Avoid overplaying the talented players - all young players need and deserve equal time, attention and opportunities.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control and respect to all those involved in cricket. This includes opponents, coaches, umpires, administrators, parents, and spectators. Encourage your players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest cricket coaching practices and principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Coaches are to abide by Clubs/Associations/Councils Healthy Club Policies.

Team Manager's Code of Behaviour

The team manager is instrumental in providing support to the coach and ensuring all players and parents are well informed at all times. When assisting with and supporting your team activities, please keep in mind the codes of behaviour listed below:

- Remember that many players participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a player (particularly young players) for making a mistake or not coming first
- Ensure players and parents experience as part of the team is positive a one.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control and respect to all those involved in cricket. This includes opponents, coaches, umpires, administrators, parents and spectators. Encourage your players to do the same.
- Raise any issues through the appropriate club channels.

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- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Coaches are to abide by Clubs/Associations/Councils Healthy Club Policies.

Parents Code of Behaviour

Some of the greatest role models we have in our cricketing community are our parents. When assisting and supporting at our club's games please keep in mind the codes of behaviour listed below:

- Do not force an unwilling child to participate in cricket.
- Remember, children are involved in cricket for their enjoyment, not yours.
- Encourage your child to play by the rules.
- Focus on the child's efforts and performance rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best by example. Appreciate good performances and skillful play by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials, and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Abide by Clubs/Associations/Councils Healthy Club Policies at Junior Cricket Matches.

Players Code of Behaviour

Players have a responsibility to uphold the integrity of the game whilst they are training, competing on the playing field or representing their club away from the field of play. Please refer to the players code of behaviour below:

- Play by the rules.
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire in an appropriate manner during a break or after the game.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in cricket.
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.

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- Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, teammates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents or coaches.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Umpire Code of Behaviour

Umpires are integral to the integrity and fairness of our sport. See below Cricket Australia's foundational code of behaviour for umpires. Umpires should:

- In accordance with Cricket Australia guidelines, modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective, and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all participants.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes which will make participation more enjoyable.
- Be a good sport yourself - actions speak louder than words.
- Keep up to date with the latest available resources for umpiring and the principles of growth and development of young people;
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of participants above all else.
- Give all people a 'fair go' regardless of their gender, ability, cultural background or religion.
- Abide by Clubs/Associations/Councils Healthy Club Policies.