



Team Manager Handbook

2026/27

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Welcome

Thank you for volunteering to take on a Team Manager position this season at the Bicton 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 Team Coach, who 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 help to make this a smooth and enjoyable cricket season for everyone involved! And the Junior Committee appreciates and respects the work you do behind the scenes and the positive image you portray of the Bicton 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.

Rob Palmiero
President

Committee Contacts

Executive Committee	NAME	PHONE NO	EMAIL
President	Trevor Bilney	0438 917 926	president@bictonjcc.com.au
Secretary	Dan Wallace	0408 937 808	admin@bictonjcc.com.au
Treasurer	Kate Rule	0439 907 512	treasurer@bictonjcc.com.au
Vice President	Rob Palmiero	0404 876 502	vice_president@bictonjcc.com.au
Registrar	Kelwyn Yeo	0426 200 322	registrar@bictonjcc.com.au
General Committee			
Apparel Coordinator	Tristan Cromarty	0419 590828	clothing@bictonjcc.com.au
IT Manager	Blaine Barnett	0418 883 240	IT@bictonjcc.com.au
Girls Cricket Coordinator	Trevor Bilney	0438 917 926	girls_cricket_coordinator@bictonjcc.com.au
Equipment Manager	Danny Lezer	0435 037 445	equipment@bictonjcc.com.au
General Committee	Beth Patrick	0418 917 672	
General Committee	Susan Hall	0400 889 036	
General Committee	Angela Goes	0430 443 554	

Season Checklist

Pre-season

- Attend Club pre-season information night.
- Liaise with Registrar to obtain Team Contact List noting any medical conditions, disabilities or special requirements.
- Ensure any requests for 'not to be photographed' are noted and observed.
- 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
- Establish a team communication method Eg. WhatsApp, to ensure team members receive communications in a timely manner. Ensure whatsapp group is added to the Bicton Community
- Liaise with Coach to inform team of relevant training days, time, location etc.
- 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, shade tent, first aid kit, sunscreen, scorer's table/chair, scorebook, lockbox codes / keys where required.
- Ensure parents have familiarised themselves with the scoring system
- Download the PlayCricket App
- Obtain a PlayHQ scoring login from the Registrar
- Download the Marsh Match day ground inspection app for the match insurance checklist.

During the season

- Manage team games according to the Game Day Checklist
- Ensure all players are wearing the correct uniform at all times.
- Ensure the roster is being fulfilled each game.
- Ensure first aid kit is adequately stocked at all times.
- Ensure that all players are actively supervised at all times.
- Help to enforce the Code of Conduct for players, parents, spectators and coaches.
- Liaise with Coach/Coordinators regarding team/player issues when required.
- Coordinate end of year team photos if required.

Post- season

- Arrange team to attend club wind up / presentation day.
- Arrange thank you gift for the Coach.
- Liaise with Coach regarding any team awards.
- Ensure all Club equipment is returned.

Game Day Checklist

1 day before the game

- Check fixtures on the PlayCricket App
- Contact team to advise details, confirm parent helper/s and reminder to arrive 30 mins early for warm ups, bring water bottle, cricket gear etc.
- Confirm and set up team on PlayHQ
- Print the team list for scorers for match day
- Fill out game information in your scorebook for away games

30 minutes before the game

- Manager, Coach, players and Parents arrive at the ground
- Boundary & pitch setup (parent roster)
- Unlock toilets/changerooms if required
- Manager and Coach meet/greet opposing team
- Parent roster to setup gazebo and scoring table
- Coach to supply for batting/bowling orders for scorers and players
- Greet umpire (if external Association umpire is attending)
- 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
- If home game, complete the match checklist and consult with opposing team's Manager. Use the Marsh Checklist online [Cricket Check List | Marsh](https://info-pacific.marsh.com/acton/media/44357/cricket-check-list-marsh)
(<https://info-pacific.marsh.com/acton/media/44357/cricket-check-list-marsh>)

15 minutes before the game

- Coin toss
- If batting first, make sure first 4 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
 - Away games – Scorebook: ensure scorer has a pencil, eraser, sharpener and bulldog clip
- 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

Game Day Checklist – Page 2

Innings Break

- Ensure players drink water
- Ask players to reapply sunscreen
- If batting next, ensure first 4 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
- Write out match 'awards' at the end of the game eg. player of the day etc and give to coach to present
- Ensure all equipment/ground is packed up, toilets/changerooms are locked.
- Make sure all rubbish is disposed of and no items of equipment/clothing have been left behind
- Ensure results are finalised in 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.
- Establish a group communication method for your team - Whats app, 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. WhatsApp is the preferred method of communication as the group can be integrated into the club announcements group.
- Provide parents with important information about the coming season (Training days & times, uniforms, equipment collection, scoring nights, etc).
- You are the first point of contact for parents regarding team management issues.
- Ensure any updates, information are provided to the team parents in an accurate and timely manner.
- Ensure you are aware of any family or child custody arrangements and ensure all relevant parties/parents are informed regarding team activities.

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;

- Putting out the boundary markers
- Setting up the stumps
- Clearing the field of rubbish, dog poo etc..
- Putting up the shade gazebo
- Taking a warm up drill
- Scoring
- Umpiring
- Collecting the boundary markers
- Packing up the team kit

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

An example of a Team Roster is included below.

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!

If you can support the Team Coach by attending training sessions, that would also be appreciated (we realise that this isn't always possible due to work/family commitments).

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 – Diana Hartwell on 0424 287 931, admin@bictonjcc.com.au. Please refer to the Club website for a copy of the Club's Child Safeguarding policy and procedure.

Insurance

Safety is everyone's concern but it is the Team Manager's most important responsibility.

Prior to the commencement of a home game, the Team Manager should conduct an inspection of the ground and declare it fit for play using Marsh checklist below.

At home games, it is your responsibility to complete the Game Day Checklist and have it 'countersigned' (acknowledged) by the opposition's Team Manager, which usually requires entering their name and contact details into the online form [Cricket Check List | Marsh](https://info-pacific.marsh.com/acton/media/44357/cricket-check-list-marsh)
(<https://info-pacific.marsh.com/acton/media/44357/cricket-check-list-marsh>)

At away games, the opposition Team Manager will need you to acknowledge that their Game Day Checklist has been completed.

In the event of an accident or injury, having completed the Game Day Checklist helps to ensure that both Club and Opposition Players are covered by insurance. If someone needs to make a claim please get in touch with a member of the Club's Committee who will process the insurance claim.

Scoring

In our competition, Home games must be E-Scored using a tablet/Ipad/laptop and Away games must use the book. This ensures that match data is electronically uploaded into MyCricket 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 go to

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. If you notice that the facilities are not up to standard, let someone on the Committee know and they will address this with the local council.

Boundaries

All boundaries must be designated by a series of cones. Where appropriate the cones should be a required minimum distance of 3 yards (2.74 metres) inside the perimeter fencing or advertising signs.

Facilities

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 local Ranger Hotline.

Helmets

All helmets must comply with British Standard for helmet safety (currently BS7928:2013 'Specification for head protectors for cricketers'). <https://play.cricket.com.au/community/resources/player-safety/helmet-recommendations>

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. Simply send an email to equipment@bictonjcc.com.au.

Heat

WA Cricket will issue instructions relating to game restrictions in the event of hot weather being forecast on the weekend. Controls may include; earlier starting time, additional drinks breaks, reduced overs (30+ over matches maybe reduced to 20 over matches), or cancellation. This guidance will be issued to the club prior to the scheduled match on the weekend, and shared with Coaches and Managers. <https://play.cricket.com.au/community/resources/player-safety/weather?>

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 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.
- Drinks should be available for individual players between drinks breaks. Umpires should be advised that additional drinks are sought and players should make every effort to ensure no time is wasted
- Players should be encouraged to have their own drink bottles. This ensures that each player has access to an adequate level of fluid replacement and reduces the risk of contamination.

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;
- 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;
- 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, teachers or coaches;
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Not smoke at Junior Cricket Matches.

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.

Quick Links

Codes of Conduct – Coaches, Umpires, Parents, Players

<https://play.cricket.com.au/community/resources/clubs#codes>

Match Rules

<https://www.communityjuniorcricketwa.com/gameday>

PlayHQ Support

<https://www.wacricknet.com.au/play/playhq>

Policies and Procedures – Junior Competition

<https://play.cricket.com.au/community/resources/clubs#codes>

- Child Safety
- Concussion
- Weather Conditions
- Livestreaming and Digital
- Medial Emergencies
- Helmets
- Junior Bowling Load Management
- Social Media

Resources – Clubs & Volunteers

<https://www.wacricknet.com.au/play/playhq>