



LAKES KNIGHTS CRICKET CLUB

Coaches, Managers & Volunteers Guide

Everything coaches, team managers and volunteers need to get started — safeguarding, team setup, game-day checklists, scoring, and where to get help.

Welcome

Thank you for volunteering to coach, manage or help out this season. Your role is vital in supporting player development and building a strong, community-driven club. The President and committee are here to help — don't hesitate to reach out.

Lakes Knights operates under three main bodies, each with its own website and resources you'll use through the season:

- Cricket Australia — the sport's governing body, safeguarding framework, Coach App and PlayHQ platform
- BNJCA (Brisbane North Junior Cricket Association) — runs our main Saturday summer competition, rules and codes of conduct
- Warehouse Cricket Association (WCA) — runs the optional Winter Warehouse competition, May to August

Competitions & What They Require

Saturday Cricket (BNJCA)	Main summer competition, roughly October to March. One-day and two-day formats depending on age group. Coaches select captain, wicketkeeper, batting order and bowling rotation each week via PlayHQ.
Winter Warehouse (WCA)	Optional extra competition, May–August. Saturday junior/senior games (max 70 overs/side for 2-day, 35 overs/side for 1-day) plus fortnightly Sunday T20 and 50-over competitions. Same age-eligibility rules as BNJCA.
Metro T20 (Sundays)	Representative cricket, performance-based selection across age groups. Teams limited to 11 players. Runs alongside Saturday cricket.

- [BNJCA Rule Book](#)
- [BNJCA Quick Reference Rules](#)
- [BNJCA Playing Ages & Season Dates](#)
- [BNJCA Playing Times](#)
- [Warehouse Cricket Association — Winter Competition](#)

Rained Out? Please Be Patient

Weather can't be predicted, and a wash-out call isn't always straightforward. A match can be called off for safety by the governing body (BNJCA or WCA), the groundsman, the opposition coach, or you as the home coach — once the actual state of the ground has been confirmed. That can take time, especially after overnight rain.

- Don't confirm play with families until the ground has genuinely been checked — a guess now can mean a wasted trip or an unsafe ground later
- Communicate the call to families via the team channel as soon as it's confirmed, and ask for their patience if it's delayed
- If you're unsure who has authority to make the call for a given fixture, check with the Secretary or the opposition coach
- [BNJCA Wet Weather Information](#)
- [BNJCA Storm Procedure](#)
- [BNJCA Rain Radar \(Bureau of Meteorology\)](#)

Safeguarding Children

As a coach, manager or volunteer, you represent the club and the families involved. Player safety and wellbeing is our top priority. The club strictly enforces Cricket Australia's Safeguarding Children and Young People Framework.

Blue Card requirement

All coaches and managers must hold a Blue Card or a Blue Card Exemption. If you don't have one yet, please get your application in progress as soon as possible.

Safeguarding in practice

- Two-adult rule where possible — no one-on-one sessions with a child without another adult present or visible
- Communicate with players through parent-included channels, not direct messages to children
- Any concern, big or small, can be raised to the committee in confidence
- Coaches and volunteers are aware of their mandatory reporting obligations under Queensland law

Safeguarding links

- [Cricket Australia — Safeguarding Children](#)
- [Blue Card application form](#)
- [BNJCA Child Protection Policy](#)
- [BNJCA Anti-Bullying Policy](#)
- [BNJCA Communication Policy](#)
- [Warehouse Cricket Association — Child Protection Policy](#)
- [BNJCA website](#)
- [Lakes Knights Cricket Club website](#)

Week 1 Essentials

- Confirm your Blue Card is current (or exemption applied for)
- Introduce yourself to families — propose a comms channel (WhatsApp is most common)
- Lock in your training day and time with the Secretary
- Identify and confirm your Team Manager — usually a parent volunteer
- Pick up your equipment kit from the committee
- Familiarise yourself with PlayHQ — fixtures, team selection, scoring

Team Management

Essential steps to manage your team effectively:

- Introduce yourself and choose a communication method that works for everyone
- Coordinate training days/location with the Secretary — U10/U11: 1-hour sessions; U12 and above: 1.5-hour sessions
- Select a Team Manager to help with communications and organising team activities
- Be the link between the club and the families in your team
- Encourage families to help with set-up, umpiring and scoring on game day

Coaching Philosophy

Develop players. Build people. Hold standards. Have fun. Make sure every child wants to come back next week. Reinforce effort over outcome. Talk less, demonstrate more. When you're not sure, ask — every coach has been where you are.

Game Day Quick Checklist

- Arrive 30 minutes early
- Confirm team via PlayHQ
- Set captain, wicketkeeper, batting order, bowling rotation
- Brief the team — one or two simple focus points
- Encourage parents to help with set up, scoring, umpiring
- Manage the field tactfully and calmly
- Quick post-game debrief — one positive, one focus point
- Pack up — make sure equipment goes home with you

Manager-Specific Notes

Your role is to assist the coach and support families — taking on the organisational load so the coach can focus on coaching.

- Assist the coach — handle the logistics around training and game day so they can focus on the team: comms, rosters, equipment reminders
- You're the comms hub — most messages from the club come through you
- You're not the coach — leave selection and tactics to them
- You're the rosterer — coordinate scoring, umpiring, set-up roster

- Support families — be the first friendly face for questions, help newcomers settle in, and pass on any concerns to the coach or committee
- Help families feel welcome, especially newcomers

Coaching Resources

Cricket Australia Coach App

Access videos and coaching resources:

- [Coach App resources](#)

Live scoring (e-scoring)

U10	Use paper scoring; input scores later for better accuracy.
U11 to Open	Live scoring recommended. For away games, a secondary scoring option can be used if needed.

If unsure, paper score and the club can update the record later.

- [E-scoring login](#)
- [PlayHQ](#)
- [E-scoring help guide](#)
- [E-scoring info sheet](#)
- [PlayHQ support](#)

Match day support

Cricket Australia Help Desk	1800 274 25 38
Hours (QLD time)	Weekdays 8am–10pm Sat 7am–10pm Sun 8am–5pm

- [Online request / live chat — CA Support](#)

Managing your team for a game

Log into PlayHQ and select your fixture to:

- Select your team
- Assign wicketkeepers and captains
- Allocate a scorer (optional)

Equipment

Each coach should have received their equipment kit. If you haven't yet, or anything needs replacing, let the committee know. Essential match-day items: stumps, cones, scorebook, counter.

Club stance on neck guards

Lakes Knights requires all junior players to wear a neck guard on their helmet while batting — in games and in net training, for every junior age group. Please enforce this at training and hold players to it on game day, the same as helmets and abdominal guards.

- Neck guards are only recommended, not mandated, in community cricket more broadly — this club has chosen to go further and put child safety at the forefront of its approach
- If a player turns up without one, treat it the same as missing a helmet — follow up with the family before their next session
- [Cricket Australia — Mitigating Risk: Head and Neck Protectors](#)

Umpiring

Every team is supplied with rule books (2 copies); more information is on the BNJCA website. If you're unsure about any rules, ask another coach or check the CA App for helpful videos.

- [Community umpiring resources](#)
- [Umpiring Community Cricket \(video\)](#)

Complaints or incidents

If any issue arises, minor or otherwise, reach out to other coaches or club officials. Any form of violence or abuse will not be tolerated — please report incidents that breach common sense or the Code of Conduct by phone and in writing.

Handling Disputes or Issues on Game Day

As coach or manager, you are the one who deals with an incident on game day — not individual parents. Set that expectation with your families early in the season.

- If a dispute arises, step in and handle it yourself, calmly and respectfully — don't let it become a parent-to-parent or parent-to-opposition matter
- Remind parents that they should not get involved in disputes with opposition parents, players or volunteers, even with good intentions
- Umpires are volunteers too, and will make mistakes. Umpiring should be as fair as possible and follow the rules of the game — encourage players and parents to accept decisions rather than contest them in the moment
- Major issues should not be dealt with while everyone is heated. De-escalate on the day, then follow up properly afterwards — with the opposition coach, the committee, or through the formal complaints process if needed

REMEMBER WHY WE'RE HERE

Cricket is for the players' enjoyment. Parent behaviour on the sideline sets the example — remind your families of this if things get tense. Modelling calm, respectful conduct yourself is the most effective way to keep a game day positive.

Code of Conduct — Coaches & Managers

- Hold all players to the same standards
- Provide a safe, inclusive, positive environment
- Communicate clearly with families
- Maintain a current Blue Card

- Address issues early; escalate concerns appropriately

ZERO TOLERANCE

There is zero tolerance for abuse, aggressive behaviour, discrimination or unsportsmanlike conduct at training, on game day, or in club channels. Reports go to the committee and are taken seriously every time.

Full codes of conduct

- [BNJCA Codes of Conduct \(players, parents, spectators, coaches, administrators\)](#)
- [BNJCA Code of Conduct Policy](#)
- [BNJCA Conduct, Discipline & Disputes](#)
- [Lakes Knights Code of Behaviour](#)

Getting Information — Where to Look

Everything you need as a coach or manager is spread across a few key places. Bookmark these:

Fixtures, results, scoring, team selection	PlayHQ — the platform used by Cricket Australia, BNJCA and WCA
Coaching resources, videos, tips	Cricket Australia Coach App
Lakes Knights news, contacts, policies	Club website (below)
Summer competition rules, draws, grounds, codes of conduct	BNJCA website
Winter competition draws, handbooks, policies	Warehouse Cricket Association website
Weather / wash-out calls	BNJCA Wet Weather page, or your team channel
Coaching advice, tips and tricks, issues in your role	Development Officer — development@thelakescricketclub.org.au
Anything else / no prompt response	Committee — President, Vice President, Secretary or Registrar

PlayHQ — club and association pages

- [The Lakes Knights Cricket Club on PlayHQ](#)
- [BNJCA on PlayHQ](#)
- [Warehouse Cricket Association on PlayHQ](#)

Contact Information

Coaching advice — your first contact

For coaching advice, tips and tricks, or any issue that comes up in your role, the Development Officer is your primary contact:

Development Officer	Eugene Moore — development@thelakescricketclub.org.au
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If you don't get a prompt enough response, or the matter needs someone else, move on to the club committee below.

Club committee

President	Daniel Moyle — president@thelakescricketclub.org.au
Vice President	Paul Otway — vicepresident@thelakescricketclub.org.au
Secretary	Stephanie Archibald — secretary@thelakescricketclub.org.au
Registrar	Anurag Srivastava — registrar@thelakescricketclub.org.au

Governing bodies

- [Cricket Australia — Safeguarding Children](#)
- [BNJCA website](#)
- [Warehouse Cricket Association website](#)

EMERGENCY

Police, Fire, Ambulance: 000

Queensland Child Safety: 1800 177 135

Lifeline (24/7): 13 11 14