



REPRESENTATIVE TEAM SELECTION POLICY

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SOFTBALL WA REPRESENTATIVE TEAM PERSONNEL POLICY

Table of Contents

1. INTRODUCTION

- 1.1 Application
- 1.2 Responsibility
- 1.3 Purpose of the selection policy and operational guidelines document
- 1.4 Policies – Trials
- 1.5 Application of the policy and process
- 1.6 Definitions
- 1.7 Preamble
- 1.8 Selection Objectives
- 1.9 Situations outside of Selection Policy

2. SELECTION PANEL APPOINTMENTS

3. SELECTION PANELS

4. CONFIDENTIALITY REQUIREMENTS

5. PLAYER ELIGIBILITY

- 5.1 Representative Team Eligibility
- 5.2 Multiple Eligibility

6. EXEMPTION REQUIREMENTS

7. NOMINATIONS

8. CRITERIA

9. SELECTION PROCESS

- 9.1 Assessment
- 9.2 Extenuating Factors
- 9.3 Selection Events
- 9.4 Overriding Factors

10. SQUAD SELECTION

- 10.1 Men and Women, U23 Men, U23 Women and Over 35's
- 10.2 U18 Men and Women
- 10.3 U16 Boys, U16 Girls, U14 Boys, U14 Girls



11. TEAM SELECTION

- 11.1 Men and Women, U23 Men, U23 Women and Over 35's
- 11.2 U18 Men and Women
- 11.3 U16 Boys, U16 Girls, U14 Boys, U14 Girls

12. APPROVAL AND ANNOUNCEMENT OF REPRESENTATIVE TEAMS

13. REPLACEMENT OF SELECTED PLAYERS

- 13.1 Grounds for Replacement
- 13.2 Replacement Process

14. REQUEST FOR APPEAL

15. EXPECTED BEHAVIOUR



1. INTRODUCTION

1.1 Application

The selection policy, process and procedures outlined in this document apply to all Softball WA (SWA) players, who are participating in any selection process undertaken to select a SWA representative squad or team, and any other group specifically targeted to represent SWA in some capacity.

1.2 Responsibility

1.2.1 The Representative Teams Committee (RTC) is responsible for overseeing the application of the selection policy and due process.

1.2.2 The RTC is assisted in this responsibility by the Chairperson of the Board. The Board of SWA at times will delegate responsibility in ensuring compliance with the policy and process outlined in this document to the appointed convenors of selectors. It should be noted that at all times the Board of SWA is responsible for the overall compliance by coaches, managers, statisticians' players, and selectors.

1.2.3 The RTC is responsible to the SWA Board.

1.3 Purpose of the selection policy and operational guidelines document.

The purpose of this document is to clearly outline the policy, operational process and procedures that apply to the selection of players to participate in a specific event.

This includes both male and female players of all ages. These players could be selected for a squad or team group, or they could be selected as a special invitee for a special event for example – training camps, special coaching events, special tournaments, 'one-off' opportunities to play against visiting international teams.

1.4 All policies must be adhered to regarding selection to trials. All nominees and officials are to be notified of all training/trial dates and times. This policy recommends that a minimum of four academy or development sessions are conducted prior to the commencement of trials. At the conclusion of the academy/development trainings and at the discretion of the Head Coach and selectors a squad will be advised to attend the trials. There is a minimum of three and a maximum of five trials to be conducted.

1.5 Application of the policy and process

Consistent and conscientious application of the policy, operational process and procedures outlined in this document will help ensure the following:-

1.5.1 Transparency for all stakeholders who are involved in the selection process.

1.5.2 Improved communication and understanding between stakeholders.

1.5.3 Improved planning and execution associated with all aspects of selection;

- 1.5.4 Flexibility to respond to selection situations in a fair manner.
- 1.5.5 Facilitation of analysis and review of the selection process to ensure quality, consistency, and stability between all the selection events that are undertaken by SWA in a given season.

1.6 Definitions

- 1.6.1 The word 'selection' refers to the process that is undertaken and the procedures that are followed within the constraints of the policies outlined in this document, which allow SWA to identify a limited number of individual players, capable of performing to a certain standard, and capable of performing in the team-based environment of softball.
- 1.6.2 The word 'best' is often used with respect to selection – for example 'the best player'. Please be aware that in this example the word 'best' is a subjective estimation of the worth of a player, against a set of criteria that relate specifically to softball. It may also relate to a player's ability to undertake or fulfil a specific role in a team environment, or to perform to a specific standard, at a specific event.
- 1.6.3 'Selection Event' refers to any formal softball event that is observed by a member of the selection panel, which can be utilised for the purpose of making an informed selection decision. Where possible selection events will be identified prior to the commencement of the formal selection process. A selection event will include the relevant trial process for each age group.

1.7 Preamble

- 1.7.1 Softball is a complex, multi-faceted game, with a variable game environment which impacts on performance. Although the type of attributes that affect performance can be defined (as selection criteria), it is impossible to objectively define a set 'standard' for these criteria, relative to successfully performing in a specific event. Consequently, the process of selection requires a selector to subjectively weigh up, assess and define what they believe the standard of an individual player is, against the criteria. This is a subjective decision tempered by the experience and expertise of the selector.
- 1.7.2 Consequently, subjectivity will always remain an unavoidable element of selection. However, the processes and procedures outlined in this document aim to help overcome any of the more undesirable elements of subjectivity in selection, such as bias, prejudice or lack of expertise. Many layers of procedure have been counteracted prior to a final selection decision being made.



1.8 Selection Objectives

1.8.1 The primary selection objective is to select the best available players.

1.8.2 The secondary selection objective is to recognise the potential of athletes across all of WA to participate at national competition level standard and to assist those athletes to achieve their individual potential at national and international levels.

1.9 Situations outside of Selection Policy

Situations outside of this selection policy are to be on application. Any requests for exemptions outside this policy will be reviewed and considered by the RTC.

2. SELECTION PANEL APPOINTMENTS

The RTC is responsible for appointing the Chairperson of selectors and the Selector appointments.

2.1 Applications for people with appropriate expertise will be called for every two years for the selector positions. These appointments are for a two-year period with an annual review.

2.2 For the purpose of selection, the relevant team Head Coach is automatically part of the selection panel.

2.3 When necessary, the coach will have the final approval on team selection (except where there is an acknowledged conflict of interest). Where there is a recognised conflict of interest, this must be noted in a conflict register to be managed by the Chairperson of the RTC.

2.4 It will be a requirement for selectors to attend all trials dates as set down by the Head Coach and selectors will be encouraged to attend other events including high level games and other premier competitions held throughout WA.

3. SELECTION PANELS

For all state and representative team selection trials the selection panel will consist of three selectors which includes the Head Coach and two (2) independent selectors which is appointed by the selection panel. (if only able to attain one (1) independent selector the Assistant Coach maybe sort to have input).

For all Softball WA Development team selections including the WA Futures U14 Boys and Girls Teams, the selection panel will consist of three (3) independent selectors plus the Head Coach.



4. CONFIDENTIALITY REQUIREMENTS

- 4.1 All members of a selection panel will be required to sign a SWA Confidentiality Agreement.
- 4.2 Selectors and coaches will not discuss selection matters outside official selection meetings and any trials without the express permission of the convenor of selectors. Contravention of the Confidentiality Agreement will lead to removal from the selection panel.
- 4.3 Selection panel members will be required to declare any conflict of interest in relation to the player selection process they have been assigned to. A register of conflicts will be managed by the Chairperson of the RTC. The conflicts register will be available for review by SWA Board.

5. PLAYER ELIGIBILITY

5.1 Representative Team Eligibility

To be eligible for selection in a SWA representative team, the following conditions apply:

- 5.1.1 The player or official must be a current registered, financial playing member of a SWA affiliated association in the 12 months prior to the representative event taking place.
 - 5.1.1.1 Under no circumstances can a player or official nominate for a WA Team if their primary club and association are not affiliated with Softball WA.
- 5.1.2 Attendance at the relevant trials is compulsory for selection unless an exemption has been granted by the RTC. (For exemption requirements, please see clause 6).
- 5.1.3 If any trial or selection event comprises of more than one weekend or session, players are required to attend all weekends or sessions, unless an exemption is granted.
- 5.1.4 Players must only nominate for their own age group.
- 5.1.5 There is no age eligibility with respect to state squad or state team selection; however, players must comply with age eligibility guidelines.
- 5.1.6 Players must comply with any rules of eligibility applied by Softball Australia and relating specifically the tournament or event that they are being selected for – i.e. gender, age restrictions, performance, or specific skill parameters.

5.2 Multiple Eligibility

- 5.2.1 A player can be talent identified and be invited to consider trialling in two age groups.
- 5.2.2 If there is a clash of priorities the matter shall be referred to the RTC in the first instance.

6. EXEMPTION REQUIREMENTS

- 6.1 If a player is unable to attend the relevant representative team trials and wishes to stand for selection, they must request an exemption. The requirements for requesting an exemption are:
 - 6.1.1 All requests for exemption must be in writing and received by the Chairperson of the RTC no later than 5:00pm, five working days prior to the commencement of the representative team trials.
 - 6.1.2 If unforeseen circumstances cause a player to be unable to attend a representative team trial the player must within two days of the trial missed, notify the Chairperson of the RTC stateteams@softballwa.org.au as soon as possible of these circumstances and submit a subsequent written request for exemption.
 - 6.1.3 Requests for exemption must include evidence of the reason for the absence. In Circumstances where a player is injured or suffering an illness, a medical specialist's certificate is required. In circumstances where a player has a work commitment, a letter stating such from the employer is required. In circumstances where a player has exams during the representative team's trials, evidence would need to be provided of these compulsory exam responsibilities. In the event of bereavement or other extenuating circumstances, the RTC will make a decision on an individual case basis.
- 6.2 All players who are unable to attend the relevant representative team trials due to a commitment with a national softball program will be granted an automatic exemption.
- 6.3 Attendance at all selection trials and official training sessions is essential unless prior exemptions have been granted.
- 6.4 If a player is unable to attend selection trials or training sessions, they must request an exemption in order to remain eligible for consideration in the selection of the squad/team. Requirements of an exemption are as in 6.1.3, with evidence to be provided to the team manager.
- 6.5 Other special circumstances for non-attendance at the representative team trials or training sessions will be considered by the RTC on application.

7. NOMINATIONS

- 7.1 All teams in the underage representative program must have a period of no less than 16 weeks of preparation time prior to the tournament attending. All Open and Over 35 age groups must have no less than 10 weeks of preparation time.
 - 7.1.1 All nominations will be submitted online only with a non-refundable fee of \$20.00.
 - 7.1.2 All nominees may only nominate for one age group.
 - 7.1.3 Should a nominee withdraw their nomination they will not be considered for selection unless under special circumstances, which will be decided by the RTC. The nominee will also not be eligible to nominate in the Softball Australia draft.
- 7.2 The suggested number of players taken to Final Trials would be approximately 20 for all open, over 35's and U23's teams and approximately 30 for the U18's and 35 for the U16's and U14's.
- 7.3 All nominations received will be acknowledged via email stating they have been received, if appropriate, nominees will be informed they have met the requirements for standing for a representative team. Should a nominee not meet the requirements they will be notified and advised of a solution if one can be found.

8. CRITERIA

- 8.1 The selection criteria are determined by the RTC in consultation with the Head Coaches of the representative teams.
 - 8.1.1 Extenuating circumstances maybe considered by the RTC.
- 8.2 The following criteria will apply in the selection process used by the selectors and coaching personnel appointed by the RTC in respect to SWA representative teams.
 - 8.2.1 Physical Capacities – includes speed over a variety of distances (0-10m, 30-40m and 0-40m), aerobic, strength and agility. Formal testing for all these attributes may not necessarily be performed. Aerobic capacity may be tested utilising the 'beep' test and or the five-lap run. All players may be fitness tested during squad training for all state teams as part of the overall selection criteria.
 - 8.2.2 Technical competence – core skills include fielding, throwing, hitting, bunting, base running and positional play.
 - 8.2.3 Tactical Ability – includes reading the play, involvement in the game, on-field decision making and positional flexibility. Ability to apply and utilise information provided by coaching staff and related to team or individual performance.

- 8.2.4 Potential to improve – present performance level relative to past performances.
- 8.2.5 Competitive Ability – mental toughness, strength, temperament, determination, commitment, performing in adverse conditions, coping with setbacks/criticism and persistence.
- 8.2.6 Attitude – individual application in training and competition. Attendance, availability, and ability to rehabilitate from injury.
- 8.2.7 Team/Squad Orientation – an individual’s ability within a team sport, to ‘fit in’ and influence the squad/team in a positive manner.
- 8.2.8 Communication – the ability of the player to communicate positively with staff and be open to accept suggestions from coaching staff regarding performance improvement. Players should be able to verbalise concerns regarding coaching and team issues in a calm, mature and non-emotive manner to allow for positive discussion to resolve problems.
- 8.2.9 All Softball WA representative teams must have 12 skilled appropriate players to attend the nationals and regional tournaments.
- 8.2.10 All Softball WA representative teams must have 12 skilled appropriate players before the team can enter the national draft system.
- 8.2.11 All Softball WA representative teams can have up to 16 players.

8.3 Dates for Submission of Teams

- 8.3.1 All age groups - the first training/trial is to commence within the first two weeks of June annually. The following 3-5 trials will be booked in the last two weeks of June.
- 8.3.2 All teams (*except the Open Men*) are to be submitted to the RTC by no later than 31st of July. The Open Men’s Nationals traditionally play in March and must have their team submitted to the RTC by no later than 31st October. If the Open Men are scheduled to play in December or January to align with the World Cup Selections then they must submit their team by no later than 31st July. (*the same as all other age groups*).
- 8.3.4 Approval for teams’ lists will be conducted within the month of July.
- 8.3.5 Head Coaches meeting with all the nominees and parents/guardians will be conducted within the last two weeks of your trials.



- 8.3.6 Commencement of Nationals preparation will take place at the discretion of the Head Coach and Officials.

9. SELECTION PROCESS

9.1 Assessment

The selection of teams representing SWA at National Championships is based on:

- 9.1.1 Assessment by state team coaches and SWA selectors.

- 9.1.2 Attendance at representative trials.

9.1.2.1 All trials are compulsory including regional players. Exceptions can be permitted if the player is overseas. The athlete's performance in the past 12 months will be considered. All overseas players must provide stat sheets for their current season they are playing overseas and demonstrate the benefit to a SWA Team.

- 9.1.3 Compliance with representative team eligibility (refer 5.1)

Selection may also include:

- 9.1.4 All players must attend trials unless an exemption has been applied for.

- 9.1.5 Input from the regional academies and national coaches

- 9.1.6 With respect to player performance at a number of events, it should be clear that while the selection panel will have the final responsibility for making a selection decision, input regarding performance may be sought from a number of different people with varying degrees of expertise. These people may or may not be restricted to include SWA selectors, state team coaches, regional academy coaches, association coaches, national program coaches.

9.2 Extenuating Factors

When considering the selection or non-selection of a player into either a representative team or squad, or for any event sanctioned by SWA, the selection panel may, at their discretion, give weight to extenuating factors or circumstances not specifically outlined in this document. If something unforeseen does arise, the selection panel will make recommendations to the RTC for consideration and if warranted, an exemption.

9.3 Selection Events

Prior to the commencement of the first training session/trial the Head Coach will advise all nominees and parents/guardians of the expectation that will be required of them during the trial period.

- 9.3.1 Trial dates and times for all age groups will be set through liaison between the state team coach, convenor of selectors and the RTC.
- 9.3.2 All trial formats must be approved by the RTC.
- 9.3.3 Trials may be conducted in regional areas should there be 5 or more players vying for selection in an age group and meet the requirements set out in this document. These regional trials are at the discretion of the Head Coach and approval from the SWA Board must be sought. All costs incurred are to be met by the players wishing to be considered for selection.
- 9.3.4 Information regarding trial dates, times and venues will be circulated as soon as practicable to all participants. Any difficulty in attending should be conveyed immediately to the Chairperson of the RTC.
- 9.3.5 Where late changes are necessary the selection panel will be authorised to make the necessary adjustments. The adjustments must be COMMUNICATED to all participants and the RTC in a timely manner.
- 9.3.6 The Head Coach will organise all team lists and technical competency tick lists to the selectors including the listed criteria from 8.2.2 - 8.2.8.
- 9.3.7 Elimination of players during the trial period will be made, if necessary, at the discretion of the selectors and wherever possible, players will be notified that they have not met the selection criteria.

9.4 Overriding Factors

- 9.4.1 In considering the performance of players at tournaments, tours, trials, training camps or other attendances required under this policy, the selection panel may, at their discretion, give weight to extenuating factors.
- 9.4.2 Players unable to compete at academy's, trials, or other attendances required under this policy, must advise the RTC in writing of this fact and the reasons therefore, at least 24 hours before the commencement of the specific event. Inside 24 hours players are to advise the state team Head Coach and or Manager.

- 9.4.3 If a player has not been selected in a squad due to unforeseen or extenuating circumstances and it becomes apparent that the player has been unduly disadvantaged, i.e., has not been given a fair and equal opportunity, the RTC in discussion with the Head Coach reserves the right to add that player to the appropriate squad, for the duration of the selection period, even if the maximum number of players has been filled.
- 9.4.4 If required (if there are differing opinions between selectors and the Head Coach) the Head Coach will have the final say on the last two players selected in the team.
- 9.4.5 Coaches cannot recruit players once the trials have commenced. The nomination list must be adhered to. Extenuating circumstances can be considered on a case-by-case basis.

10. APPROVAL AND ANNOUNCEMENT OF REPRESENTATIVE TEAMS

- 10.1 All travel arrangements for the representative teams are the responsibility of the State Development and Operations Manager of Softball WA. Open aged teams may source flights for the purpose of being able to use Frequent Flyer points. For the rest of the team not using Frequent Flyer points must be booked as a group using Sports Link travel through the Softball WA Office. Under no circumstance can an official of any state team manage or receive monies from players, involving travel, accommodation, bus hire etc.
- 10.2 All selected teams will be forwarded to SWA Board to be noted.
- 10.3 The team announcements process will be determined by the RTC, convenor of selectors and Head Coaches. If agreed by all parties the teams will be submitted to the SWA Board to be noted. Once approved letters of selection will be emailed within two business days by the SWA Office.
- 10.4 Teams will be announced publicly on the SWA website at a date communicated to the SWA office by the RTC.
- 10.5 State squad nominees who are not selected for the WA state team may have the opportunity to participate and gain experience playing at national championships as a member of another state or territory team that needs players for a particular tournament by entering the Softball Australia Draft.
- 10.6 Players will not be granted exemptions from any of the WA selection eligibility conditions to attend selection trials with another state or territory.

- 10.7 Once the selection of the representative teams has been completed, the Head Coach will arrange to speak with both players and parents/guardians on the team preparation, player expectations, parent/guardian expectations. This will include but not limited to, attendance at training sessions, injury processes, fitness levels etc.

11. APPROVAL AND ANNOUNCEMENT OF REPRESENTATIVE TEAMS

11.1 Grounds for Replacement

- 11.1.1 *Injury or illness:* A player who is injured or ill must be assessed by a medical specialist, who will assess the player and advise the Manager of that team the outcome. It is the Manager's responsibility to ensure the RTC is advised. clearance certificates and or rehabilitation programs must be submitted prior to re-commencing team trainings.
- 11.1.1.1 Open Men, Open Women, Over 35's Men, Over 35's Women, U23 Men, U23 Women, U18 Boys, U18 Girls, U16 Boys, U16 Girls, U14 Boys, U14 Girls.
If a player is not fully fit and unable to participate in all sessions within the last six weeks of preparation, it will be the decision of the Head Coach as to whether the player is replaced by a train-on or whether they wish to attend Nationals with one less player.
- 11.1.1.2 U14 Girls, U14 Boys, U16 Girls, U16 Boys, U18 Girls, U18 Boys - If a player is not fully fit and unable to participate in all sessions within the last six weeks of preparation, it will be the decision of the Head Coach as to whether the player is replaced by a train-on or whether they wish to attend Nationals/Regionals with one less player.
- 11.1.1.3 Train-On's – May be advised they are no longer required to continue training with the team the week leading into Cap Night. Alternatively, coaches may wish to keep their train-on until closer to the traveling. Expectations of a train-on must be communicated clearly by the Head Coach and the RTC must be advised.
- 11.1.2 *Loss of Form:* A player being considered for replacement due to loss of form shall be counselled by the relevant state coach to give them the opportunity to rectify the situation. The RTC will be advised of the situation and a mutually agreed time frame will be set by the state coach and player for the situation to be reassessed.

- 11.1.3 Breach of discipline: A player being considered for replacement due to a breach of discipline, including failure to observe any relevant SWA policy, the SWA Code of Conduct or the SWA Player agreement will be counselled by the relevant state coach to give them an opportunity to rectify the situation. The RTC will be advised of the situation and a mutually agreed time frame will be set by the state coach and player for the situation to be reassessed. The RTC Chairperson will notify the SWA Board of such breaches in a timely manner.
- 11.1.4 Breach of Anti-Doping Policy: Any player who breaches the Softball Australia Anti-Doping Policy will automatically be removed from the relevant state squad or any representative team and will be replaced. All penalties relating to these breaches will be as per the Softball Australia Guidelines.
- 11.1.5 Ineligibility: Any player who is deemed ineligible or becomes ineligible for any representative team or squad will automatically be removed and replaced. The state coach will report such breaches to the RTC who in turn will assess the breach and report to the SWA Board in a timely manner.
- 11.1.6 A maximum of four missed training sessions warrants a conversation regarding the players commitment to the team. This conversation will initially be between the Head Coach, the player and parent or guardian. Should the player not comply with what's been agreed to, may result in being removed from the team.
- 11.1.6 Coaches who use outside specialist coaches, players, national squad members to attend their training session/s must advise the RTC and are required to have a WWC Card.



12.2 Replacement Process

If a selected player is unable to continue or is removed as a representative of a team, the procedure for a replacement player is as follows:-

- 12.2.1 The Convenor of selectors will be consulted as appointed by the RTC.
- 12.2.2 Consideration will be given first to identified squad players.
- 12.2.3 Consideration will then be given to other identified players from the selection process should this be necessary.
- 12.2.4 The selectors will then fill this position with the player judged most suitable, possessing the required degree of skill, and showing consistent performance.
- 12.2.5 The Convenor of Selectors will then advise the RTC that all processes were followed and advise of the replacement player in writing within two working days of the replacement taking place.

13. REQUEST FOR APPEAL

- 13.1 A player may request a review of any given selection decision by submitting a request for an appeal including the grounds for a review to the RTC Chairperson within five working days of the announcement of the relevant selection decision.
- 13.2 The request for the appeal must state the grounds for review, or why the selection decision should be changed. It must specifically address issues regarding how the player was evaluated under situations that put them at a distinct disadvantage to other players being evaluated.
- 13.3 The SWA Board shall appoint an Appeals panel to determine the appeal.
- 13.4 Requests for appeal via email need to ensure they have a read receipt attached to ensure that the Appeal has been received.
- 13.5 Each request for appeal shall be accompanied by a fee of \$50. This fee must be paid within two working days. If the fee is not paid by the due time, the request for appeal shall be deemed to be withdrawn.
- 13.6 The appeals fee will be forfeited to SWA if the request for appeal is held by the Appeals Panel to be frivolous or groundless.
- 13.8 An appeal will only be considered if the selection policy was not adhered to, or the player was not given 'fair' and 'equal' opportunity during the selection process.
- 13.9 An appeal will not be heard, just because a player or a representative of the player thinks that the player is better than, or more deserving than a named player.

14. EXPECTED BEHAVIOUR

All State Team Players must abide by the following:

- 14.1 No unauthorised person(s) is permitted to be accommodated with the State Team.
- 14.2 The State Team Player's uniforms will be predominantly Black and Gold, (reg 1.1) colours of the Association State Teams.
- 14.3 There are some state team player's apparels that may only be worn at State Trainings, National Championships and events sanctioned by the SWA Board. Playing jerseys, caps/visors, walkout polos, and state hoodies.
- 14.4 No representative player or official may consume alcohol while in any part of a SWA representative's uniform (playing/walkout) whilst being involved at a National Championship. A penalty of 12 months ban in the Representative program will apply. For any SWA endorsed functions where the state uniform is required to be worn, all members who are of legal drinking age may consume alcohol. (SWA Awards Night, Cap Night).
- 14.5 Only the appointed players and officials of all state teams have the authority to wear and purchase any state team apparel.
- 14.6 State Team Players shall stay in accommodation secured by the office of Softball WA.
- 14.7 All selected State Team Players must attend all state team functions, including Cap Presentation Night and the Annual Softball Awards Presentation Night or equivalent and closing ceremonies of the Tournament participated in. All players and officials must wear the SWA approved uniform to these events.
- 14.8 All underage selected state team players must be prepared to travel together to and from the tournament. Requests for alternate travel to and from the tournament can be made to the Head Coach and must be approved by the RTC in the first instance then communicated to the SWA Office within 14 days of selection. It will be the player's responsibility to pay all fees and charges related to any change.
- 14.9 If a player breaches the Softball Australia Member Protection Policy whilst away and requires removal from the team, the said person will be required to cover alternative travel arrangements at their own expense.