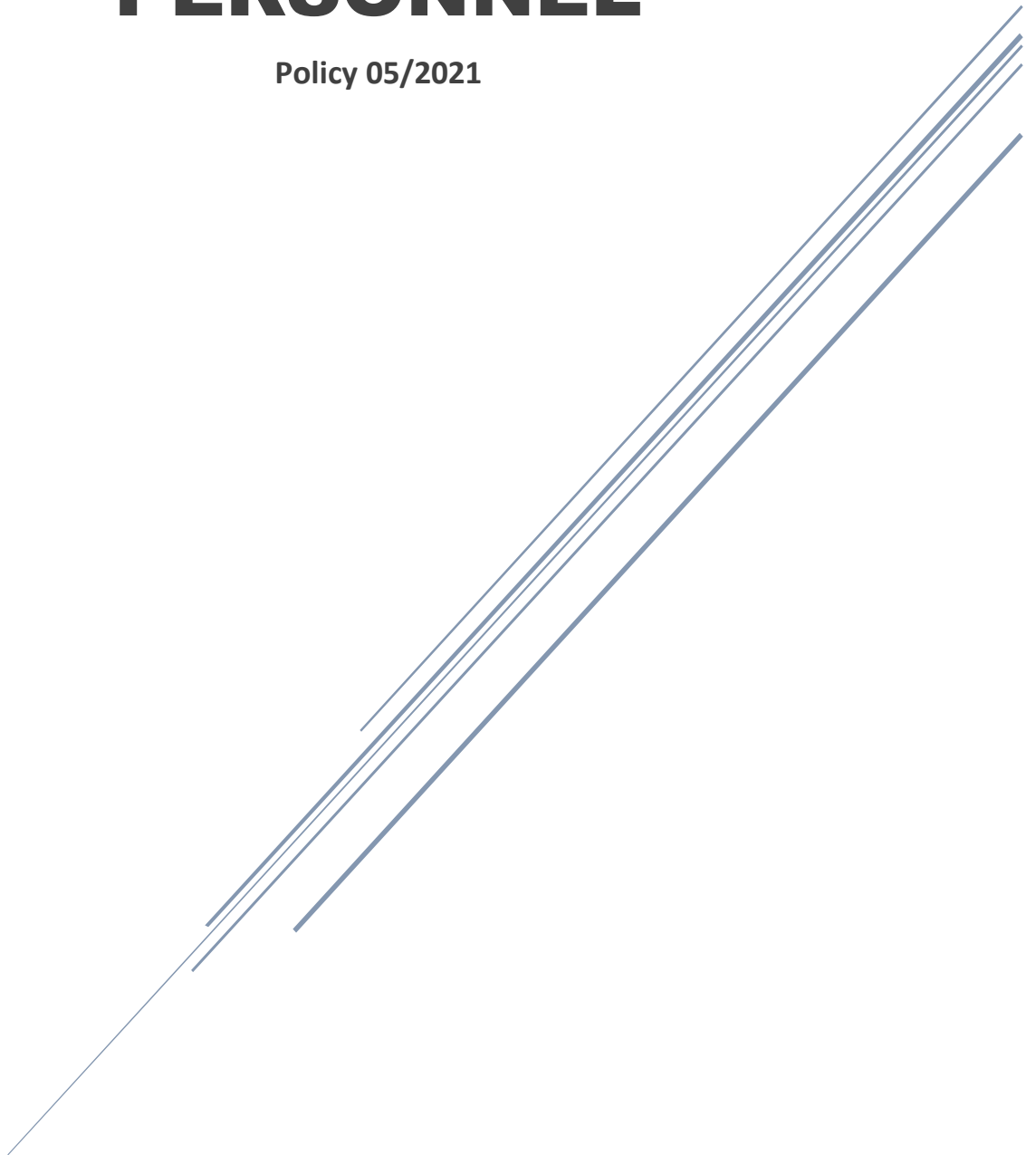




REPRESENTATIVE TEAM PERSONNEL

Policy 05/2021



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SOFTBALL WA REPRESENTATIVE TEAM PERSONNEL POLICY

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1. INTRODUCTION

1.1 Application

- The selection policy, process and procedures outlined in this document apply to all Softball WA (SWA) management personnel, who are participating in any selection process undertaken to select a SWA representative team official.

1.2 Responsibility

- The Representative Teams Committee is responsible for overseeing the application of the selection policy and due process.
- The Representative Teams Committee is assisted in this responsibility by the Chairperson of the Board. The SWA Board 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 always noted that the Board of SWA is responsible for overall compliance by coaches, managers, statisticians, players, and selectors.

The Representative Teams Committee 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 team officials to participate in a specific event.

1.4 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: -
- Transparency for all stakeholders who are involved in the selection process
- Improved communication and understanding between stakeholders
- Improved planning and execution associated with all aspects of selection
- Flexibility to respond to selection situations in a fair manner



- 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 any given season.

1.5 Definitions

- 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 Personnel, capable of performing to a certain standard, and capable of performing in the team-based environment of softball.

1.6 Selection Objectives

- The primary selection objective is to select the best available officials. This includes, Head Coach, Assistant Coach, Manager, Statistician.

2. **SELECTION PANEL APPOINTMENTS:** - The representative Teams Committee (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 one year with the opportunity of a second year.

3. **SELECTION PANELS:** - The Representative Teams Committee (RTC) will appoint a Representative Officials Selection Panel which will consist of not less than two (2) members of the RTC where possible; otherwise appropriately skilled individuals will be co-opted to assist on the panel, as well as one independent member. A note taker will be required to attend all coaching interviews.



4. CONFIDENTIALITY REQUIREMENTS

- 4.1 All members of a selection panel will be required to sign a SWA Confidentiality Agreement.
- 4.2 Selectors will not discuss selection matters outside official selection meetings, and trials, without the express permission of the head 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 official 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. REPRESENTATIVE OFFICIAL ELIGIBILITY

Officials must meet the following minimum requirements to be considered. Applicants who do not meet the following requirements, may still apply although are required to outline in writing why they do not meet the minimum requirements and why they would be suitable for the role. For the Nationals 2024-2025 – Foundation coaches may be considered for coaching positions. From 2026 the level of Performance Talent is the required level of accreditation for a Head Coach role for all age groups. The RTC reserves the right to appoint experienced coaches to positions should there be the need due to minimal nominations or lack of experience from those that have nominated for positions.

5.1 COMPULSORY TEAM OFFICIALS

- Head Coach
- Assistant Coach (\$500 fee applies)
- Team Manager (\$500 fee applies)
- Statistician (\$500 fee applies)

OPTIONAL OFFICIALS

- 2nd Assistant Coach (must be accredited)
- Specialist Coach (must be accredited and specialise in the area)
- I Score Statistician (fees may apply)
- Physio (fees may apply)
- Trainee Coach (fees may apply)

The financial options for the above personnel can be funded by the team and contribute \$500, team fund raising and /or pay their own way. This decision can be decided by the compulsory team officials.



5.2 Head Coach

- State Team Head Coach applicants must be a current (affiliation year) practicing coach within a club or affiliated association, this could be running clinics, assisting coaches at times, or actually coaching club teams. Consideration will also be given to Head Coaches that are currently coaching in programs for eg, Girls or Boys School Sport WA Teams.
- Preference will be given to individuals that have the Performance Talent Coach Level and above. Current Foundation Coach may apply and be considered providing an application for Performance Talent Coach has been submitted. (this must be adhered to)
- Must be a current financial and affiliated member of SWA.
- Must be a current accredited coach. Copy attached with application.
- Preference will be given to individuals that have the level of Performance Talent Coach and above. Current Foundation Coaches may apply and be considered providing an application for Performance Talent Coach has been submitted.
- Coaching resume must be attached with the application.
- Must have a current working with children (WWCC). A copy of the WWCC, must be attached to the resume.
- Must have a copy of a current Essential Skills and (Play by the Rules) PBTR Drugs in Sport attached with application.
- Must have a current copy of their Coaches Code of Conduct attached with application.
- Must be willing to provide examples of 2x2 hour defensive and offensive training sessions level appropriate and be able to demonstrate these if requested as part of the selection process.
- You can only nominate for one official position



5.3 Assistant Coach

- Must be a current (affiliation year) practicing coach with proven capabilities.
- Must be a current financial and affiliated member of SWA.
- Must be a current accredited management Games Coach and above copy to be attached with nomination.
- Must submit a coaching resume
- Must have a current working with children (WWCC). A copy of the WWCC, must be attached to the resume.
- Must have a copy of a current Essential Skills and (Play by the Rules) PBTR Drugs in Sport attached with application.
- Must have a current copy of their Coaches Code of Conduct attached with application.
- Can only hold one position and are unable to be involved in multiple teams.

5.4 Manager

- Must be over 25 years of age
- Must be a financial and affiliated member of SWA
- Must keep up with the latest first aid course
- Should have proven organisational and monetary management abilities.
- Must submit a resume outlining team manager experience or similar.
- Must have a current working with children (WWCC). Must be attached to the resume.
- Must have a copy of a current (Play by the Rules) PBTR certificate attached with application of (Child Protection) and (harassment & Discrimination) as well as PBTR Drugs in Sport attached with application.
- Must have current First Aid Certificate. (Copy attached to resume)
- Must have a current driver's license (copy will be made once appointment is confirmed)
- You can only nominate for one official position
- Can only hold one position and are unable to be involved in multiple teams



5.5 Statistician

- Must be a current practicing Statistician.
- Must be a financial and affiliated member of SWA.
- Must have a minimum of Level 3 scorer accreditation, however statisticians in the process of completing the appropriate components to achieve accreditation to level 3 can be considered at the discretion of the Director of Scoring.
- Must have a current working with children (WWCC). A copy must be attached to the application.
- Must have a copy of a current (Play by the Rules) PBTR certificate attached with application of (Child Protection) and (Harassment & Discrimination) also Drugs in sport attached with application.
- You can only nominate for one official position

5.6 Other Official Positions

- Must be a current financial and affiliated member of SWA.
- Must have a current working with children (WWCC). A copy must be attached to the resume.
- Must have a copy of a current (Play by the Rules) PBTR of Drugs in Sport, also Child Protection as well as Harassment & Discrimination certificate attached with the application.
- Must have a current copy of their Coaches Code of Conduct attached with application for all coaching positions.
- Specialist Coaches must have a minimum Managing Games level coaching accreditation and be able to demonstrate specific skills in the related area.
- Coaches must be a current accredited coach. Copy attached with application.
- A Trainee Coach must be prepared to obtain Training to Practice level coaching accreditation prior to the commencement of tournament.
- Coaches must be a current accredited coach. Copy attached with application.
- You can only nominate for one official position

6. NOMINATIONS

- 6.1 Nominations for Head Coaches will be called for by the (RTC) in the first week of April each year. The closing date will be before the end of April and determined by the RTC. A response email will be forwarded to each applicant to acknowledge that their nomination has been received and recorded.
- Nominations for the position of Head Coach and Assistant Coach will be submitted to the RTC. All applicants that meet criteria will be interviewed by the appointed panel. Recommendations (for the Head Coach) will be sent to the Softball WA Board for ratification.
 - Nominations for the position of Manager will be submitted to the RTC. All applicants deemed suitable will be interviewed by a minimum of two members of the RTC one of which must have previous experience within State Teams.
 - Nominations for the position of Statistician will be submitted to the Director of Scoring for consideration and recommendation provided to the SWA Board.
- 6.2 If no applications are received, or the applicants are deemed un-suitable the RTC can recall for nominations.
- 6.3 Should there be vacancies after the selection of coaches is complete, there may be an opportunity for unsuccessful nominees to be asked to be considered a position which they didn't originally nominate for.
- 6.4 In the event that after the recall is complete there is no suitable applicants then the RTC have the authority to source and appoint a person to the role.
- 6.5 The Representative Official Selection Panel (ROSP) Chairperson will contact all applicants in writing to advise whether they are successful in attaining an interview or not. The ROSP will interview all applicants they deem suitable. The exception is when a coach has been appointed for more than a one-year term.
- 6.6 All applicants for officials positions must advise the RTC (stateteams@softballwa.org.au) on submitting their application that they have immediate family trialling for the age group they are applying for. Where possible, the RTC will not appoint any official to state teams where immediate family are being considered for selection.
- 6.7 No female or male officials will share rooms together. Exception; when sharing with separate bedrooms in apartments, units, or cabins. At no point can team officials be accommodated with players.

7. APPOINTMENT PROCESS

- 7.1 The Head Coach of open aged state teams may be appointed for a period of up to three years (to be determined by the SWA Board). Head Coaches of all other teams may be appointed for a period of up to two years (to be determined by the Board). All other positions will be appointed for a period of one year.
- 7.2 Subject to performance and any breaches of the Member Protection Policy, the SWA Board may terminate the appointment of any state team official.

Once selected, the Head Coach of each respective team may inform the RTC of any officials they would recommend assisting the relevant state teams (e.g., Specialist Coach, Physiotherapist). The Head Coach must seek approval from the RTC before adding officials. Approval must be sought in writing via email seeking endorsement to select their own officials of nominees and endorsed by the ROSP. All additions to the Coaching staff must be interviewed by the ROSP to determine suitability.

8. APPROVAL AND ANNOUNCEMENT OF REPRESENTATIVE TEAM OFFICIALS

- 8.1 Only Head Coaches will be recommended to the Board for Approval. Assistant Coaches, Trainee Coaches and Managers are approved by the RTC. Statisticians are approved by the Director of Scoring.
- 8.2 The official's announcement process will be determined by the RTC. Once approved letters of congratulations will be emailed within two business days by the SWA Office.
- 8.3 The officials will be announced publicly on the SWA website at a date communicated to the SWA Office by the RTC.

9. UNIFORMS

- 9.1 State walkout polos and playing uniforms will be reviewed every three years. Review to commence 2024-2025.
- 9.2 Uniform Requirements: All polos and on-diamond shirts must sit no lower than most part of the hips. Female coaches must coach in state shorts or state tracksuit pants – **under no circumstances are coaches to wear tights or gym leggings** at a National or Regional Championships. However, they are permitted at training sessions.



10. STATE TEAM OFFICIALS' REPORTS

10.1 **Head Coach** – within thirty days (30) of return from your National Tournament. The report will include the following:-

- Pre-tournament
- Tournament
- Post – Tournament
- Any ideas that may be of benefit for future programs
- Any lessons learnt
- The report must be a word document and sent as an attachment to be easily filed.

10.2 **Assistant Coach** – within thirty days (30) of return from your National Tournament. The report will include the following:-

- Pre-tournament
- Tournament
- Post – Tournament
- Any ideas that may be of benefit for future programs
- Any lessons learnt
- The report must be a word document and sent as an attachment to be easily filed.

10.3 **Trainee/Specialist Coach** – within thirty days (30) of return from your National Tournament. The report will include the following:-

- Pre-tournament
- Tournament
- Post – Tournament
- Any ideas that may be of benefit for future programs
- If not a travelling coach, then within 14 days of the completion of your program.
- The report must be a word document and sent as an attachment to be easily filed.



10.4 **Manager** – within thirty days (30) of return from your National Tournament. The report will include the following:-

- Pre-tournament
- Tournament
- Post – Tournament
- Any ideas that may be of benefit for future programs
- Any lessons learnt
- Balance sheet that is provided by the SWA office – filled out starting with your opening team balance at the top. All receipts must accompany the spreadsheet.
- The report must be a word document and sent as an attachment to be easily filed.

10.5 **Statistician** – Within thirty days (30) of returning from your National Tournament.

- A written report on your role and attendance pre-tournament and your role at the tournament
- Return SWA Scorebook and thumb drive with statistics to the State Director of Scoring
- Forward any Softball Australia statistics you may have to the State Director of Scoring
- Any ideas that may be of benefit for future programs
- The report must be a word document and sent as an attachment to be easily filed.



11. INJURIES

All injuries that occur no matter how minor must be recorded by the Manager.

Examples are:

- Shoulder Injuries (sore arms)
- Elbow Injuries
- Knee Injuries
- Soft tissue injuries
- Ankle Injuries
- Back pain
- Neck pain

Serious injuries such as dislocations, broken bones, ligament damage, sprains and all injuries to the head must be reported to the RTC by the Manager within 48 hours and progress report on the player until such time as they are cleared or replaced.

All injuries serious enough to be taken to hospital must be reported to the RTC within 24 hours.