



**Dandenong Softball
Association**

Representative Team Operations
Document

Implemented: 2016
Review date: 2017

INTRODUCTION

The purpose of this document is to outline to Dandenong Softball Association (DSA) Team Representatives all the operational procedures, guidelines and forms needed for them to carry out their role and to simplify and streamline the organisational aspects of Representative Teams, including teams placed into selected tournaments, subject to viability. These policies and procedures have been developed to set the standards that DSA expects to be met by our representative team members and their families. The policies and procedures also ensure consistency and minimise disruption to teams. This document will be reviewed annually and updated as required based on input from Team Representatives, DSA Executive, Sub-committees and relevant Recognised Volunteers (RV).

Contents

General Information	3
Team Representation Responsibilities	3
Authority.....	4
Team Composition	4
Players	5
Team Officials	5
Representative Team Official Position Descriptions	6
Head Coach Position Description	6
Assistant Coach Position Description	8
Manager Position Description	10
Statistician Position Description.....	12
Player Policy	14
Representative Team Player Agreement	14
Player Levy.....	15
Team Officials Policy	17
Representative Team Official Agreement	17
Team Management Guidelines	19
Breaches in Code of Conduct	19
Guidelines for Tournament Logistics, Budgets & Planning	21
Report Templates	23

General Information

Team Representation Responsibilities

All members appointed to Representative Teams are at all times bound to comply with DSA's Constitution, Codes of Conduct and other relevant policies as listed here:

- Constitution
- Code of Conduct Representative Player
- Code of Conduct Representative Coach
- Code of Conduct Representative Official
- Rules of Conduct Parent/Guardian
- Softball Victoria Member Protection Policy
- Zero Tolerance Policy
- Social Media Policy
- Association Representative Agreements
- Selection policy

Should a member breach any part of the Constitution, Code of Conduct or other policy, it must immediately be reported to DSA's Executive Committee. Where necessary, disciplinary action will be taken, which may include the dismissal of the member from the team in accordance with DSA's Constitution and relevant policy. If a player or official is dismissed from a team, the Executive Committee will determine whether a replacement is to be selected or appointed.

Authority

The Team Manager is deemed the official DSA representative for all purposes in relation to the team. All team members, including officials are to comply fully at all times with the directions of the Team Manager. Notwithstanding the above, all training and match play authority lies with the Coach, and members of the team are to comply fully at all times with the directions of the Coach, subject to the Team Managers overriding authority to direct players with respect to breaches in conduct. During Championships, tournaments or tours, where a team member is in serious breach of a DSA Code of Conduct, team rule or representative policy, the team officials have the authority to remove that member from the team. The Team Manager must immediately inform DSA's Executive Committee of the situation. Team Managers have sole financial responsibility for administering team funds. Items purchased or agreements entered into must comply with the budget. Any purchases or agreements made outside the scope of the budget will not be paid or reimbursed, and all claims for payment are the responsibility of the Manager.

Team Composition

Each team will consist of:

- Minimum 11 players, Maximum 14 players
- Minimum 4 Officials
 - Head Coach
 - Assistant Coach
 - Statistician
 - Team Manager
- Maximum 6 Officials, with the inclusion of:
 - 2nd Assistant Coach
 - Sports Trainer/Team Medical

Team Officials can utilize at any stage during training, expert or specialists to assist. All parties involved in expert/specialist sessions must comply with minimum standards (accreditation/membership/professional status etc.).

Players

All players selected to Representative Teams must within 14 days of receipt, submit the following to DSA on the provided paper or electronic forms:

- Team Player Agreement Form
- Medical Information Form
- Code of Conduct for Representative Players
- Payment of player levy (amount to be specified by DSA Executive Committee)

Team Officials

All team officials selected to Representative Teams must within 14 days of receipt, submit the following to DSA on the provided paper or electronic forms:

- Team Official Agreement Form
- Medical Information Form
- Code of Conduct for Officials or Coaches

Representative Team Official Position Descriptions

Head Coach Position Description

The Role

The Head Coach:

- Provides leadership, direction and support to all members of the squad / team
- Prepares an advanced training program
- In conjunction with the Team Manager, formulate and implement rules for the welfare and conduct of all members of the team while at tournament
- Develops clear communication and team work among the team's coaching and management staff

Attributes

The Head Coach:

- Possess effective time management and administration skills
- Has an ability to work effectively in a team environment
- Has self-discipline and integrity
- Has well developed interpersonal skills and good communication skills, both oral and written
- Has a sound knowledge of contemporary trends in softball
- Has reasonable level of specialist knowledge in at least one aspect of offensive or defensive play
- Has an understanding of the standards and demands of the tournament environment
- Has an understanding and empathy for the needs of team members
- Maintains a "Duty of Care" to the players of the team for whom they are responsible
- Demonstrated success in the role of an Assistant Coach or Head Coach at club level

Key Accountabilities

The Head Coach shall:

- Participate on the Team Selection Panel and if applicable, participate in the selection of pick-up players
- Manage the preparation of player development and training programs
- Develop specific programs for individual athletes as required
- In conjunction with the Team Manager, plan and prepare budgets for team preparation
- Attend and manage the supervision of training sessions for the athletes
- Meet with the Team Statistician and agree on the scope and detail of the records to be made by the team and player's performances during any game in which the team participates
- Oversee, with the assistance of Assistant Coaches, the review of an athlete's performance
- Give direction to Assistant Coaches for their on-diamond roles
- Allocate warm up and / or warm down roles for the Assistant Coaches
- Investigate and take disciplinary action, if required, on any reported matters concerning the athletes and / or other staff members
- Give direction and support to other members of the team staff in the activities required of them
- Complete a post-tournament report and submit it to DSA within 21 days of the conclusion of the tournament

Qualifications

The Head Coach will:

- Be a current registered financial member of a DSA affiliated Club and maintain that status for the duration of the appointment;
- Have as a minimum Level 3 Coaching accreditation;
- Have a minimum of three (3) years' experience in coaching;
- Have a current Working With Children Check (applicable to Junior teams only)
- Have a current Driver's License.

Term of Appointment

The appointment to the position of Head Coach will commence at the time of official DSA appointment to the team and conclude following the submission of post tournament reports and subsequent review by the DSA Executive Committee.

Assistant Coach Position Description

The Role

The Assistant Coach provides support to the Head Coach of a DSA Representative Team as it prepares for Championships.

The Assistant Coach:

- Provides input into the development of an advanced training program for the continuing development of the athletes selected in the team
- Prepares selected athletes in specialized areas of offensive or defensive play
- Other duties as required by the Head Coach

Attributes

The Assistant Coach:

- Possess effective time management and administration skills
- Has an ability to work effectively in a team environment
- Has self-discipline and integrity
- Has well developed interpersonal skills and good communication skills, both oral and written
- Has a sound knowledge of contemporary trends in softball
- Has reasonable level of specialist knowledge in at least one aspect of offensive or defensive play
- Has an understanding of the standards and demands of the tournament environment
- Has an understanding and empathy for the needs of team members
- Maintains a 'Duty of Care' to the players of the team for whom they are responsible
- An ability to identify the strengths and weaknesses in a player's skills
- Competence in scouting of a team's performance
- An ability to manage individual differences between various members of the team
- A co-operative and energetic style
- Demonstrated success in the role of an Assistant Coach or Head Coach at club level

Key Accountabilities

The Assistant Coach shall:

- Assist the Head Coach as required in the preparation of player development and training programs
- Develop specific programs for individual athletes in the Assistant Coach / Specialist Coach's own area of expertise
- Attend training sessions and supervise training programs under the direction of the Head Coach
- Take responsibility for tasks allocated by the Head Coach at tournament
- Assist the Head Coach, when requested, with the review of an athlete's performance
- Undertake the on-diamond roles allocated by the Head Coach
- Undertake warm up and / or warm down roles allocated by the Head Coach
- Report to the Head Coach any matters concerning the athletes that require investigation and /or disciplinary action
- Provide assistance as requested by the Head Coach to other members of the team staff in the activities required of them
- Complete a post-tournament report and submit it to DSA within 21 days of the conclusion of the tournament

Qualifications

The Assistant Coach will:

- Be a current registered financial member of a DSA affiliated Club and maintain that status for the duration of the appointment
- Have as a minimum Level 2 Coaching accreditation
- Have a minimum of three (3) years' experience in coaching or playing
- Have a current Working With Children Check (applicable to Junior teams only)

Term of Appointment

The appointment to the position of Head Coach will commence at the time of official DSA appointment to the team and conclude following the submission of post tournament reports and subsequent review by the DSA Executive Committee.

Manager Position Description

The Role

The Team Manager provides the administrative support for Representative Teams.

Team Managers:

- Provide administrative support to the Head Coach in all areas of off-field activities

- Formulate and implement rules for the welfare and conduct of all members of the team while at tournaments
- Ensure that all members of the team comply with the obligations entered into when accepting a position on the team

Attributes

The Team Manager:

- Possess good time management and administrative skills and be well organised
- Possess effective communication skills, both oral and written
- Have an innovative and energetic style
- Have a strong personal drive towards achievement of goals
- Have sound financial skills
- Display sound judgment in the application of disciplinary rules in situations of stress
- Have a reasonable knowledge of the standards and demands the tournament requires
- Maintain a 'Duty of Care' to the members of the team for whom they are responsible
- Have integrity and maintain confidentiality about sensitive issues affecting players and officials, including success in managing individual differences and group dynamics
- An ability to co-ordinate simultaneous streams of activity under pressure
- An ability to identify potential trouble spots and move quickly to neutralize them
- An ability to earn respect and co-operation from a diverse group of athletes

Key Accountabilities

The Team Manager shall:

- In conjunction with the Head Coach, plan and prepare budgets for the tournament that the team is to participate in
- Make any bookings for team activities and advise DSA of the booking details and payment requirements
- Assist with arrangements for team photographs with Softball Victoria's photographer
- Ensure that all members of the team have completed the relevant paperwork prior to commencing any training
- Liaise with DSA Executive Committee to confirm travel and accommodation arrangements for the team
- Ensure that the code or rules are observed by all members of the staff and team
- Draw to the attention of the Head Coach any serious breach of the code or rules and determine the necessary disciplinary action
- Notify DSA Executive of any serious breach of the code or rules and of disciplinary action taken at the time
- Attend any meetings required
- Attend trainings when required
- Confirm all travel arrangements for the team and take any necessary action to respond to travel difficulties that may arise
- Ensure adequate meals are available for team members

- Ensure that adequate procedures are implemented for the care of team uniforms and equipment while the team is in attendance at tournament
- Ensure adequate medical attention is obtained in the event of any injuries or illness befalling any member of the team while the team is in attendance at a tournament
- Ensure all team members are aware of daily schedules while the team is in attendance at a tournament
- Make alternative accommodation arrangements to meet emergencies that may arise while the team is in attendance at a tournament
- Be responsible for the management of team funds, ensuring expenditure remains within approved budget limits
- Provide assistance as requested by the Head Coach to other members of the team staff in the activities required of them
- Liaise with DSA Executive Committee to ensure compliance with the player/official payment agreements
- Keep accurate records of team expenditure and provide reconciliation to DSA Executive within 14 days of the conclusion of the Tournament together with any unused team funds.
- Complete a post-tournament report and submit it to DSA within 21 days of the conclusion of the tournament

Qualifications

The Team Manager will:

- Be a current registered financial member of a DSA affiliated Club and maintain that status for the duration of the appointment
- Preferably have at least 2 years' experience in the administrative activities associated with an Association or Club team;
- Have a current Working With Children Check; (applicable to Junior teams only)
- Have a current Driver's License.

Term of Appointment

The appointment to the position of Head Coach will commence at the time of official DSA appointment to the team and conclude following the submission of post tournament reports and subsequent review by the DSA Executive Committee.

Statistician Position Description

The Role

The Team Statistician is responsible for the recording and provision of scores and statistics from games played by the team to which the Team Statistician is appointed.

The role of the Team Statistician is to:

- Work with the Head Coach in determining the level and quality of statistics recorded in each game played by the team
- Provide specific data as and when required by the Head Coach

Attributes

The Statistician will have:

- A strong understanding of State and/or National Scoring requirements
- Strong interpersonal communication skills
- Possess good time management skills and be well organized
- Be an effective team member
- Possess effective communication skills, both oral and written
- A sound and up to date knowledge of the Official Rules of Softball
- Have integrity and maintain confidentiality about sensitive scoring issues affecting players and officials
- Be a keen observer of detail and have the ability to record decisions clearly and concisely
- Have the ability to produce accurate statistical records promptly after the conclusion of a game

Qualifications

The Statistician will:

- Be a current registered and financial member of a DSA affiliated Club and maintain that status for the duration of the appointment
- Have a current Level 2 Accreditation
- Have at least three years' experience of scoring at Club level
- A current applicable Working with Children Check (applicable to Junior teams only)
- Have a current Driver's License?

Term of Appointment

The appointment to the position of Head Coach will commence at the time of official DSA appointment to the team and conclude following the submission of post tournament reports and subsequent review by the DSA Executive Committee.

Player Policy

Representative Team Player Agreement

Players must accept the following conditions of Team Representation:

- General
 - Comply with DSA's Constitution, Codes of Conduct and other relevant policies provided.
 - Display a high standard of behaviour, both on and off the diamond, and not engage in conduct which damages DSA's reputation

- At all times obey the direction of team officials.
- Ensure they are and remain a registered, financial member of Dandenong Softball Association through an affiliated Club.
- Immediately advise the Team Manager of any change in fitness or other factors that affect performance.
- Complete payment of all team levies in full prior to commencing of tournament unless other arrangements have been confirmed.
- Understand liability for any costs incurred by DSA as a result of my dismissal or withdrawal from the team.
- Upon receipt of a medical certificate, a full refund of fees may be approved by the DSA Executive Committee.
- Training
 - Attendance at team training is compulsory. Non-attendance is to be advised to the Team Manager immediately.
 - Repeated non-attendance constitutes a breach of this agreement and may result in dismissal from the team.
 - In extenuating circumstances, permission may be sought from the Team Manager/Head Coach to make alternative arrangements. Approval granted by DSA's Executive Committee on Team Manager/Head Coach recommendation.
- Uniforms
 - Wear the prescribed uniform to all tournaments, tours and official functions.
- Travel
 - Stay with the team at all 'travelling' tournaments.
- Fees
 - Make payments in accordance with the options provided when team levies are issued.
 - Failure to complete payment or confirm alternative arrangements prior to the tournament or commencing travel to the tournament (when travelling) will result in an immediate dismissal from the team.
- Functions
 - Attend all team functions and activities
- Feedback
 - Feedback can be submitted to the DSA Executive Committee at any time.

Player Levy

Players must submit payment to be determined by the DSA Executive Committee to DSA to accept their position. In the event a player withdraws without sufficient explanation to the DSA Executive Committee, the levy is non-refundable.

Team Officials Policy

Representative Team Official Agreement

Officials must accept the following conditions of Dandenong Softball Association Representation:

- General
 - Comply with DSA's Constitution, Codes of Conduct and other relevant policies provided.
 - Display a high standard of behaviour, both on and off the diamond, and not engage in conduct which damages DSA's reputation
 - Ensure they are and remain a registered, financial member of Dandenong Softball Association through an affiliated Club.
 - Immediately advise Dandenong Softball Association of any change in circumstances or other factors that affect ability to continue in position.

- Understand liability for costs incurred by DSA as a result of my dismissal or withdrawal from the team. Upon receipt of a medical certificate, a full refund of fees may be granted by the Executive Committee.
- Uniforms
 - Wear the prescribed uniform to all training sessions, tournaments, tours and official functions.
- Travel
 - Stay with the team at all 'travelling' tournaments.
- Fees
 - Make payments in accordance with the options provided when team levies are issued.
 - Failure to complete payment or confirm alternative arrangements prior to the tournament or commencing travel to the tournament (when travelling) will result in an immediate dismissal from the team.
- Functions
 - Attend all team functions and activities
- Feedback/Reports
 - Complete reports and participate in de-brief processes at the completion of the tournament.

Team Management Guidelines

Breaches in Code of Conduct

Introduction

Dandenong Softball Association Zero Tolerance Policy has been used to apply management guidelines to incidents deemed to be breaches in Codes of Conduct. The information below does not represent the full extent of incidents that may occur, but is designed to assist Team Managers and other officials with their obligations. Team Managers and Officials must maintain records of any incidents and action taken, and report all breaches to DSA Executive Committee in accordance with the Team Operations Policy.

Minor Offences

Incident Examples	Penalties & Actions		
	1 st Offence	2 nd Offence	3 rd Offence

<ul style="list-style-type: none"> • Use of audible foul language • Disputing judgment or decision of an umpire • Answering back an umpire • Refusal of a coach or other participant to assist an umpire to control behaviour or to defuse a situation when requested • Intimidating an umpire or other participant • Minor equipment abuse • Frivolous complaints • Barging • Melee and/or bench clearing 	<p>Warning;</p> <p>Remove from game/activity if necessary;</p> <p>Report to DSA</p>	<p>Remove from game/activity;</p> <p>Report to DSA;</p> <p>Formal Warning from DSA</p>	<p>Remove from game/activity;</p> <p>Report to DSA;</p> <p>Suspension from Team by DSA;</p> <p>Tribunal Hearing for further action;</p>
---	---	--	---

Major Offences

Incident Examples	Penalties & Actions	
	1 st Offence	2 nd Offence
<ul style="list-style-type: none"> • Unduly rough play, pushing etc • Actions intended to cause injury • Displays of inappropriate aggressive behaviour. • Disparaging or insulting remarks and/or the use of foul language directed toward another player/team official/umpire/official/spectator. 	<p>Remove from game/activity;</p> <p>Report to DSA</p> <p>Suspension from Team;</p> <p>Tribunal Hearing for further action.</p>	<p>Remove from game/activity;</p> <p>Expulsion from Representative Team;</p> <p>Tribunal Hearing for additional action.</p>

<ul style="list-style-type: none"> • Ongoing abuse of a player/team official/umpire/official/spectator after removal from Minor Offence. • Answering back an umpire/official on multiple occasions. • Major equipment abuse where there is potential to injure participants and/or spectators • Provoking a fight but no further involvement. • Verbally abusing an umpire/official. • Incidents that happen involving an umpire after the game is finished. 		
<ul style="list-style-type: none"> • Deliberately causing injury • Displays of excessive aggressive behavior 	<p>Remove from game/activity;</p> <p>Report to DSA</p> <p>Suspension from Team by DSA;</p> <p>Tribunal Hearing for further action.</p>	<p>Remove from game/activity;</p> <p>Expulsion from Representative Team;</p> <p>Tribunal Hearing for additional action</p>
<ul style="list-style-type: none"> • Involvement in physical violence • Physically or verbally threatening a player/umpire/official • Physically attacking an umpire, official, player or spectator 	<p>Remove from game/activity;</p> <p>Expulsion from Representative Team;</p> <p>Tribunal Hearing for additional action.</p>	<p>N/A</p>

Guidelines for Tournament Logistics, Budgets & Planning

Accommodation

Dandenong Softball Association will enter into arrangements for teams using the following guidelines:

- Accommodation must meet the following minimum requirements:
 - 1 bed per person
 - Heating/Air-Conditioning
 - Separate bathrooms (no ensuites)
 - On-site laundry facilities
 - Sufficient space for dedicated player rooms and dedicated officials rooms
 - Maximum travel time to tournament venue 30mins

- And the following *desirable* requirements:
 - Self-Contained or onsite catering available
 - Swimming Pool/Spa/Sauna (Recovery)
 - Group meeting space
 - Late Checkout
 - Within 5km of major shopping precinct or amenities (medical/grocery/restaurants)

Travel

- Arrive 1 day prior to first day of tournament.
- Athletes and Officials are responsible for organising their own travel to and from the tournament.

Budget

Team Officials should consider the following when compiling budgets for pre-tournament and tournament expenses, outside of travel, accommodation and meals:

- Tournament Expenses
 - Ice
 - Laundry
 - Programs
 - Photos
 - Fruit & Lollies
 - First Aid supplies

Meals

- Managers are encouraged to make team catering arrangements that require the least amount of preparation time.

Report Templates & Forms

Manager's Report



Dandenong Softball Association Representative Team Report

Report from: <<Year>> and <<Name Tournament>>, <<Location>>

From: <<Team Manager>>

[Red Text in italics is provided as a guide only and should be deleted once the report is finalised]

Did the DSA Executive and their representatives assist and support your team during training and at tournaments? Rate 0 – 10
<i>Additional Comments:</i>
<i>Executive, Volunteers, Association etc.</i>
Did team officials perform to the best of their abilities? Rate 0 – 10
<i>Additional Comments:</i>
<i>Issues with comradery, communication, priorities, wellbeing etc</i>
Did players represent Dandenong to the best of their abilities? Rate 0 – 10
<i>Additional Comments:</i>
<i>Issues with priorities, injuries, attitude, behavior etc</i>
Were there any issues with accommodation? Yes/No
<i>Additional Comments:</i>
<i>Suitability, location, room size, room configuration, onsite facilities etc</i>
Were there any issues with tournament venue? Yes/No
<i>Additional Comments:</i>
<i>Location, parking, diamonds, canteen etc</i>
Were there any issues with finances? Yes/No
<i>Additional Comments:</i>
<i>Recommendations for budget planning, improvement of banking systems in place, etc</i>
Were there any issues with meals/food? Yes/No
<i>Additional Comments:</i>
<i>Self-catering, eat out, recommendations for restaurants etc</i>
Were there any issues with uniforms? Yes/No
<i>Additional Comments:</i>
<i>Washing, disrepair, Athletes/Coaches out of uniform etc</i>
Would you recommend staff for future teams? Yes/No

<i>Additional Comments:</i>
<i>Explain Who and Why</i>

Other General Comments

Team Manager

Date

Overall Preparation & Administration								
	Low				High			
Focus Area	1	2	3	4	5	Successes	Shortcomings	Recommended Improvements
Support Staff: Manager								
Support Staff: Statistician								
Training								
Tournament Logistics: Travel/Accommodation								

Other General Feedback/Comments:

Team Coach

Date

Code of Conduct and Medical Templates

Code of Conduct – Players

Players are required to abide by the following code of conduct:

U15, U17, U19, Open

M / F

As a member of a Dandenong Representative team I undertake to:

Athlete Name

- Perform any duties and responsibilities as a representative of Dandenong Softball Association in a mature, fair and professional manner
- Be a positive role model for softball at all times.
- Participate within the competition conditions and rules and in the spirit of fair play.
- Accept victory and defeat with dignity.
- Comply with umpires' decisions in a professional and respectful manner.
- Cooperate with all official requests to promote softball in a professional manner.
- Respect the rights, dignity and worth of all people, and refrain from any discriminatory practices against any person regardless of age, gender, ethnic origin, religion or ability.
- Refrain from making derogatory, demeaning or discriminatory remarks about any administrators, players, coaches or other players.
- Be professional in my appearance and manner and accept responsibility for my actions.
- Display high standards in language, manner, punctuality, preparation and presentation.
- Display control, respect, dignity and professionalism to all involved with softball, including opponents, coaches, officials, umpires, scorers, administrators, the media, parents and spectators.
- Maintain high standards of personal appearance and behavior.
- Encourage others to demonstrate the same qualities.
- Refrain from any form of sexual innuendo or harassment towards any player, coach or official. This includes explicit, implicit, verbal and non-verbal sexual harassment.
- Refrain from initiating a relationship with my coach.
- Do not tolerate acts of aggression.
- Refrain from engaging in any behavior that is in breach of DSA's Member Protection Policy
- Not use illegal drugs of any kind unless.
- If under the age of eighteen years no consumption of alcohol is allowed. If over 18 years to do so only with the permission of the management team at the conclusion of the day's play.
- Refrain from any activity likely to result in loss or willful damage to private property or likely to cause a disturbance.
- Refrain from smoking at all times whilst in uniform or participating in team activities.
- To report all injuries and illnesses to the manager and schedule proper treatment with the appropriate medical practitioner when necessary.
- To be prompt for meetings, trainings and games.
- To be responsible for cleaning and maintaining my equipment and uniforms.

Athlete Signature

Date

Parent's/Guardian's Signature (if athlete is Under 19)

Date

Code of Conduct – Representative Coaches

In addition to DSA's values and general Code of Conduct, as a Coach appointed by Dandenong Softball Association you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of the DSA.

U15, U17, U19, Open
M / F

As a Coach of a Dandenong Representative team I undertake to:

Coach Name _____

- Respect the rights, dignity and worth of, and refrain from any discriminatory practices against, any person regardless of age, gender, ethnic origin ability.
- Endeavour to ensure players' time spent with you is a positive experience.
- Respect the talent, developmental stage and goals of each individual player.
- Treat each player as an individual and help them reach their full potential.
 - Provide training programs that are planned and sequential and suitable for the age, experience and ability of the players.
 - Be fair, considerate and honest with players.
- Be reasonable in your demands on your players' time and ensure there is an appropriate balance between sporting involvement, education and career objectives.
- Implement clear rules for players in training and general conduct.
- Be professional in your appearance and manner and accept responsibility for your actions.
 - Display high standards in language, manner, punctuality, preparation and presentation.
 - Display control, respect, dignity and professionalism to all involved with Softball, including opponents, coaches, officials, umpires, scorers, administrators, the media, parents and spectators.
 - Encourage your players to demonstrate the same qualities.
- Make a commitment to providing a quality service to your players, your affiliated club and association, by continually improving your coaching knowledge and skill.
 - Maintain and improve your NCAS accreditation.
 - Seek continual self-improvement through performance appraisal and ongoing education.
- Operate within the rules and spirit of the sport.
 - Abide by and respect the policies governing Softball and sport generally and the organisations and individuals administering those policies.
 - Reject the use of performance enhancing drugs in sport and abide by the anti-drugs policies of the relevant national and international sporting organisations and government regulatory bodies.
- Ensure physical contact with players is appropriate to the situation and necessary for the player's skill development. Inappropriate physical contact is a form of sexual harassment.
- Refrain from any form of personal abuse. This includes verbal, physical and emotional abuse.
- Refrain from any form of sexual harassment. This includes explicit, implicit, verbal and non-verbal sexual harassment.
- Refrain from initiating a relationship with a player and also discourage, in a sensitive manner, an attempt by a player to initiate a sexual relationship with you.
- Provide a safe environment for training and competition. Ensure that equipment and facilities meet safety standards and are appropriate for the age and ability of the players.
- Show consideration and caution towards sick and injured players.
 - Provide a modified training program where appropriate
 - Allow further participation in training and competitions only when appropriate
 - When necessary, follow the advice of a reputable doctor or physiotherapist when determining when a sick or injured player is ready to recommence training or competition
- Be a positive role model for Softball and your players.
- Do not tolerate acts of aggression.
- Refrain from engaging in any behaviour that is in breach DSA's Member Protection Policy.
- Not use illegal drugs of any kind.
- If under the age of eighteen years no consumption of alcohol is allowed. If over 18 years to do so only with the permission of the management team at the conclusion of the day's play.
- Refrain from smoking at all times whilst in uniform or participating in team activities.

Coach Signature _____

Date _____

Parent's/Guardian's Signature (if Coach is Under 19) _____

Date _____

Code of Conduct – Representative Officials

In addition to DSA's values and general Code of Conduct, as an official appointed by Dandenong Softball Association you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of the DSA.

U15, U17, U19, Open
M / F

As an Official of a Dandenong Representative team I undertake to:

Official Name _____

- Respect the rights, dignity and worth of all people, and refrain from any discriminatory practices against any person regardless of age, gender, ethnic origin, religion or ability.
- Place the safety and welfare of the players/participants above all else.
- Be fair and impartial.
- Avoid any situation which may lead to a conflict of interest.
- Be courteous, respectful and open to discussion and interaction.
- Ensure physical contact with players is appropriate to the situation and necessary for the player's safety. Inappropriate physical contact is a form of sexual harassment.
- Refrain from any form of personal abuse. This includes verbal, physical and emotional abuse.
- Refrain from any form of sexual harassment. This includes explicit, implicit, verbal and non-verbal sexual harassment.
- Refrain from initiating a relationship with a player and also discourage, in a sensitive manner, an attempt by a player to initiate a sexual relationship with you.
- Make a commitment to providing a quality service to softball, to your affiliated club, association and state, and to Softball Victoria by continually improving your officiating knowledge and skill.
 - Maintain and improve your accreditation
 - Seek continual self-improvement through performance appraisal and ongoing education
- Be professional in your appearance and manner and accept responsibility for your actions.
 - Display high standards in language, manner, punctuality, preparation and presentation
 - Display control, respect, dignity and professionalism to all involved with softball, including opponents, coaches, officials, umpires, scorers, administrators, the media, parents and spectators. Encourage others to demonstrate the same qualities.
- Operate within the rules and spirit of the sport.
 - Abide by and respect the policies governing softball and sport generally and the organisations and individuals administering those policies
 - Reject the use of performance enhancing drugs in sport and abide by the anti-drugs policies of the relevant national and international sporting organisations and government regulatory bodies. Value the individual in sport.
- Do not tolerate acts of aggression.
- Encourage inclusivity and access to all areas of officiating.
- Refrain from engaging in any behaviour that is in breach of DSA's Member Protection Policy.

Coach Signature

Date

Parent's/Guardian's Signature (if Coach is Under 19)

Date

Emergency Contact and Medical Information

U15, U17, U19, Open
M / F

Athlete Name

Date of Birth

Parent's/Guardian's Name (if athlete is Under 19)

Parent's/Guardian's Name (if athlete is Under 19)

Mobile Phone

Work Phone

Mobile Phone

Work Phone

Address

City

Post Code, State

Alternative Emergency Contacts

Primary Emergency Contact

Secondary Emergency Contact

Mobile Phone

Work Phone

Mobile Phone

Work Phone

Medical Information

Doctor's Name

Phone Number

Private Insurance Company

Policy Number

Medicare Number

Expiry Date

Heart Problems: YES / NO

Respiratory Problems: YES / NO

Allergies (Food/Drugs etc): YES / NO

Recent Illness: YES / NO

Blood Pressure Issues: YES / NO

Diabetes: YES / NO

Date of last Tetanus Shot: _____

Additional Information

Drugs/Medications Required

This information is collected for the specific use in the DSA Representative program in which you are participating. In the event of an injury this information will be kept for a minimum of 7 years. If no injury occurs this information will be destroyed within 12 months of the program date. Personal details will not be provided to outside organisations unless required to do so by law or for medical treatment.

Athlete Signature

Date

Parent's/Guardian's Signature (if athlete is Under 19)

Date