



Waverley Softball Association

Operations Manual 2020-2021

Waverley Softball Association

Corner Jells & Waverley Roads, Glen Waverley VIC 3150

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This manual is to be read in conjunction with the Competition Rules

This Manual is designed to assist Waverley Clubs in organising and managing their club for the coming season. It contains private contact details and financial and other information specific to the Waverley Softball Association competition. Distribution of the complete manual should be limited to Club committee members. Relevant competition or rules information should be passed on to club coaches/team managers. Wider distribution of the club manual is not permitted under the Waverley Softball Association Privacy Policy



We are a Good Sports club



Season 2020 - 2021 Operations Manual

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***This document should be read in conjunction with the
WSA Rules Manual 2020 - 2021***



1 WSA Committee and Umpires Committee

PRESIDENT: Heather Webb 0404 377 069 waverleypresident@gmail.com	VICE PRESIDENT: Scott Bernhard 0422 785 219 scottb@bdagroup.com.au
SECRETARY: Jacquie Arnold waverleysecretary@gmail.com	TREASURER: Ashely Irvine / Leanne Thomas waverleytreasurer@gmail.com
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GENERAL: Darren Kruger 1974dj@gmail.com	MATCH COMMITTEE: Carolyn Di Paola / Mili Cohen / Sue Mercuri wsamatchcommittee@gmail.com
PAVILION AND DIAMOND BOOKINGS: waverleysoftballbookings@gmail.com	WAVERLEY EASTER CARNIVAL waverleyeaster@gmail.com

WAVERLEY UMPIRE COMMITTEE	
UMPIRE-IN-CHIEF: Lindsay Whitehead uicwaverleysoftball@gmail.com	UMPIRE COVID OFFICER: Rob Dykstra
DUIC: COMMUNICATION : Jason Irvine wuc.communications@gmail.com	DUIC: OPERATIONS : Chris Nelson wuc.operations@gmail.com
DUIC: TRAINING : Roy Arcscott wuc.training@gmail.com	DUIC: TECHNICAL : Kian Privitera wuc.technical@gmail.com

2 Match Committee

In the 2020-2021 season, the match committee will be responsible for the safe conduct of matches, player eligibility, dispensation, reporting and fixtures.

All requests regarding player eligibility, permission to play or similar requests **MUST be submitted in writing a minimum of 48 hours PRIOR to fixture game start time**. Issues such as these will only be addressed by the Match Committee and approval will not be given if the request is received less than 48 hours in advance.

The Match Committee will be responsible for communicating with teams who will participate in the finals series in regards to bench allocations. The higher ranked teams will be required to notify WSA Match Committee via email no later than 24hours prior to the scheduled game start time of their preference.



Match Committee Members

Name	Position
Carolyn Di Paola	WSA Registrar
Mili Cohen	WSA Committee
Sue Mercuri	Independent
If Required:	Position
Donna Scammell	WSA Rep Coordinator
Heather Webb	WSA President
Greg Brown	Independent - Grounds

All requests to the Match Committee should be directed via email to wsamatchcommittee@gmail.com.

3 Formal Game Protests

In the event of a protest occurring, it is preferable that a) 1 senior umpire of SAL level 3 or above or b) at least two umpires of SAL level 2 be responsible for hearing the protest at the time it is lodged. If the protest cannot be heard immediately, a written protest must then be lodged. The game is to be played out to regulation.

Protest forms can be obtained from the Control Room (Refer Appendix 1).

In the event that no senior umpires are available to hear the protest immediately, a written protest must then be lodged.

Format of written protest

A written protest must contain the following:

- Time the protest is being lodged
- Name of teams involved
- Name of all umpires officiating in the game
- Game situation at time of protest – including:- runners on base, count on batter, outs and runs scored
- Reason for protest, including rule if possible
- Signature of the protesting coach.

All relevant information must be submitted within 48 hours of completion of the game for the protest to be considered.

No protest will be considered if:

1. All parties have signed the scorecard
2. The protesting side has won the game
3. The protest is based on a judgment call

Protest committee to consist of the WSA Umpire In Chief, a Match Committee Representative and a WSA Executive Committee Member.

Protest committee decisions are final.



4 Dispensation Requests to Match Committee

Dispensation requests to the Match Committee must be made in writing from the Club's President, a minimum of two days before match day via the match committee email address.

The Match Committee will advise the opposition Coach, where required, and may note on the scorecard any approved dispensation.

5 Player Eligibility Rules

Eligibility – This section should be read in conjunction with the 'Penalties' section in the Rules Manual.

If a player is named and subsequently does not play during the season, the Match Committee reserves the right to request an alternate named player.

GENERAL INFORMATION

Clubs are advised that if they have a new, or relatively new player who they feel may not safely participate in their age group, can request dispensation for that player to play in a lower age grade. The request must be made in writing to the Match Committee for approval by SEMR or WSA.

The WSA Match Committee will intervene if players are considered to be playing in a grade not appropriate to their skill level, irrespective of their age.

OPEN 1 AND 2

Clubs must name a pool of 10 players. Players from the pool can play in both grades unlimited. If they have played equal/more Open 1 games than Open 2 during the season, they must have played in a minimum of half the number of available Open 2 games to be eligible to play in the Open 2 finals.

NOTE: This pool eligibility rule will also apply to a pool of 10 players named for Open 3 and 4 grades where a club has been given permission to enter such a pool for the current season.

OPEN NATIONAL/OPEN INTERNATIONAL/OPEN STATE PLAYERS

Clubs must provide the names of any player who has been an International/National Open Women's Team Member or Squad member or Open State Team Member in the past 2 YEARS who wish to play in Open 2 or lower including positions held within the above mentioned team/s UNLESS they are Under 21 at Dec 31 in current season.

A player given dispensation to play in an open age group below Open 1 must play under any stipulations provided by the WSA Match Committee. If a player is found to be playing outside of these stipulations will be classified as an Ineligible player and the Ineligible player penalty will apply.

JUNIORS PLAYING IN SENIOR COMPETITION

Clubs are advised that junior players must be 14 years of age before they participate in open senior competition. If a club wishes to submit an exemption a Player Assessment Form (Appendix 2) must be completed.

A player under 14 years of age given dispensation to play in an open age group must play under any stipulations provided by the WSA Match Committee.

Junior Players who pitch in WSA U16 State Championship teams, Representative teams, or above, are not eligible to pitch in Open 4. They may play in other fielding positions.



ELIGIBILITY WITHIN ALL GRADES

- A player must have played at least five (5) games in one grade for the club to be eligible for finals.
- Subject to grade rankings, a player may play finals in the grade in which they are registered and a higher grade as long as she has played half the number of available games in the registered grade.
- If a player has not played half the number of available games in their registered grade, they will only be allowed to play in the higher grade.
- If a player wishes to play finals in a further higher grade, she must have played at least half the number of games in the lower grade to play finals in both.
- If a player's registered grade is the only team to make finals; the player is eligible for finals in that grade (as no higher grade is available) provided she has played at least five (5) games in the grade.
- If a player is playing for two separate clubs across multiple grades, then eligibility rules apply per player and not per club.

Examples: (assume 20 available games in all Open grades for these examples).

1. Player is registered in Open 4; she plays 5 games in Open 4, 6 games in Open 3 and all available games in Open 2. She has not played half the available games in Open 4 or 3, so is only eligible for Open 2 and Open 1 finals.
2. Player is registered in Open 4; she plays 5 games in Open 4 and 18 games in Open 3. She played more than half the available games in Open 3 so is eligible for Open 3, 2 and 1 finals.
3. Player is registered in Open 4; she plays 5 games in Open 4, 20 games in Open 3 and 1 game in Open 2. Open 4 is the only team to make finals. She has played the required 5 games to play Open 4 finals and is therefore eligible.
4. Player is registered in Open 4; she plays 1 game in Open 4, 15 games in Open 3 and 2 games in Open 2. Open 4 is the only team to make finals. She has NOT played the required 5 games to play Open 4 finals and is therefore NOT eligible.

Permission may be obtained from the Match Committee for players who register after the Christmas break to be eligible for finals if they have not played at least 5 rounds.

NOTE: SV fees are applicable as soon as a player takes the diamond, with exception of NEW casual players. Please note: all players must be registered before they take the diamond. Softball Victoria defines NEW players as those who have NOT been registered with an affiliated SV Club/Association within the past 3 years. Casual Memberships MUST be completed through the Softball Victoria TeamApp/Website.

Eligibility Exemptions for Juniors

Junior players are not limited in the number of senior games played with respect to junior finals eligibility provided they have played at least half the number of available games in the junior grade.

NOTE: For finals eligibility within junior grades, grade rankings still apply. If a junior player plays in 2 senior grades, then the rule in 1 above applies.

Open 1 and 2 Pool

A player nominated in the Open 1 and 2 pool of 10 players is eligible to play in finals of both grades. There is no restriction on the number of Open 1 games played with respect to Open 2 games for pool players. However, if the player has played equal to or more Open 1 than Open 2 games during the season, they must have played in at least half of the number Open 2 available games to be eligible to play in the Open 2 finals. If they have played more Open 2 than Open 1 games, they are eligible for both grades irrespective of the actual number played i.e. 5 or 15 games.



This rule will also apply to Clubs that have been permitted to submit a pool of Open 3 and Open 4 players for the current season.

Calculating '*at least half the number of available games*'

When calculating '*at least half the number of available games*' – this is half the number of the games in the fixture, less any abandoned games. i.e. in a 20-game season, they must have played 10 games; in a 21-game season they must have played in 10.5 games, (i.e. 11 games) to meet the criteria. No % rule applies, just game numbers played.

6 Diamond Sizes

- Open 1– 60 feet base path, 43 feet pitching. Fence (cones) at 220 feet on diamonds 3, 4 & 9.
- Open 2– 60 feet base path, 43 feet pitching. Fence (cones) at 220 feet on diamonds 3, 4 & 9.
- Open 3 & 4– 60 feet base path, 40 feet pitching. Fence (cones) at 220 feet on diamonds.
- 17U (SEMR) - 60 feet base path, 43 feet pitching. Fence (cones) at 220 feet on diamonds.
- U15 Girls (SEMR) - 60 feet base path, 40 feet pitching. Fence (cones) at 220 feet on diamonds.
- U15 Boys (SEMR) - 60 feet base path, 43 feet pitching. Fence (cones) at 220 feet on diamonds
- U12 Mixed (SEMR) - 60 feet base path, 35 feet pitching. Fence (cones) at 220 feet on diamonds
- T-ball – 45 feet base path, 30 feet pitching distance, 15-foot foul circle.

7 Night Duty Instructions TO BE UPDATED FOR COVID

Prior to the warmup for the first game the *first named team* of the first game is required to open up (steps 1 to 7). *First named team* of the second game to lock up (steps 8 to 13).

NOTE:

If the first named team is non-Waverley, then the second named team must complete these duties:

- Open Equipment Box
- Open Umpires room
- Open Outer Control Room door (to access scorecards)
- Open External Toilet block
- Unlock the light box
- The team allocated to the 3rd base bench is responsible for turning on the lights
- Spray down all surfaces at the completion of game

Just before dusk start to turn on the lights

Diamond 1 & 2 Lights:

Open the light box, open box number 1 or 2 – turn key to **ON**

- After the final game has finished, allow time for the teams to pack up (lock up bases & rake the diamond) and leave the diamond before turning off the lights.
- Spray down all surfaces at the completion of the game
- Lock the light box.
- Make sure all doors are locked.
- Make sure the Committee Car Park gate is locked.
- If the netball centre patrons have left (e.g. there are no cars left in their car park, do a quick drive around the top of the car park just to make sure no one is locked in) you will need to close (and lock if possible) the big gates at the bottom of the drive.



8 Diamond Duty Requirements

Saturday and mid-week duties

Clubs will be required to complete the following duties on their allocated diamonds for the season. You need to ensure the base paths are trimmed and neat. There is a line grass trimmer available for clubs to use.

Mid-week duties

Diamonds: 1, 2, 3, 4, 5, 6, 7, 8, 9 and 12.

Rake gravel areas level with grass (make sure there are no lips) and inform WSA by making notes on the whiteboard in the garage if more substantial maintenance is required.

Saturday duties

Diamonds: 1, 2, 3, 4, 6 and 9

- Line mark diamond (diagram of lines/distance & dimensions avail in control room or on the lid of the equipment box)
- Put out bases and set the pitching plate distance before first time slot

Diamonds: 5, 7, 8 and 12

- Put out bases and set the pitching plate distance as required before first time slot
- Set up benches as required

Diamonds: 10 and 11

- Put up back nets as required
- Collect poles from garage and erect safety net
- Peg out batting boxes, catcher's box and pitching mat
- Put out bases, pitching plate and benches

Between Games:

Teams moving onto the diamond for subsequent games are to shift/change bases and pitching plate, if required (1st named), and rake (2nd named). Diamonds may be watered by teams before games if needed (subject to water restrictions). Put out cones on D6, D9 and D3, if the next game is Open 2 or Open 1. Collect cones on D6 or D3 if the next game is Open 3 or Open 4.

After Last Game:

The teams that are the last to play on each diamond each Saturday are to pack up the bases, (pitching plate ONLY from Diamonds 10 and 11), cones and any other equipment (BOTH TEAMS). Home plate is not to be removed. The dugouts are to be swept (1st named), diamonds raked (2nd named) and the equipment boxes should then be locked.

9 Duty Day Requirements

Clubs will be rostered to complete up to 3 duty days * for the season. It is the responsibility of the club to train all new club volunteers in completing duty day jobs, including where to find keys, drink containers, toilet rolls etc.

Clubs **MUST** complete the following duties on their nominated duty day:

Morning (to be completed by 8.15, 9.45am or 11.45am depending on scheduled morning games)

- Collect bread/rolls from One Stop Bakery (1304 High Street Rd, Wantirna South)
- If no SEMR games, bread rolls can be collected and arrive at WSA by 12pm



Morning (to be completed by 8.30, 10am or 12pm depending on scheduled morning games)

- Collect Duty Day keys from Canteen
- Unlock external toilets, cage room and garage (secure padlocks to the roller door so they don't get mislaid)
- Unlock umpires' doors (see diagram) and Pavilion
- Raise Pavilion window shutters
- Put out wheelie bins to all diamonds, 2 bins in front of the pavilion deck and 3 bins (including one yellow lid recycling bin) in the canteen enclosure
- Put one Yellow lid bin at front of Pavilion and one yellow lid bin in the beer garden
- Unlock equipment boxes on all diamonds
- Set out tables & chairs (from under the Pavilion/in umpires room) in the fenced area in front of the Pavilion - This item is currently not required for the 2020-2021 Season due to COVID
- Set up table, waste bin (with a bin liner from Canteen) and menu board for canteen from umpire room - This item is currently not required for the 2020-2021 Season due to COVID
- Place empty orange drink containers on deck for use during hot days - This item is currently not required for the 2020-2021 Season due to COVID
- Check sufficient bags of injury ice in freezer in back of control room; fill more if needed
- Return duty keys to the Canteen

Lunchtime (1pm)

- Check toilet paper and hand towels in all toilets
- Refill if necessary – make sure that rolls are loosened and placed the correct way around (supply will be kept in back of control room)
- Spray any surfaces with supplied anti-bacterial spray
- Advise WSA Control Room if COVID supplies need replacing

Afternoon (by 6:00pm)

- Bring in wheelie bins from all diamonds and the canteen enclosure, making sure to leave one empty bin on diamond 2 for night games
- Empty waste bin from decking
- Leave 2 empty bins plus 1 YELLOW LID BIN in the canteen enclosure
- Place all bins along (and facing) road near brush enclosure for collection, PLACE THEM ABOUT 20-30 CM APART
- Leave 2 empty bins in front of pavilion, 1 of which is a YELLOW LID BIN
- Check that all equipment is off diamonds and ALL boxes are locked
- Lock toilets
- Empty, collect and put away orange drink containers
- Put away waste bin, table and menu board in umpire room - - This item is currently not required for the 2020-2021 Season due to COVID
- Put away tables and chairs in the fenced area in front of the Pavilion if not being used. If being used by other members, remind them to put away when finished - - This item is currently not required for the 2020-2021 Season due to COVID

Empty Bins:

Bins are stored in the brush enclosure near the road now. They will need to be collected from there on Saturdays please.

Full Bins:

Bins are to be returned and lined up on the roadway in front of the brush enclosure for collection. PLACE THEM ABOUT 20-30 CM APART.

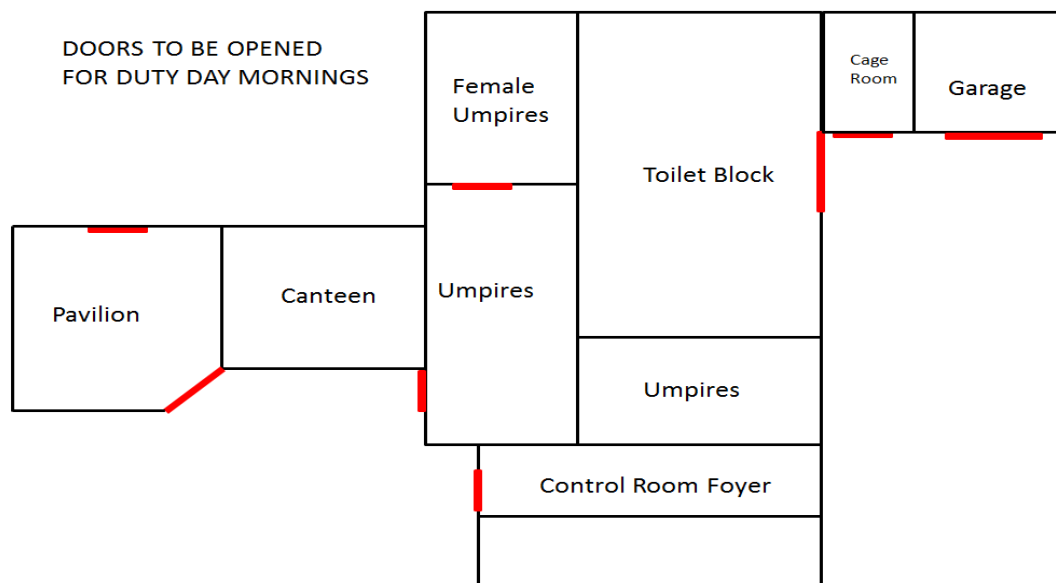


Keys:

Keys for equipment boxes and doors will be available from the control room. They **MUST** be returned to the control after opening in the morning and closing at night. Please note due to COVID the below map could change.

Consequence:

If a Club does not complete their duties on Duty Day, they will be asked to perform an additional duty later in the season.



10 Feedback and Complaints

All complaints and reports made against players, officials or umpires **MUST** follow the Complaint Resolution procedure as outlined in this Waverley Operating Manual which can also be found online or in the WSA Control Room. (Refer Form – Appendix 3).

ALL complaints and reports made against players, officials or umpires **MUST** be submitted on the appropriate form and submitted to the WSA Match Committee via email wsamatchcommittee@gmail.com

NOTES: All Complaints **MUST BE LODGED BY A CLUB** and not by an individual and **MUST BE LODGED WITHIN 14 DAYS** of the offence or incident.

Following any incident that occurs during a game, the following should occur:

- Club member to discuss the complaint with their Club.
- If the Club is satisfied that a complaint should be raised and that they will support the complaint, the Club will fill in a complaint report form, available from the control room or online.
- The Complaint Report form should be submitted to the control room, to be given to the Match Committee within fourteen days of the offence.

The Match Committee will address the complaint by:

- In writing (by email or otherwise), indicate receipt of the report to: -
 - The offender, the Complainant Club, the club president of the offender
- Depending on the nature of the report, the Match Committee will follow SV's Zero Tolerance Policy.



11 Privacy Statement

11.1 PREAMBLE

This statement has been adopted by the Waverley Softball Association Inc. (WSA) with the permission of the Australian Softball Association (ASF) whose copy dated December 1, 2001 of the ASF's Privacy policy has been used as the basis of this document.

The WSA recognises that privacy is important and that individuals have a right to control their personal information. WSA acknowledges that providing personal information is an act of trust and WSA takes that trust seriously. Unless an individual gives WSA consent to act otherwise, the following statement governs the way in which WSA handles personal information of individuals.

The WSA is committed to protecting personal information. WSA is also committed to complying with the provisions of the Privacy Act (Commonwealth) 1988.

11.2 COLLECTION OF PERSONAL INFORMATION

The WSA will not collect personal information unless the information is necessary for one or more of its functions or activities. WSA will also only collect personal information by lawful and fair means and not in an unreasonably intrusive way.

11.3 USE AND DISCLOSURE

WSA will not use or disclose personal information about an individual other than the primary purpose of collection unless:

- The individual has consented to the use or disclosure
- WSA reasonably believes that the use or disclosure is necessary to lessen or prevent:
 - a serious and imminent threat to the individual's life, health or safety; or
 - a serious threat to public health or safety or
- WSA has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of investigation of the matter or in reporting its concerns to relevant authorities; or
- The use or disclosure is required or authorised by or under law; or
- WSA reasonably believes that the use or disclosure is reasonably necessary for:
 - the prevention, detection, investigation, prosecution or punishment of criminal offences
 - the protection of the public revenue
 - the prevention, detection, investigation or remedying of seriously improper conduct or
 - the preparation for, or conduct of, proceedings before any court or tribunal

11.4 DATA QUALITY

WSA will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.

11.5 DATA SECURITY

WSA will take reasonable steps to protect the personal information it holds from the misuse and loss and from unauthorised access, modification or disclosure.

11.6 ACCESS AND CORRECTION

WSA will provide individuals access to their personal information on request by the individual unless:

- providing access would pose a serious threat to the life or health of any individual; or
- providing access would have an unreasonable impact on the privacy of other individuals; or
- the request is frivolous or vexatious; or
- providing access would be illegal; or
- providing access would be likely to prejudice an investigation of possible unlawful activity; or
- providing access would prejudice the prevention, detection, investigation or remedying of seriously improper conduct.



11.7 FURTHER INFORMATION AND FUTURE CHANGES

For further information on Waverley Softball Association's management of personal information, please contact a member of the Executive Committee.

The Waverley Softball Association Inc. may amend this statement from time to time.

12 Working with Children Checks

It is **NOW** compulsory for all members who are engaged with "child related work" to hold a Working with Children card. It is important you read this information and if you haven't lodged your application do so **NOW**.

Your club/association must make sure that you hold the Working with Children check.

Haven't gotten around to applying? You cannot '**work with children**' until you hold either a receipt proving you have commenced the application process or the actual WWC card.

Working with Children Checks are compulsory for all team officials (coaches, scorers, managers and umpires) over the age of 18 who are working with Children at Waverley Softball Association from July 2010. Registration Number must be submitted to the WSA Secretary. This requirement does not apply to parent officials whose child ordinarily participates in that team.

It is a criminal offence for you to start or continue 'child-related work' without having applied for a WWC Check if the service, body, place or activity that your work is in connection with, has been phased-in. It will also be an offence for your employer or volunteer organisation to engage you in 'child related work'.

For further information on the Working with Children Check, you can contact the WWC information line on 1300 652 879, or alternatively, information can also be found on the Working with Children Check Website. Visit the Department of Justice website at <https://www.workingwithchildren.vic.gov.au/>.

13 Uniforms

All clubs are reminded of the WSA uniform policy. Please ensure that your teams are dressed appropriately. Umpires and the Match Committee will report players or coaches who do not comply. A reminder of the ground rule is detailed below.

Uniforms

All teams and coaches **must** be in standard, approved uniform. Combination of shorts and long pants are **not** acceptable. Hats/visors are to be club colours. Visors are **NOT** to be worn by Juniors.

- Players playing up from a lower grade may play in a different uniform with Match Committee approval
- All Open 1 players **must** have numbers on their shirt or pants
- Coaches must wear the approved playing tops or jacket
- Coaches **MUST** wear covered footwear at all times when on the diamond

Umpires should note players/coaches not in uniform, on the scorecard.

Clubs must seek the approval of Waverley Softball Executive to make any changes or additions to their playing and/or club uniform prior to or during the season. Photos should be provided for records.

Breach of this rule by a player – WSA representative to speak with the coach of the offending player. If the player continues to disobey this rule, they will be deemed ineligible and will be required to be replaced by a substitute. Please also see the 'Penalties' section for playing an ineligible player, if action is not taken by the coach.



14 Code of Conduct/Member Protection Policy/SV Zero Tolerance Policy

WSA has adopted the SV Zero Tolerance policy.

This can be found at: <http://assets.softball.org.au/dl/vic/Policy/Zero%20Tolerance.pdf>

1. GENERAL

The Association recognises the importance of providing a safe and enjoyable environment for all who participate in or support softball in Victoria.

The Association recognises that on and off –diamond behaviour reflects not only on individuals, but also the team, club, association and particularly the game of softball. The Association shall not tolerate unsportsmanlike behaviour in any of its forms.

a) CODES of BEHAVIOUR

The Association has adopted Softball Australia's Codes of Behaviour (General, Player, Coach, Official, Administrator, Parent/Guardian and Spectator). These Codes shall be read and applied, where applicable, in conjunction with this Regulation.

b) OBJECTIVES

The objectives of Zero Tolerance are to:

- Assist in the removal of personal abuse and unsportsmanlike behaviour from all aspects of the game of softball in Victoria
- Protect all participants from exposure to unsportsmanlike behaviour.
- Provide a consistent approach to penalties imposed for breaches of the Codes of Ethics
- iv) Reduce the resources and overheads associated with dealing with minor breaches of the Codes of Ethics.

c) APPLICATION

Zero Tolerance shall apply to:

- Administrators of softball in Victoria,
- Registered participants (Players, Coaches, Managers, Scorers, Umpires) in games, activities and events held under the auspices of Softball Victoria, as well as members representing SV (Softball Victoria) in national or international competitions
- Parents/guardians, spectators and volunteers involved in games, activities and events held under the auspices of Softball Victoria, as well as members representing SV in national or international competitions.

2. UNSPORTSMANLIKE BEHAVIOUR

Unsportsmanlike behaviour may bring the game of softball into disrepute and individuals as defined in clause A1c shall be expected to abide by the Codes of Ethics and not involve themselves in unsportsmanlike behaviour.



Unsportsmanlike behaviour, applicable to both the instigation of and response to any incident, shall include, but not be limited to:

- Verbal abuse and threats
- Physical abuse and/or assault
- Discrimination
- Harassment
- Derogatory statements or gestures
- Cheating
- Visible dissension of a decision of an umpire or official
- Equipment Abuse

a) **CATEGORIES OF OFFENCE & PENALTY**

Unsportsmanlike behaviour has been separated into several categories of violation. Categories of offence are to be determined by the Umpire in Charge, Match Committee or WSA Executive and penalties range from a warning, through ejection, tribunal hearing and suspension.

All incidents will follow the SV procedure and SV shall maintain a register of all offences and penalties imposed.

15 Injuries/Insurance

All registered members of Waverley Softball Association Clubs and Softball Victoria are covered under Softball Victoria's Risk Insurance Programme and it is presented in partnership with Softball Australia and V Insurance.

A summary of programme inclusions including [Public and Club Management Liability & Personal Injury](#) coverage can be found by clicking on the link.

All injuries sustained at the Waverley Softball Association precinct must be advised to WSA via the Softball Injury report form (Appendix 4) which can be obtained from the control room and found on the reverse of each scorecard.

For insurance forms and documentation please click [HERE](#) to download.

16 Nominations/Applications for Officials & Players

All nominations for players and officials to represent Waverley Softball Association will occur via a webform. Dates of tournaments and nominations for all positions will be advertised widely via all social media avenues and email. All appointments will be approved by the WSA Executive committee.

17 Tribunal/Ejection Reports and Procedure

Waverley Softball Association has adopted in its entirety the [Softball Victoria Zero tolerance Policy](#) including all procedures in relation to management of offences and tribunal hearings. (Refer Appendix 5 for Form).

18 Social Media Policy

Waverley Softball Association has adopted the [Softball Victoria Social Media Policy](#) including the guiding principles and disciplinary processes. The policy can be found by clicking on the link.



19 SAL Concussion Policy

Waverley Softball Association follows the Softball Australia concussion Policy guidelines. Concussion refers to a disturbance in brain function caused by a direct or indirect force to the head. The effect concussion can have on a participant can vary from person to person, and injury to injury. Usually the changes are temporary, and the majority of participants recover completely if managed correctly. Concussion is a relatively common injury in many sport and recreational activities.

The purpose of the [Concussion Policy](#) document is to outline the standards and guidelines regarding the management of concussion in Softball in Australia.

20 Sun Protection Policy

It is compulsory for ALL players **under 18 years** of age at December 31 of the current season to wear a peaked cap while playing softball at Jells Park, in both junior and senior competition.

- This rule also applies to pre-game training/warm-up
- A visor is not considered to be a hat
- Players will not be allowed to take the diamond without a hat
- This rule also applies to any coaches and umpires who are under 18 years
- Hats are required to be club issue or club colours
- **If a player chooses to wear a protective facemask whilst fielding, a cap cannot be worn. The facemask takes precedence over the cap**

It is compulsory for ALL players **under 18 years** of age at December 31 of the current season to wear a sleeved undershirt (that covers shoulders) under a singlet-style team uniform top while playing softball at Jells Park, in both junior and senior competition.

- Undershirts with sleeves rolled up or folded under are not appropriate
- Players will not be allowed to take the diamond without an appropriate undershirt

This policy change is in keeping with the VicHealth SunSmart policy. Vic Health is a major sponsor of Victorian Softball.

All players in ALL grades are encouraged to wear a peaked cap while playing softball.

If a junior player is seen on the diamond without a hat and/or sleeved undershirt WSA representative to speak with the coach of the offending player. If the player continues to disobey this rule, they will be deemed ineligible and will be required to be replaced by a substitute. Please also see the 'Penalties' section in the Rules Manual for playing an ineligible player, if action is not taken by the coach.

21 Waverley Softball Association Heat Policy

This Policy will be applied to all games managed by the Waverley Match Committee in conjunction with the Waverley Executive Committee.

21.1 SEMR Softball Heat Policy

Junior Competition (U12 and U15)

Games that are scheduled for times when the temperature is 34o Celsius or above shall be cancelled.

Junior Competition (17U)

Games that are scheduled for times when the temperature is 36o Celsius or above shall be cancelled.



Temperature Measuring

The temperature should be measured on the pitcher's mound, 10 minutes prior to scheduled time to commence, with a standard thermometer. If the nominated maximum temperature (see above) is reached or exceeded, the game will be cancelled.

If a suitable thermometer is unavailable, the Bureau of Meteorology Scoresby, Frankston, Moorabbin Airport or Cranbourne reading, whichever is closest to your location, may be used instead.

<http://www.bom.gov.au/vic/observations/melbourne.shtml>

NOTE: Column indicating Temp° Celsius is the reading to be observed.

Under no circumstances should a game commence if the measured or BOM temperature is equal to or greater than the SEMR Competition's prescribed maximum temperatures for relevant age groups.

Once a game commences it shall conclude according to the rules of the competition.

This policy has been developed using the Sports Medicine Australia UV Exposure and Heat Illness Guide. For further information regarding the management of participants, risk minimization and preventative strategies in hot and or extreme weather conditions please refer to:

<https://sma.org.au/sma-site-content/uploads/2010/02/UV-Exposure-and-Heat-Illness-Guide.pdf>

<http://www.softball.org.au/wp-content/uploads/2018/02/Hot-Weather-Guidelines-FINAL.pdf>

21.2 WSA Senior Competition Heat Policy

Games that are scheduled for times when the temperature is above 38° Celsius shall be cancelled.

Temperature Measuring

The temperature should be measured on the pitcher's mound, 10 minutes prior to scheduled time to commence with a standard thermometer. If the nominated temperature (above) is exceeded, the game will be cancelled. The game will not commence unless the measured temperature is less than nominated. Once a game commences it shall conclude according to the rules of the competition.

If a suitable thermometer is unavailable, the Bureau of Meteorology Scoresby temperature may be used instead - <http://www.bom.gov.au/vic/forecasts/scoresby.shtml>

NOTE: If one game in a round is called off due to excessive temperatures, **all games** being played at that time will also be abandoned. Once a game commences it shall conclude according to the rules of the competition.

This policy has been developed using the Sports Medicine Australia UV Exposure and Heat Illness Guide. For further information regarding the management of participants, risk minimization and preventative strategies in hot and or extreme weather conditions please refer to the Softball Australia guidelines below:

<https://sma.org.au/sma-site-content/uploads/2010/02/UV-Exposure-and-Heat-Illness-Guide.pdf>

<http://www.softball.org.au/wp-content/uploads/2018/02/Hot-Weather-Guidelines-FINAL.pdf>



22 Code of Conduct – Parents and Spectators

- Children play softball for fun. Accept mistakes as part of their learning process. Remember they are playing for their fun, not yours.
- Applaud good play from both teams and encourage your child to accept that their best and honest effort is just as important as victory.
- Encourage the players and coaches to always play the game within the rules and spirit of the game.
- To help assist your understanding, learn the rules.
- Never ridicule, abuse or yell at ANY player for making a mistake, which may change the result of a game.
- Offensive language or behaviour from parents and spectators is not acceptable under any circumstances and the club concerned should take immediate stern action.
- Recognise the value and importance of the volunteers assisting. They give their time and effort to provide a safe and fun environment for your child. If you are able, your assistance is always welcome and appreciated.
- Softball is a fun game. Accept that each player will spend time on the bench and have a particular role within the team.
- Not all players are champions; so, if they don't want to play, then don't force them.
- Under no circumstance should any parent / spectator approach an official before, during or after a game.
- THERE IS NOTHING WORSE THAN THE UGLY PARENT.

Waverley Softball Association reserve the right to remove any parent or spectator causing undue interruption during games

23 Sports Medicine Australia

Infectious Diseases Policy

(with particular reference to HIV(AIDS) and Hepatitis B)

It is strongly recommended that all contact and collision sports team physicians, other sports medicine staff, coaches, referees, team managers, administrators, players and their parents be informed of this policy and adopt its common sense recommendations.

Please refer to link below:

<https://sma.org.au/sma-site-content/uploads/2017/08/infddisease.pdf>



1. APPENDIX 1

WSA Game Day Protest Form

If a protest cannot be heard immediately as per the WSA Competition Rules Manual, a written protest must then be lodged. The game is to be played out to regulation. For the full procedure please refer to the Waverley Operating Manual. Any written protest must then be lodged on this form.

No protest will be considered if:

1. All parties have signed the scorecard
2. The protesting side has won the game
3. The protest is based on a judgment call.

The Game Day Protest will be heard by the Match Committee and the decisions of the Committee are final.

<u>Person lodging the Protest:</u>	<u>Contact Phone number:</u>
<u>Contact email address:</u>	<u>Registered Club:</u>
<u>Date of Protest:</u> / /20	<u>Time of Protest:</u>
<u>Teams involved:</u>	<u>Grade:</u>
<u>Umpires officiating (if known):</u>	
<u>Game situation at time of protest - including runners on base, count on batter, outs and runs scored etc</u>	
<u>Reason for Protest – include associated ASF Rule if possible</u>	
<u>Signature of protesting Coach:</u>	



2. APPENDIX 2

Player Assessment Form <i>- For players U14 wishing to apply for Senior Dispensation</i>	
Player Name	
Player DOB	
Association	
Club	
Current Grade/s	
State Softball Experience	
Representative Softball Experience	
Club Softball Experience	
Coach Reference 1 (State or Rep Coach) Name – Coaching Experience – Signed -	
Coach Reference 2 (Rep or Club Coach) Name – Coaching Experience – Signed -	
Parent/Guardian Approval Relation – Sign -	I/we _____ approve of _____ participating in senior softball at Waverley Softball Association when they are under 14. I agree to ensure my child wears ALL required protective equipment whilst on the diamond.



3. APPENDIX 3

Confidential record of formal complaint

Complainant's name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's contact details	Phone: Email:	
Complainant's Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Name of person complained about (RESPONDENT)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Location/event of alleged incident		
Description of alleged incident		
Nature of complaint (category/basis/grounds) Tick more than one box if necessary	<input type="checkbox"/> Harassment, or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other	
Methods (if any) of attempted informal resolution		
Formal resolution procedures followed (outline)		
If investigated	Finding	



If heard by Tribunal:	Decision Action recommended
If mediated:	Date of mediation: Both/all parties present Agreement Any other action taken
If decision was appealed	Decision Action recommended
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3-8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position: Signature: Date/...../.....
Signed by	Complainant: Respondent:

**Attachment 1: Confidential record of informal complaint**

Name of person receiving complaint		Date: / /
Complainant's name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
When/where did the incident take place?		
What are the facts relating to the incident, as stated by the complainant?		
What is the nature of the complaint? (category/basis/grounds) Tick more than one box if necessary	<input type="checkbox"/> Harassment, or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other	
What does the complainant want to happen to resolve the issue?		
What other information has the complainant provided?		
What is the complainant going to do now?		

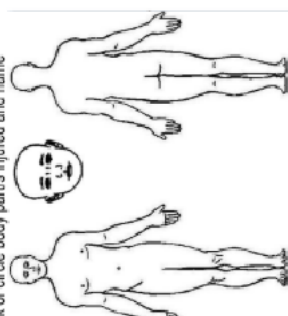
This record and any notes must be kept in a confidential place. Do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the appropriate governing bodies.

4. APPENDIX 4

SOFTBALL INJURY REPORTING FORM

Name: _____ Your involvement: ☐ Player / ☐ Umpire / ☐ Coach / ☐ Spectator / Other Gender: M ☐ F ☐

Team: _____ Grade: _____ Association: WAVERLEY Venue where injury occurred: JELLS PARK DOB: _____

<p>Date of injury: _____</p> <p>Type of activity at time of injury</p> <p><input type="checkbox"/> Training</p> <p><input type="checkbox"/> Warm-up</p> <p><input type="checkbox"/> Competition</p> <p><input type="checkbox"/> Other _____</p> <p>Reason for presentation</p> <p><input type="checkbox"/> New injury</p> <p><input type="checkbox"/> Exacerbated/ aggravated injury</p> <p><input type="checkbox"/> Recurrent injury</p> <p><input type="checkbox"/> Illness</p> <p><input type="checkbox"/> Other _____</p> <p>Body region injured</p> <p>Tick or circle body part/s injured and name</p>  <p>List Body part/s</p> <p>_____</p>	<p>Nature of Injury/ Illness</p> <p><input type="checkbox"/> Abrasion/graze</p> <p><input type="checkbox"/> Open wound/ laceration/ cut</p> <p><input type="checkbox"/> Bruise/contusion</p> <p><input type="checkbox"/> Inflammation/swelling</p> <p><input type="checkbox"/> Fracture (including suspected)</p> <p><input type="checkbox"/> Dislocation/subluxation</p> <p><input type="checkbox"/> Sprain eg ligament tear</p> <p><input type="checkbox"/> Strain eg muscle tear</p> <p><input type="checkbox"/> Overuse injury to muscle or tendon</p> <p><input type="checkbox"/> Blisters</p> <p><input type="checkbox"/> Concussion</p> <p><input type="checkbox"/> Cardiac problems</p> <p><input type="checkbox"/> Respiratory problem</p> <p><input type="checkbox"/> Loss of consciousness</p> <p><input type="checkbox"/> Unspecified medical condition</p> <p><input type="checkbox"/> Other _____</p> <p>CAUSES OF INJURY</p> <p>Mechanism of injury</p> <p><input type="checkbox"/> Struck by another player</p> <p><input type="checkbox"/> Struck by a ball or object</p> <p><input type="checkbox"/> Collision with other player/ umpire</p> <p><input type="checkbox"/> Collision with fixed object eg base/fence</p> <p><input type="checkbox"/> Fall/ stumble on same level</p> <p><input type="checkbox"/> Jumping to field</p> <p><input type="checkbox"/> Fall from height/ awkward landing</p> <p><input type="checkbox"/> Overexertion (eg muscle tear)</p> <p><input type="checkbox"/> Overuse</p> <p><input type="checkbox"/> Slip/ trip</p> <p><input type="checkbox"/> Temperature related eg heat stress</p> <p><input type="checkbox"/> Other _____</p>	<p>Explain exactly how the incident occurred:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Were there any contributing factors to the incident, unsuitable footwear, playing surface, equipment, foul play?</p> <p>_____</p> <p>Protective equipment</p> <p>Was protective equipment worn on the injured body part? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what type eg mouthguard, ankle brace, taping, glove _____</p>	<p>Action</p> <p><input type="checkbox"/> Immediate return to activity</p> <p><input type="checkbox"/> Unable to return on day to activity</p> <p><input type="checkbox"/> Return after short time</p> <p><input type="checkbox"/> Able to return but player chose not to</p> <p><input type="checkbox"/> Referred for further assessment before return to activity</p> <p>Referral</p> <p><input type="checkbox"/> No referral</p> <p><input type="checkbox"/> Medical practitioner / Sports Medicine Centre</p> <p><input type="checkbox"/> Physiotherapist</p> <p><input type="checkbox"/> Chiropractor or other health professional</p> <p><input type="checkbox"/> Ambulance transport</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Other _____</p> <p>Treating person</p> <p><input type="checkbox"/> Medical practitioner</p> <p><input type="checkbox"/> Physiotherapist</p> <p><input type="checkbox"/> Nurse</p> <p><input type="checkbox"/> Sports trainer</p> <p><input type="checkbox"/> Other _____</p> <p>Please note:</p> <p>This is not an injury insurance form.</p> <p>This form will be used to assess the types of injuries occurring in Softball in Victoria and will be used for statistical purposes only. Insurance claim forms should be obtained from the control room</p>
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PLEASE HAND TO A WAVERLEY ASSOCIATION REPRESENTATIVE (Control Room)



5. APPENDIX 5

Ejection Report Form				
For use in all competitions conducted by Waverley Softball Association. Note: all sections must be completed			ID:	Number to be inserted by Tribunal
Ejected Person's Details				
Name/No:			Capacity:	
Club:			Affiliate:	
Competition Details				
Competition/Grade:			Competing Teams:	
Venue:			Date of Ejection: __/__/__	
Umpires Plate:	D	Ejecting Umpire (tick one only)	Time of Ejection:	
Base:	D		Innings:	
Base:	D		Tribunal Required? Yes No If no, automatic penalty imposed: _____	
Reason for Ejection (charge/s)				
				Category: (e.g. P1, P2)
Description of matters leading up to and including the incident:				
Declaration				
This is my report: _____				
Signed: _____			Name: _____	
Date: __/__/__				



Tribunal Report

For use in all competitions conducted by Waverley Softball Association.

Note: all sections must be completed

ID:

Number to be inserted by Tribunal

Ejected Person's Details

Name / No:

Capacity:

Club:

Affiliate:

Competition Details

Competition / Grade:

Competing Teams:

Venue:

Date of Ejection: __/__/__

Umpires Plate:

Ejecting Umpire
(tick one only)

Time of Ejection:

Base:

Innings:

Base:

Chairperson:
Tribunal Members:

Date of Tribunal:
__/__/__

Reason for Ejection (charge/s)

Category:
(e.g. P1, P2)

Penalty or Action to be taken

Declaration

Tribunal Chairperson _____

Signed: _____

Name: _____

Date: __/__/__



Incident Report		
For use in all competitions conducted by Waverley Softball Association. Note: all sections must be completed	ID:	Number to be inserted by Tribunal
Reported Person's Details		
Name / No:	Capacity:	
Club:	Affiliate:	
Competition Details		
Competition / Grade:	Competing Teams:	
Venue:	Date of Incident: __/__/__	
Reporting Person:	Time of Incident:	Innings (if applicable):
Location of incident:		
Date of incident: __/__/__	Umpires (if applicable):	
Reason for Report		
		Category: (e.g. P1, P2)
Description of matters leading up to and including the incident:		
Declaration		
Reporting Person _____		
Signed: _____		Name: _____
Date: __/__/__		



Changes to Manual

Updates occurred November 2020

1. Whole Document - Date updates to reflect new season.
2. P5 - Change of Titans Player rule to include all state & international & national player dispensation.
3. P3 - Add in WUC Contact Information for 2020-2021 Season
- P6 changed pronoun "she" to pronoun "they".
4. P9 & P10 - Slight update to duty requirement.
5. P7 - Update to Night Duty Requirements.
6. P8 - Additional item for midweek diamond duty.

