



Policy 11/2016

State Team Personnel Policy

Update Approved by the Board: May 2016
Review date: February 2017



1. State Team Management Personnel

1.1 The Association shall call nominations for the following four (4) positions in March every Year date to be determined by Softball WA (SWA):

- Head Coach
- Team Manager
- Assistant Coach
- Statistician

Closing date to be before the end of April each year, at a date to be determined by SWA.

Late nominations will not be accepted.

1.1 (a) If no applications or un-suitable applicants are received, the Association can recall for nominations at a date and time suitable to the Association.

1.1 (b) The association has the power in the event no applicants are received to appoint any suitable person to a vacant position.

1.2 A State Officials Selection Panel (the panel) will be appointed at the March Board Meeting after which the State Representative Sub-committee will appoint a Chairperson of the State Team Selection panel. A selection panel will be appointed of no less than 3 individuals and one Board member.

The panel will interview applicants they deem suitable for the positions. If two or more suitable application is received they shall conduct interviews with those suitable applicants.

The Chairperson will contact all applicants in writing to advise whether they are successful in attaining an interview or not.

The applicants for the position of Statistician will be submitted to the SWA Office, recorded and a copy of the applications will be forwarded to the State Director of Scoring for consideration and recommendations.

The applications for Manager will be submitted to the SWA office. All applicants will be interviewed by the SWA Member Services Officer or equivalent position and two other persons appointed by the Board.

1.3 The Board shall receive the recommendations from the panels and appoint all State Team Officials at a date to be determined by Softball WA.



- 1.4 The Head Coach of Open State Teams may be appointed for a period of up to three years (to be determined by the 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.
- 1.5 Subject to performance and any breaches of the Member Protection Policy, the Board may terminate the appointment of any State Team Official.
- 1.6 Once selected, the Head Coach of each respective team may seek further Official positions to assist the relevant State Team (e.g. Specialist Coach, Physiotherapist). The Head Coach must seek approval from the Board before appointing additional Official positions. Approval must be sought in writing and submitted through the SWA Office two weeks prior to the September Board meeting.

2 Minimum Requirements

Officials must meet the following minimum requirements for their application to be considered. Applicants who do not meet the following requirements, still may submit an application although are required to outline in writing why they do not meet the minimum requirements and why they would be suitable for the role.

2.1 Head Coach

- 2.1.1 Must be a practising coach with proven capabilities.
- 2.1.2 Must be a financial member of SWA.
- 2.1.3 Must have a minimum of Level 3 Accreditation; however coaches in the process of completing the appropriate components to achieve accreditation to level 3 can be considered, provided they have completed level 3 by 31st July of the year of nomination.
- 2.1.4 Must submit a coaching resume.
- 2.1.5 Must have a current WWCC card.
- 2.1.6 Must be willing to provide two example training sessions and a 12 week training program suitable for the age group coaching (at interview).

2.2 Assistant Coach

- 2.2.1 Must be a practising coach with proven capabilities.
- 2.1.3 Must be a financial member of SWA.
- 2.2.3 Must have a minimum of Level 2 Accreditation; however coaches in the process of completing the appropriate components to achieve



accreditation to level 2 can be considered.

2.2.4 Must submit a coaching resume.

2.2.5 Must have a current WWCC card.

2.3 Manager

2.3.1 Must be over 21 years of age.

2.3.2 Must be a financial member of SWA

2.3.3 Should have proven organisational and financial management abilities.

2.3.4 Must submit a resume showing team manager experience or similar.

2.3.5 Must have a current WWCC card.

2.3.6 Must have First Aid experience

2.4 Statistician

2.4.1 Must be a practising Statistician.

2.4.2 Must be a financial member of SWA.

2.4.3 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.

2.4.4 Must have a current WWCC card.

2.5 Other Official Positions

2.5.1 Must be a financial member of SWA

2.5.2 Must have a current WWCC card.

2.5.3 If a Specialist Coach, must have a minimum Level 2 Coaching Accreditation and be able to demonstrate specific skills in the related area.

2.5.4 If a Trainee Coach, must be prepared to obtain Level 2 Coaching Accreditation prior to the commencement of Tournament.

3 State Team Playing Personnel

3.1 SWA shall invite players to nominate for State Teams and set the nomination fee.

Nominating players shall submit their nomination on the appropriate form together with the nomination fee to SWA Office by the prescribed date.

3.2 The number of players that makeup a team shall be determined by the Board in accordance with Softball Australia (SAL) regulations regarding the



composition of State Teams attending Australian Championships.

- 3.3 The method and conditions of selections of State Teams shall be determined by the Head Coach and follow the process as provided in the Selection Procedure (Appendix 1). Such methods and conditions shall be circulated by the Association to all Affiliated Bodies at the time that nominations are sought (also available off the SWA website). All players must be available for Open Team selections. In the event of the withdrawal of any selected player, the Selection Panel may select a replacement.
- 3.4 To be eligible for selection in a State Team a player:
 - 3.4.1 Must be a financial member of SWA.
 - 3.4.2 Must be an affiliated member of SWA and have played in a minimum of five (5) fixtured games in an affiliated competition in the 12 months prior to the National Championships being selected in. If a player cannot meet this requirement, a letter outlining their reasons for selection can be submitted to the SWA Office for ratification by the State Representative Sub-committee.
 - 3.4.3 Must have nominated and attended trials.
 - 3.4.4 If under 18 years of age, have written consent from parent/guardian.
 - 3.4.3 Be under the age of 15 at the 31st December prior to the year of the U15 Regional Championships.
 - 3.4.4 Be under 17 years of age at the 31st December prior to the year of the Under 17 National Championships
 - 3.4.5 Be under 19 years of age at the 31st December prior to the year of the Under 19 National Championship.
 - 3.4.6 Be under 23 years of age at the 31st December prior to the year of the Under 23 National Championship.
 - 3.4.7 Should the Head Coach intend to use an overseas player, details should be provided to the SWA Office when submitting the selected team for the Boards ratification. Note: Overseas players must abide by SAL's International Player rules within the National Championship Regulations.
- 3.5 All State Team Personnel must abide by the following:
 - 3.5.1 No unauthorised person(s) shall be permitted to be accommodated with the State Team.
 - 3.5.2 The uniform of all State Teams shall be determined by the Board.
 - 3.5.3 The official state team playing uniform may only be worn at Nationals



and Games sanctioned by the Board.

- 3.5.4 All players will be required to purchase and wear state team attire for National/Regional Championships.
- 3.5.5 State teams shall stay in accommodation secured by the Association.
- 3.5.6 A player selected in a state team shall attend all training sessions as determined by the Coach. Failure to comply may result in withdrawal from the team.
- 3.5.7 All players in state teams shall be responsible for payment of the team levy as determined by the Association.
- 3.5.8 All levies must be paid thirty (30) days prior to the departure of the team or commencement of a home championship. A failure to pay will render the individual non-financial and SAL will be advised to prevent that individual from participating in the National Championship.
- 3.5.9 All State Representative's must sign the SAL code of conduct and the SWA Player Agreement form.
- 3.5.10 Rules and curfews set down by the Manager and Head Coach.
- 3.5.11 All players must attend all State Team functions, including Caps Presentation Night and the Annual Softball Awards Presentation Night or equivalent.
- 3.5.12 Be prepared to travel together to and from the tournament. Requests for alternate travel to and from the tournament can be made to the Head Coach and must be approved by the SWA Office.
- 3.5.13 If a player or official breaches the SAL Member Protection Policy whilst away and requires removal from the team, the said person will be required to cover alternative travel arrangements at their own expense (if a player is in an underage team, parents or guardians will be notified).

Appendix 1 State Team Selection Procedures

Adopted: May 2016

Date for Review: February 2017



Appendix 1 – State Team Personnel Policy

SELECTION PROCEDURE - PLAYERS

Softball WA Objective: To select the best teams possible to represent WA.

1. General Requirements

- 1.1 All Players must meet the requirements outlined within the State Team Personnel Policy.
- 1.2 Players are required to nominate and pay the fee set by Softball WA (SWA) prior to the advised closing date to be eligible to trial. If a nomination form is not completed by the closing date, the player will be required to submit a request for their nomination to be considered to the SWA Office.
- 1.3 All players non-financial with the Association will not be eligible to trial and/or be selected for a State Team.
- 1.4 It is recommended that players nominate for the age appropriate team. Players may express an interest to nominate for the age group above and should indicate this on their nomination form. Should a player express an interest to play in a higher age group, they will be considered for selection by the relevant teams selection panel and will be advised to attend any trials for the higher age group if required.

2. Player Selection

- 2.1 All players in State Teams will be selected using a Selection Panel. Each team will have its own Selection Panel and will comprise of the following:
 - Head Coach of relevant team
 - Assistant Coach of relevant team
 - Open Men's or Women's Head Coach of relevant gender
 - Up to two Independent Selectors appointed by the State Representative Sub Committee. The Independent Selector(s) must be an Accredited Level 2 Coach at a minimum.

Should a member of the Selection Panel be a relative of player nominating for the applicable team, the member of the Selection Panel must declare a conflict of interest and must abstain from discussion and the decision making of relative player.



- 2.2 In the event a Selection Panel cannot be coordinated, the Head Coach and Assistant Coach of the relevant State Team will be used to select the team.
- 2.3 The Selection Panel (or Head Coach and Assistant Coach) will assess athletes using a combination of quantitative and qualitative measures.
- 2.4 Quantitative Measures will include Performance Testing and/or Statistics conducted at Trials.
- 2.5 Qualitative Measures will include assessment of performance including game sense, knowledge and/or decision-making. Qualitative information will be gathered from Trials or known previous performances including previous State Teams, Academy Programs facilitated by SWA, Selection Tournaments Coordinated by Softball WA, Talent ID sessions and/or local competition.
- 2.6 The Selection Panel may choose additional 'Train-on' players outside the roster requirements set by Softball Australia. Train-on players may be called upon due to withdrawal of player from the original selected roster.
- 2.7 Once the team has been selected, players will be provided the opportunity to seek feedback from the Head Coach within seven (7) days of the team being selected. Players are requested to request feedback in writing.

3. Communication of Final Team

- 3.1 The selected team will be required to be ratified by the SWA Board.
- 3.2 Once ratified, the team will be posted on the Softball WA Website. Players will receive a letter advising them of their selection in the post or via email.
- 3.3 On naming of the team, all players will be required to make themselves available for promotional or development purposes (if required).