



Waverley Softball Association

Club Information Manual 2023 - 2024

Waverley Softball Association

Corner Jells & Waverley Roads, Glen Waverley VIC 3150

Postal address: PO Box 852, Mulgrave VIC 3170

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



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WSA EXECUTIVE COMMITTEE

PRESIDENT: Toby Sadler 0437 721 254 waverleypresident@gmail.com	VICE PRESIDENT: Nicole Atkinson waverleyvicepresident@gmail.com
SECRETARY: Cate Caldwell waverleysecretary@gmail.com	TREASURER: Ashley Irvine waverleytreasurer@gmail.com
REGISTRAR: Carolyn Di Paola waverleyregistrar@gmail.com	UNIFORMS: Cheryl-Anne Olley waverleysoftball@gmail.com
SOCIAL MEDIA/WEBSITE: Jess Evans waverleysocials@gmail.com	WSA REP - Sarah Wickens wsarepteams@gmail.com
GENERAL - Grounds: Matt Hutchinson	GENERAL - Canteen: Leanne Thomas
MATCH COMMITTEE: wsamatchcommittee@gmail.com	WSA Night Competition waverleynightsoftball@gmail.com
UMPIRE-IN-CHIEF: Rob Dykstra 0419 619 728 waverleyuic@gmail.com	PAVILION AND DIAMOND BOOKINGS: waverleysoftballbookings@gmail.com

WSA MONTHLY MEETINGS

Venue:	Waverley Pavilion
<u>Waverley Committee Meeting:</u>	7:00pm – 1 st Monday of each month
<u>Club Presidents & Secretaries Meeting:</u>	7:00pm - as required

CLUB CONTACT DETAILS

BRANDON HEIGHTS	President	NICOLE ATKINSON 0402 225 437 brandonheightspresident@gmail.com
	Secretary	JULIE MARTIN 0407 542 871 brandon.heights@gmail.com
EASTERN RAIDERS	President	JACKIE CAMPBELL 0429 729 912 enquiries@easternraiders.org.au
	Secretary	ANNA CHMIEL 0405 123 662 secretary@easternraiders.org.au
FALCONS	President	LAUREN WEST 0439 896 669 lwest_6@hotmail.com
	Secretary	JANA BOULET 0421 758 928 janaboulet@aol.com
GLEN WAVERLEY	Vice President	DAN NUROO 0418 351 545 gwscpresident@gmail.com
	Secretary	Anne Campbell 0487 750 442 gwscsecretary@gmail.com
MONASH MAGIC MASTERS	President	LEANNE THOMAS 0409 001 933 monashmagicpresident@gmail.com
	Secretary	CLAIRE HEPENSTALL 0421 612 100 monashmagic@gmail.com
NORTHVALE	President	SHARON SCALLION 0419 007 652 northvalesc@gmail.com
	Secretary	ERIN THOMPSON 0488 000 054 erin_thompson@hotmail.com
PANDAS	President	MATT PUKETAPU 0413 261 189 pandassoftballclub@gmail.com
	Secretary	MICHELLE PANZA 0408 384 234 pandassoftballclub@gmail.com
SPRINGVALE	President	SCOTT DEAN 0417 126 044 Scotty349@hotmail.com
	Secretary	ANDRAS BARANYAY Andrasbaranyay@hotmail.com
SYNDAL	President	GILL PENFOLD 0402 816 999 syndalsoftballclub@gmail.com
	Secretary	JODI PENFOLD jodipenfold61@gmail.com.au

PRE-SEASON DATES AND SUBMISSIONS

Requirement	Date
<u>FINAL TEAM ENTRIES DUE</u> <ul style="list-style-type: none"> Team Entry Form - 1 form per team Name of nominated pool umpire for the team (not required for U12) 	20 September 2023
Fixture Issued	1 week prior to season commencing
Last Day to request any game rescheduled games	27 October 2023

WSA TEAM FEE PAYMENTS

All payments are made through RevSport by the individual player on registration.

Players are required to be registered in their main grade. Here are some examples for those playing in multiple grades -

- A player plays both Open 3 & 4 full time they register in Open 4
- A player plays Open 3 full time and plays less than 5 games for Open 2 then they would register in Open 3
- A player plays both Open 2 & 3 full time they register in Open 2
- A player plays both Open 1 & 2 full time they register in Open 2

***Please note these examples are for registration purposes only - all players will need to be added into the correct team lists.**

SOFTBALL VICTORIA / SOFTBALL AUSTRALIA REGISTRATION

Softball Victoria uses Revolutionise Sport as the participant registration program.

ALL players and officials **MUST** be registered in RevSport and allocated to the team PRIOR to participation in the game.

SV registration is paid directly through the RevSport system when registering.

SEASON DATES

	WSA Senior Competition and SEMR
Pre-Season Working Bee	<u>30 September and 1 October</u>
Season Begins	<u>7 October 2023</u>
Pre Nationals Working Bee	<u>17th December & 30th December</u>
Season Break Commences	<u>17 December 2023</u>

	WSA Senior Competition and SEMR
Season Resumes	<u>3 February 2024</u>
Labour Day Weekend- No Games	<u>9 March 2024</u>
Semi Finals	<u>16 March 2024</u>
Prelim Finals	<u>17 March 2024</u>
Grand Finals	<u>23 March 2024</u>
Pre-Easter Working Bee	<u>TBA</u>

TOURNAMENT DATES

Waverley Easter Tournament: TBA

VICTORIAN STATE CHAMPIONSHIPS 2024 – U14 Nov 11 -12 (Frankston); U12 Dec 3 (Melbourne); U18 Feb 17-18 (Sunshine); U16 Mar 9-10 (Albury); Open Apr 6-7 (Casey).

NATIONAL CHAMPIONSHIPS 2023-24. U23 Women's Dec 12-17; U16 Boys and Girls Jan 2-;, Open Women Jan 9-14; U18 Boys and Girls Jan 16-21; U14 Regionals Jan 24-28; U23 Men's Jan 30- Feb 4; Open Men Mar 5-10; Over 35 Men and Women July 9-14.

DUTY DAY & FUNDRAISING DAY

All information regarding duty day requirements and night game club requirements can be found in the *Waverley Operating Manual*. *** PLEASE NOTE *** – This will include canteen duty for the 2023-2024 Season.

<u>DATE</u>	<u>FUNDRAISING DAY</u>	<u>DUTY DAY</u>
7-Oct	<i>Northwood Falcons</i>	<i>Northwood Falcons/Glen Waverley and Sydal</i>
14-Oct	<i>Northvale</i>	<i>Northvale</i>
21-Oct	<i>Sydal</i>	<i>Sydal</i>
28-Oct	<i>Brandon Heights</i>	<i>Brandon Heights</i>
4-Nov <i>Nb Melbourne Cup WE</i>	<i>Monash Magic Masters</i>	<i>Monash Magic Masters</i>
11-Nov	<i>Glen Waverley</i>	<i>Glen Waverley</i>
18-Nov	<i>Eastern Raiders</i>	<i>Eastern Raiders</i>

25-Nov	<i>Pandas</i>	<i>Pandas</i>
2-Dec	<i>Northvale</i>	<i>Northvale</i>
9-Dec	<i>Syndal</i>	<i>Syndal</i>
16-Dec	<i>Brandon Heights</i>	<i>Brandon Heights</i>
23 Dec – 2 Feb	Christmas Break	
3-Feb	<i>Monash Magic Masters</i>	<i>Monash Magic Masters</i>
10-Feb	<i>Glen Waverley</i>	<i>Glen Waverley</i>
17-Feb	<i>Eastern Raiders</i>	<i>Eastern Raiders</i>
24-Feb	<i>Northwood Falcons</i>	<i>Northwood Falcons</i>
2-Mar	<i>Pandas</i>	<i>Pandas</i>
9-Mar	<i>Labour Day WE No Games</i>	
16-Mar	Semi Finals All Clubs will be allocated tasks	
17-Mar	Prelim Finals All Clubs will be allocated tasks	
23-Mar	Grand Final All Clubs will be allocated tasks	

DIAMOND DUTIES

If a club cannot complete their diamond duties as required, it is the CLUB responsibility to make a suitable arrangement.

Diamond	Club Responsible
1	Northwood Falcons
2	Syndal
3	Eastern Raiders
4	Northvale
5	Monash Magic
6	Glen Waverley
7	Brandon Heights
8	Waverley Softball Association
9	Springvale
12	Pandas

CLUB UMPIRING REQUIREMENTS

ALL CLUBS – UMPIRE COORDINATOR

- Each WSA Club MUST supply a Club Coordinator - the details of this person must be emailed to wuc.operations@gmail.com prior to the season commencing.
- This person will be the umpire contact point and liaison for each individual club.
- If a club fails to nominate an Umpire Coordinator this will default to the President of the club until otherwise advised.

OPEN (ALL GRADES), U18 AND U16:

- WSA will provide accredited umpires for all Open, U18 and U15 games, where possible.
- Clubs are required to provide one umpire for every team they enter in the season competition.
- Clubs are required to assist with at least one umpire per team on days affected by Championship competition.

U12 MIXED

- Clubs must supply **ONE umpire for ALL GAMES FOR THE WHOLE SEASON** – SEMR requires an umpire travel with the team to umpire each week.
- Clubs should roster appropriately experienced umpires depending on the standard of the grade.

SATURDAYS:

- Umpires must report to the umpires' room at least 25 minutes prior to start of the nominated game time to sign in and receive the match card or diamond allocations.
- If a club fails to supply an umpire the Club Umpire Policy - Section 24 of the WSA Operations Manual will apply.

NIGHT GAMES:

- WSA will provide Softball Australia Accredited umpires for all Open night games where possible.
- The team allocated to the 3rd base bench is responsible for turning on and off the lights, packing up and raking the diamond and locking the toilets.
- If a non WSA team is listed as 3rd base bench, then the WSA team is responsible for locking up.

FINALS:

- Clubs participating in finals may be required to provide umpires during the finals series for each team playing. Time slots may vary in order to provide neutral umpires.

EQUIPMENT: as per the WBSC Fastpitch 2022-2025 Rule Book

- All umpires must wear covered shoes.
- Junior umpires (under 18 years) must wear full protective equipment when umpiring any grade.
- Senior umpires must wear (at least) a mask and chest protector when umpiring any grade.
- Junior umpires (under 18 years) must wear a hat or cap. All adult umpires are encouraged to wear a hat.

COMPETITION STRUCTURE

Time	Grade
11am – 12pm	T-ball (TBC)
11.30am – 12.45pm	U13 SEMR
9:00am – 10:15am	U16 SEMR
11.30am – 12.50pm	U18 SEMR
2:00pm-3:20pm	Men SEMR
2:00pm – 3:15pm	Open 4 & Open 5
2:00pm – 3:35pm	Open 2
4:00pm – 5:15pm	Open 3
4:00pm – 6:00pm	Open 1
*6:00pm – 8:00pm	Open 1

** For a double header there is to be a minimum of 20 minutes interval between the 4pm and 6pm games. The finish time for the second game will be 2 hours after the commencement time.*

AGE GROUPS

All junior grades are defined by age groups: U13, U16 and U18.

Age is defined as 1 October in the current season for U13s and U16s.

Age is defined as 1 October in the current season for U18.

All SEMR Age Regulations can be found here -

<https://www.softballvic.org.au/south-eastern-metro-region-semr/>

ELIGIBILITY**GENERAL ELIGIBILITY**

To be read in conjunction with the WSA Operations Manual

- The minimum age for a player playing in an open senior competition shall be 14 years of age as of 31 December of the current season. Clubs must submit a dispensation request for any player under the age of 14 who wishes to play in an open senior competition by completing both the Player Assessment Form and requesting a dispensation through RevSport.
- Clubs must submit a dispensation request for junior players who wish to pitch in Open 4 or lower, and who also pitch in age u/16 and above State Championship teams, Representative teams, or above.

- Clubs must submit a dispensation request for any player who wishes to play Open 2 or lower, and who has represented at an International/National Open Women's Tournament or been in an Open State Team or Squad (excl. O35 Teams) in the past 2 years. Dispensation request details must include positions held within the above-mentioned team/s. ***This applies unless the player is under 18 years of age as at December 31 in the current season.***

All dispensations will be considered and determined by the WSA Match Committee. The WSA Match Committee has the authority to consult with the WSA Committee if deemed necessary.

Any player who has been given dispensation to play must play under any stipulations provided by the WSA Match Committee. If a player is found to be playing outside of these stipulations, they will be classified as an ineligible player and the ineligible player penalty will apply.

Notwithstanding the above, the WSA Match Committee can, at any time, determine that a player is playing in a grade not appropriate to their skill level, irrespective of their age.

FINALS ELIGIBILITY

A player must have played at least seven (7) games to be eligible for finals for that ***team***. For example, if a player has played 4 O1 games and 7 O2 games and 7 O3 games, they are eligible for finals in both O2 and O3 but not in O1.

Clubs may request permission in writing to wsamatchcommittee@gmail.com to vary the eligibility rules for players who register after the Christmas break. These requests will be considered by the WSA Match Committee.

MATCH COMMITTEE

In the 2023-2024 season the match committee will be responsible for the safe conduct of matches, player eligibility, dispensation, complaints reports and fixtures. All requests to the **Match Committee** should be directed via email to wsamatchcommittee@gmail.com or put through RevSport if a dispensation request.

Name
Rob Dykstra
Heather Webb
Donna Scammell
Mili Cohen
Claire Hepenstall
If Required: Greg Brown

FEEDBACK AND COMPLAINT PROCEDURE

ALL complaints and reports made against players, officials or umpires MUST follow the procedure as per the Waverley Operations Manual which can be found online or in the WSA Control Room.

FORMAL PROTESTS

In the event of a protest occurring, it is preferable that a) 1 senior umpire of SAL Accreditation level 3 or above or b) at least two umpires of SAL Accreditation level 2 be responsible for hearing the protest at the time it is lodged.

If no senior umpires are available to hear the protest immediately, a written protest must then be lodged. The game is to be played out to regulation and the scorecard handed in UNSIGNED. For the full procedure please refer to the Waverley Operations Manual.

Protest forms can be obtained from the Control Room.

TEAM ENTRY FORM

[TEAM NOMINATION FORM](#)

ALL TEAM ENTRIES MUST BE SUBMITTED BY 20 SEPTEMBER 2023

YOU MUST SUBMIT ONE FORM PER TEAM

An umpire must be nominated for each team entered (except U12).

All umpire nominations will be reviewed by the UIC.

The club may apply to the Umpire in Chief (UIC) for approval for alternative provision for umpiring responsibilities (e.g., the club umpiring allocation could be shared by several players not just one, or the umpire provided may be available for a different time slot to that grade's games). All competition allocations will be managed by the UIC.

Waverley will not accept team entries as final until any umpire nominated has been approved by the UIC.

TEAM LISTS

[Team List Entry Form](#)

All team lists must be completed via REVSPORT. Each club must add players into the teams in which they will participate.

If a player is not allocated into a team prior to participating, they will be deemed as ineligible.

You are also required to allocate officials per team in RevSport. This does not limit them to only participating with this team however it shows the official is registered.

All Team Lists can be reviewed at Match Committee discretion.

SOFTBALL VICTORIA PERMITS AND CLEARANCES REGULATIONS

These Regulations are made under the Softball Victoria Board's Regulation making power in the Rules and contain various directions and requirements of the Association which are, where the context so indicates, mandatory, but which are not of a general nature which justifies inclusion in the main body of the Rules.

ALL PERMITS AND CLEARANCES MUST BE COMPLETED THROUGH REVSPORT

Information on HOW TO COMPLETE A PERMIT/CLEARANCE in REVSPORT can be accessed through Softball Australia website > Resources > RevSport Resources

WAVERLEY PERMITS AND CLEARANCES REGULATIONS

- Internal WSA – player/coach/umpire/official must have permits **submitted** in RevSport prior to their 1st game or they will be deemed ineligible.
- External Permits - player/coach/umpire/official must have permits **submitted** in RevSport prior to their 1st game or they will be deemed ineligible.
- All players/coaches/umpires/officials can only be registered with one home club during a season.

CHANGES TO MANUAL

CHANGES TO MANUAL - 22/08/2019

- Title Page – date changed to new season
- WSA Executive Committee – updated
- WSA Monthly Meetings – dates changed
- Club Contact Details – updated
- Pre-Season Dates and Submissions – dates changed
- Payment dates – dates changed
- Team Entry Fees – updated
- Season Dates – dates changed + inclusion of reschedule game cut off
- Tournament Dates – updated

- Victorian State Championships – dates updated
- National Championships – dates updates
- SV/SAL Registrations – date updated (dot point 7)
- SV/SAL Fees – age date updated
- Club Duty allocations – dates updated
- Diamond Duties – updated to include Pandas
- Club Umpiring Requirements – age groups changes
- Competition structure – age groups changed and SEMR added
- Age Groups – changed to reflect SEMR
- Match Committee – season date updated and members updated
- Formal Protests – Updated to include word UNSIGNED
- Juniors Playing in Senior Competition – dispensation request process changed to include appendix 1
- Titans Players – added in to information manual from rules manual
- General Information – word SEMR added
- Team Nominations – date updated, inclusion of form into appendix 2 and form due to Registrar
- Team Entries – date updated and inclusion of form into appendix 3 and form due to Registrar
- Full Team Lists – date updated and due to Registrar
- Appendix 1 – new requirement for juniors playing in senior competition
- Appendix 2 and Appendix 3– moved from main document

CHANGES TO MANUAL - 13/09/2019

- Removal of mid-week game dates for seniors
- Updated Duty Days
- Updated T-Ball start time
- Update Match Committee

CHANGES TO MANUAL - 20/09/2019

- P4 - Fixture release date updated
- P8 – Update to casual membership

CHANGES TO MANUAL - 2/10/2019

- P12 – Update to Formal Protest wording

CHANGES TO MANUAL – 22/10/2020

- Throughout – Date Changes reflective of the 2020 – 2021 Season
- P2– Update to WSA Committee
- P3– Update to Club Committee Contacts
- P7– Update to Casual Membership

- P8 – Diamond allocation changes
- P9 – Update to Club Umpire Requirements – Club Umpire Coordinator
- P11 – Match Committee Updated

CHANGES TO MANUAL – 18/11/2020

- P7 - Update to include provisions for MSA registered players
- P5 - Update to season dates & additional of SEMR dates
- P8 - Update to Duty Roster
- P10 - Change to Open 3 and Open 4 game time & addition of Open 5
- P12 - Change of Titans Player rule to include all state & international & national player dispensation
- P2 - Add in WUC Contact Information for 2020-2021 Season
- P9 - Change of diamond allocations to reflect that all WSA Clubs have multiple teams entered
- P7 - update abbreviated terms Waverley Softball Association (WSA), Softball Australia Limited (SAL)
- P9 - Re-word 'Clubs who fail to supply umpires' section.
- P10 - added "as per the Softball Australia Rule Book 2018-2021" to EQUIPMENT:
- P11 - deleted repeated information in relation to Formal Complaints
- P12 - updated abbreviate term Umpire In Chief (UIC)
- P14 - Updated wording for WAVERLEY PERMITS AND CLEARANCES REGULATIONS to be more succinct

CHANGES TO MANUAL – 25/11/2020

- P4 - Change to fees due schedule
- Throughout - replace 17U with U18 to fall in line with SEMR
- P2 - additional P&S Meeting
- P11 - Update U18 Game Time
- P14 - Change must to can in pool information
- P12 - Update to Match Committee
- P2 - Change to COVID Officer

CHANGES TO MANUAL – 24/10/2022

- Overall Document – Date changes to reflect new season
- Overall Document - Changes to reflect changeover from SportsTG to Revsport
- P4 - Removal of Team Entry Fee List due to payments through RevSport
- P8 - Update to Duty Roster & note included re: canteen duty
- P8 - Changes to the Dispensation Requests - no longer through Match Committee now through Rev Sport
- P9 - Changes to the Pool Player list for Open 1 & 2 and Open 3&4 - Digital FormP11 - Changes to Team Entry Requirements (now digital form),
- P10 - Changes to Team Lists Requirements due to change to RevSport
- P10 - Changes to Permits & Clearance section due to change to RevSport
- P15 – Removal of Appendices – transferred to new digital forms with links in Document

CHANGES TO MANUAL – 3/11/2022

- Duty Day - Remove club off 12 March due to long weekend no games.

CHANGES TO MANUAL – 24/08/2022

- Overall Document – Date changes to reflect new season
- P8 – Update Duty Roster for new season
- P6 – Change to U12s Umpiring Requirement
- P10 – Update to section on permits and clearances –RevSport now allows it to be done – How to guide link provided.

CHANGES TO MANUAL – 3/10/2022

- Changes to duty days
- Changes to diamond allocations

CHANGES TO MANUAL – 22/08/23

- Overall document- Date changes and specific references to outside links generalised.
- Deletion of Open 1&2 and 3 & 4 pool information
- Update team list and Team Nomination form.
- U15 SEMR grade now changed to U16 (girls and boys)
- Open Players wanting to play O2 or lower- age range changed from U21 to U18

CHANGES TO MANUAL – 12/09/23

- Changes to Club Diamond Duty Allocations
- Update of Match Committee members and addition of VP
- Deleted labour day round and club duty for that round

Changes to MANUAL - 4/10/23

- Update Match Committee
- Update eligibility rules
- Update Dispensation Rule - Titans Age Group