



# Waverley Softball Association

## Operations Manual 2023-2024

### Waverley Softball Association

Corner Jells & Waverley Roads, Glen Waverley VIC 3150

Postal address: PO Box 852, Mulgrave VIC 3170

Website: [waverley.softball.org.au](http://waverley.softball.org.au)

**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*



## TABLE OF CONTENTS

<b>1. WSA Committee and Umpires Committee</b>	<b>3</b>
<b>2. Match Committee</b>	<b>3</b>
<b>3. Formal Game Protests</b>	<b>4</b>
<b>4. Dispensation Requests</b>	<b>5</b>
<b>5. Player Eligibility Rules</b>	<b>5</b>
<b>6. Diamond Sizes</b>	<b>6</b>
<b>7. Night Duty Instructions</b>	<b>6</b>
<b>8. Diamond Duty Requirements</b>	<b>6</b>
<b>9. Duty Day Requirements</b>	<b>7</b>
<b>10. Feedback and Complaints</b>	<b>9</b>
<b>11. Privacy Statement</b>	<b>9</b>
<b>12. Working with Children Checks</b>	<b>11</b>
<b>13. Uniforms</b>	<b>11</b>
<b>14. Code of Conduct/Member Protection Policy/SV Zero Tolerance Policy</b>	<b>12</b>
<b>15. Injuries/Insurance</b>	<b>13</b>
<b>16. Nominations/Applications for Officials &amp; Players</b>	<b>13</b>
<b>17. Tribunal/Ejection Reports and Procedure</b>	<b>13</b>
<b>18. Social Media Policy</b>	<b>13</b>
<b>19. SAL Concussion Policy</b>	<b>13</b>
<b>20. Sun Protection Policy</b>	<b>13</b>
<b>21. Waverley Softball Association Heat Policy</b>	<b>14</b>
<b>22. Code of Conduct – Parents and Spectators</b>	<b>15</b>
<b>23. Sports Medicine Australia</b>	<b>15</b>
<b>24. Club Umpire Policy</b>	<b>16</b>
APPENDIX 1 - WSA Game Day Protest Form	17
APPENDIX 2 – Confidential record of formal complaint (2 pages)	18
APPENDIX 3 – WSA Injury Report Form	20
APPENDIX 4 – Ejection Report Form	21
APPENDIX 5 – Tribunal Report Form	22
APPENDIX 6 – Incident Report Form	23
APPENDIX 7 - Changes to Manual	24



## 1. WSA Committee and Umpires Committee

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

### WAVERLEY UMPIRING COMMITTEE

<b>UMPIRE-IN-CHARGE: Rob Dykstra</b> <a href="mailto:waverleyuic@gmail.com">waverleyuic@gmail.com</a>	<b>DEPUTY-UMPIRE-IN CHARGE: Lindsay Whitehead</b> <a href="mailto:waverleyuic@gmail.com">waverleyuic@gmail.com</a>
<b>WUC – OPERATIONS &amp; ALLOCATIONS: Kian Privitera</b> <a href="mailto:wuc.operations@gmail.com">wuc.operations@gmail.com</a>	

## 2. 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](mailto:wsamatchcommittee@gmail.com) or put through RevSport.

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



Match Committee Members	
Name	Position
Rob Dykstra	- WUC
Heather Webb	
Donna Scammell	
Mili Cohen	
Claire Hepenstall	
<b>If Required:</b>	
Greg Brown	

### 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 and the scorecard handed in UNSIGNED. Protest forms can be obtained from the Control Room (Refer Appendix 1).

#### Format of written protest

A written protest must contain the following:

- Time the protest is being lodged
- Name of the Clubs / 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 judgement 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

All requests MUST be made through REVSPORT. All requests must provide a reason or they will be declined. To enter a dispensation, you need to go to TEAMS - EDIT TEAM - REQUEST DISPENSATION. Once done this will flag it to the WSA Match Committee for approval. No dispensation requests will be approved via email.

All dispensation requests for players in the SEMR competition must be emailed to waverleypresident@gmail.com. All requests must provide a reason, or they will be declined.

#### 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 ELIGIBILITY

- 1) 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.
- 2) 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.
- 3) 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.***
- 4) 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.
- 5) 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.
- 6) 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

- 7) 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 3 O1 games and 7 O2 games and 7 O3 games, they are eligible for finals in both O2 and O3 but not in O1.



- 8) Clubs may request permission in writing to [wsamatchcommittee@gmail.com](mailto: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.

## 6. Diamond Sizes

Open 1– 60 feet base path, 43 feet pitching. Fence (cones) at 220 feet on diamonds 3, 4 & 9. 2.  
Open 2– 60 feet base path, 43 feet pitching. Fence (cones) at 220 feet on diamonds 3, 4 & 9. 3.  
Open 3, 4 and 5 - 60 feet base path, 40 feet pitching.  
Open Men (SEMR) - 60 feet base path, 46 feet pitching. Fence (cones) at 250 feet on diamond 9.  
17U (SEMR) - 60 feet base path, 43 feet pitching. Fence (cones) at 220 feet on diamonds.  
U16 Girls (SEMR) - 60 feet base path, 40 feet pitching. Fence (cones) at 200 feet on diamonds.  
U15 Boys (SEMR) - 60 feet base path, 43 feet pitching. Fence (cones) at 200 feet on diamonds  
U13 Mixed (SEMR) - 60 feet base path, 35 feet pitching. Fence (cones) at 200 feet on diamonds

## 7. Night Duty Instructions

The team allocated to the 3rd base bench is responsible for turning on and off the lights, packing up and locking the toilets.

Both teams are to pack up the bases & rake the diamonds raked.

If a non WSA team is listed as 3rd base bench, then the WSA team is responsible for locking up.

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

**Just before dusk, please turn on the lights.**

### Diamond 1 & 2 Lights:

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

**DO NOT OPERATE GREEN ELECTRICITY BOX**

1. 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
2. Lock the light box
3. Make sure all doors are locked
4. Make sure the Committee Car Park gate is locked

## 8. Diamond Duty Requirements

### **Saturday and midweek**

WSA 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 diamond duties - WSA Clubs -**

All Diamonds:

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.

*Note: Key to garage is on duty keys.*



## **Saturday diamond duties - WSA Clubs -**

### Diamonds: 1, 2, 3, 4, 5, 6, 7 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
- Set up benches as required

### Diamonds: 8 and 12

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

### Diamonds: 10 and 11

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

## **Between Games: - ALL TEAMS Participating in the WSA Senior Competition**

Teams moving onto the diamond for subsequent games are to shift/change bases and pitching plate, if required (1<sup>st</sup> named), and rake (2<sup>nd</sup> named). Put out cones on D9 and D3, if the next game is Open 2 or Open 1. Collect cones if the next game is Open 3 or Open 4, Open 5.

## **After Last Game: - ALL TEAMS Participating in the WSA Senior Competition**

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 (1<sup>st</sup> named), diamonds raked (2<sup>nd</sup> 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, toilet rolls etc. Clubs **MUST** complete the following duties on their nominated duty day:

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

- Collect bread/rolls from One Stop Bakery (1304 High Street Rd, Wantirna South)

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

- Collect Duty Day keys from control room whiteboard
- Unlock external toilets, cage room, blue shipping container 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 (outside canteen back door).
- 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 the pavilion) in the fenced area in front of the Pavilion
- Set up a waste bin (with a bin liner from Canteen) and the menu board for the canteen from the pavilion.
- Check sufficient bags of injury ice in freezer in back of control room; fill more if needed
- Return duty keys to the control room



### **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)

### **Afternoon (by 6:00pm)**

- 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)
- Bring in wheelie bins from all diamonds and the canteen enclosure, making sure to leave one empty bin on diamond 1 and 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 & Cage Equipment Room
- Empty, collect and put away orange drink containers, if used
- Put away waste bin and all other items off the deck and pack away in the pavilion
- Sanitise and 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 them away when finished.

### **Canteen Duty**

***Please ensure your volunteers are comfortable with iPads, serving customers and money handling.***

**12pm – 2pm:** Provide 1 canteen helpers to assist with stocking fridges, serving customers & food prep

**2pm-4pm:** Provide 1 canteen helpers to assist with stocking fridges, serving customers & food prep

**4pm – 6pm:** Provide 2 canteen helpers to assist with stocking fridges, serving customers & cleaning the canteen.

### **Empty Bins:**

Bins are stored in the brush enclosure near the car park 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.

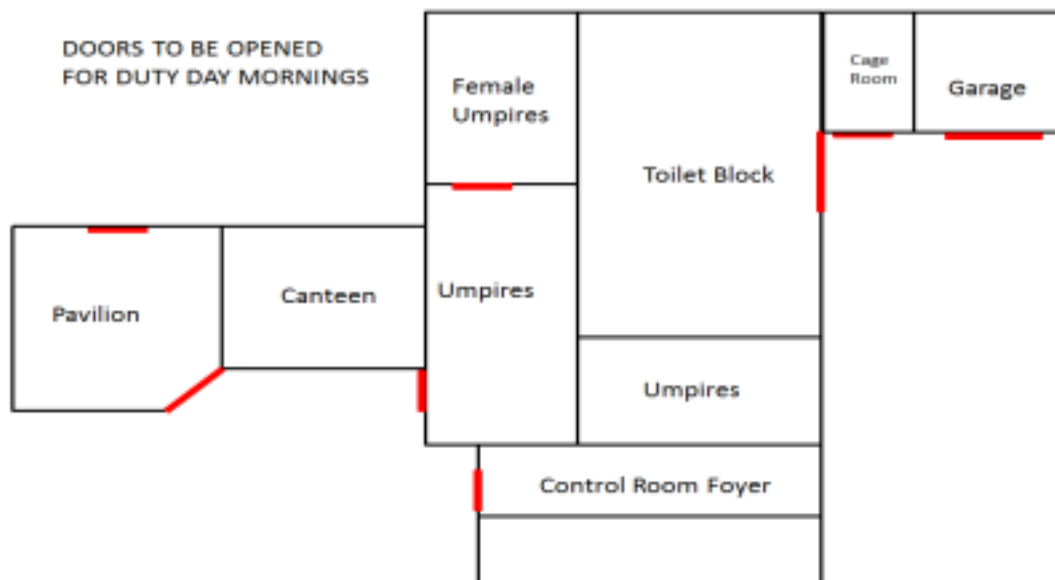
**Keys:** Keys for equipment boxes and doors will be available from the control room. They **MUST** be returned to the control after opening in the morning and closing at night.

### **Consequence:**

If a Club does not complete their duties on Duty Day, the clubs highest ranked winning team for the day will forfeit.







## 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 Operations Manual which can also be found online or in the WSA Control Room. (*Refer Form – Appendix 2*).

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](mailto: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/s 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) has adopted the governing body's policy.

<https://cdn.revolutionise.com.au/cups/softballaust/files/bqcq3jyibqq3mdlb.pdf>



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:

1. The individual has consented to the use or disclosure
2. 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
3. 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
4. The use or disclosure is required or authorised by or under law; or
5. 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 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:

1. providing access would pose a serious threat to the life or health of any individual; or
2. providing access would have an unreasonable impact on the privacy of other individuals; or
3. the request is frivolous or vexatious; or
4. providing access would be illegal; or
5. providing access would be likely to prejudice an investigation of possible unlawful activity; or 6. 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, you must do so immediately.

You cannot 'work with children' until you hold either a receipt proving you have commenced the application process or the actual WWC card. Your club/association is responsible for ensuring that you hold a valid Working with Children check.

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.

## 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
- 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 Committees 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 Softball Victoria Zero Tolerance policy, which is available on the SV website

### 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
- 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 14 1. c) 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 dissention 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 to ejection, tribunal hearing and suspension.

All incidents will follow the SV procedure and SV shall maintain a register of all offences and penalties imposed. Procedure can be found on the Softball Victoria website.

### 15. Injuries/Insurance

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

For details please go to Softball Victoria website >Resources >Insurance.

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 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). For the Zero Tolerance Policy, click the [link](#).

### 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 sports 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.

The policy can be found by clicking on the [link](#).

### 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 competitions.

- 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 in 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 a WSA representative will 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 (U13 and U16)**

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

#### **Junior Competition (U18)**

Games that are scheduled for times when the temperature is 36°C 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.

**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 Sports Medicine Australia website for the above guide.



## 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.

**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:

## 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 and 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 SMA website for details.



## 24. Club Umpire Policy

ALL clubs are required to supply an umpire with their team entry.

If a club umpire is unavailable the club will then be responsible for providing a replacement – notice will be provided if the club umpire has provided notice of their unavailability.

If a club umpire does not show up to an allocated game the club will be provided with a 20-minute warning to provide an umpire. This will be made over loudspeaker. If no one has presented with 15 minutes to start of game a member of the WUC or WSA will go to the diamond of the club highest ranked team of that time slot and advise them to provide an umpire if the club does not provide one the game will be FORFEITED and the umpires from that game will replace your blank allocation.





## 1. APPENDIX 1 - WSA Game Day Protest Form

### 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.

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



## 2. APPENDIX 2 – Confidential record of formal complaint (2 pages)

### 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	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Administrator (volunteer)  <input type="checkbox"/> Athlete/player  <input type="checkbox"/> Coach/Assistant Coach  <input type="checkbox"/> Employee (paid)  <input type="checkbox"/> Official .....         </div> <div> <input type="checkbox"/> Parent  <input type="checkbox"/> Spectator  <input type="checkbox"/> Support Personnel  <input type="checkbox"/> Other         </div> </div>		
Name of person complained about (RESPONDENT)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18		
Respondent's role/status	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Administrator (volunteer)  <input type="checkbox"/> Athlete/player  <input type="checkbox"/> Coach/Assistant Coach  <input type="checkbox"/> Employee (paid)  <input type="checkbox"/> Official .....         </div> <div> <input type="checkbox"/> Parent  <input type="checkbox"/> Spectator  <input type="checkbox"/> Support Personnel  <input type="checkbox"/> Other         </div> </div>		
Location/event of alleged incident			
Description of alleged incident			
Nature of complaint (category/basis/grounds)  Tick more than one box if necessary	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Harassment, or  <input type="checkbox"/> Sexual/sexist  <input type="checkbox"/> Sexuality  <input type="checkbox"/> Race  <input type="checkbox"/> Religion  <input type="checkbox"/> Pregnancy  <input type="checkbox"/> Other .....         </div> <div style="width: 33%;"> <input type="checkbox"/> Discrimination  <input type="checkbox"/> Selection dispute  <input type="checkbox"/> Personality clash  <input type="checkbox"/> Bullying  <input type="checkbox"/> Disability  <input type="checkbox"/> Child Abuse         </div> <div style="width: 33%;"> <input type="checkbox"/> Coaching methods  <input type="checkbox"/> Verbal abuse  <input type="checkbox"/> Physical abuse  <input type="checkbox"/> Victimisation  <input type="checkbox"/> Unfair decision         </div> </div>		
Methods (if any) of attempted informal resolution			
Formal resolution procedures followed (outline)			
If investigated	Finding		



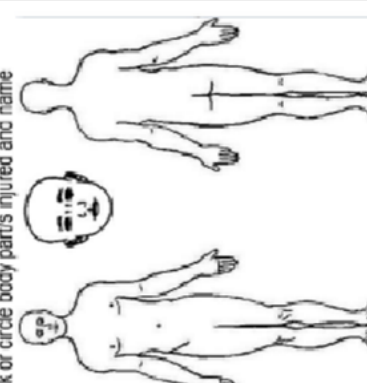
If heard by Tribunal:	Decision  Action recommended
If mediated:	Date of mediation:  Both/all parties present  Agreement  Any other action taken
If decision was appealed	Decision  Action recommended
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3-8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



## SOFTBALL INJURY REPORTING FORM

Name: \_\_\_\_\_ Your involvement: Circle one only: ☐ Player / ☐ Umpire / ☐ Coach / ☐ Spectator / ☐ Other Gender: M ☐ F ☐

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

<p><b>Date of injury:</b> _____</p> <p><b>Type of activity at time of injury</b></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><b>Reason for presentation</b></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><b>Body region injured</b></p> <p>Tick or circle body part/s injured and name</p>  <p><b>List Body part/s</b></p> <p>_____</p>	<p><b>Nature of injury/ illness</b></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><b>CAUSES OF INJURY</b></p> <p><b>Mechanism of injury</b></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><b>Protective equipment</b></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>_____</p>	<p><b>Action</b></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><b>Referral</b></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><b>Treating person</b></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><b>Please note:</b></p> <p><b>This is not an injury insurance form.</b></p> <p><b>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</b></p>
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PLEASE HAND TO A WAVERLEY ASSOCIATION REPRESENTATIVE (Control Room)



## APPENDIX 4 – Ejection Report Form

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



## 2. APPENDIX 5 – Tribunal Report Form

<b>Tribunal Report</b>			
For use in all competitions conducted by Waverley Softball Association. <i>Note: all sections must be completed</i>			ID:
Number to be inserted by Tribunal			
<b>Ejected Person's Details</b>			
Name / No:		Capacity:	
Club:		Affiliate:	
<b>Competition Details</b>			
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: ____/____/____
<b>Reason for Ejection (charge/s)</b>			
			Category: (e.g., P1, P2)
<b>Penalty or Action to be taken</b>			
<b>Declaration</b>			
Tribunal Chairperson _____			
Signed: _____		Name: _____	
Date: ____/____/____			



## APPENDIX 6 – Incident Report Form

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



## 7. APPENDIX 7 - Changes to Manual

### Updates occurred 25 November 2020

1. P3 - Update Match Committee
2. P4 - Update to game time schedule
3. P5. Update to game time for abandoned games
4. P7 - Update Semi to Qualifying
5. P7 - Include Open Men diamond size
6. P4 - Remove repeated line
7. P9 - Add in diamond 1 in 6pm duties
8. P9 - Change of duty day requirements now COVID restrictions have eased

### Updates 08/11/2021

1. Updates throughout to update to RevSport
2. Removal of Appendix 2 due to form now being electronic link
3. Updates to all SV and SAL links due to new websites
4. Addition of canteen duty for club duty day requirements.

### Updates 19/11/2021

1. Full members of 2021/22 Umpiring Committee included

### Updates 28/09/2022

1. Removal of COVID related items from duty list
2. Update to Canteen duty requirements
3. Updated Appendix format
4. Add in Club Umpire Policy – Page 19

### Updates 23/08/2023

1. Overall document - update of current members and dates also removal of links to outside addresses
2. Deletion of Open 1&2 and 3 & 4 pool information
3. Unsportsmanlike behaviour, correction to referring clause
4. Open (State/National/International Players wanting to play O2 or lower- age range changed from U21 to U18

### Updates 19/9/2023

1. Updates to committee positions with the new season

### Updated 4/10/23

1. Update player eligibility
2. Update dispensations
3. Update SEMR age groups
4. Update Match Committee

### Updated 22/11/23

1. Update Bread Roll Collection time - section 9
2. Clarification Diamond Duty Requirements - section 8
3. Update Night Duty Instructions - section 7

