



SOFTBALL QUEENSLAND Inc

REPRESENTATIVE POLICY

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Affiliated with Softball Australia Ltd.

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1. QUEENSLAND REPRESENTATIVE TEAMS - GENERAL

- 1.1 Subject to this Policy, general authority over any Queensland Representative side, including officials, is held by the Manager, and all members of Queensland team shall submit to that authority and comply fully, at all times, with the directions of the Manager.
- 1.2 Notwithstanding the provisions of this Policy, authority over any Queensland Representative team so far as concerns training and match play is held by the Head Coach and members of the team shall submit to that authority and comply fully, at all times, with the directions of the Coach provided that the Manager shall have an overriding authority to direct players in respect of unsportsmanlike or unconscionable on-field conduct. For the purposes of this Policy, training and match play will be deemed to include pre and post-match briefing by the Coach.
- 1.3 Except where the President or another officer of Softball Queensland Inc (SQI) in lieu of the President is travelling with or as part of a Queensland Representative team, the Manager of the side shall be deemed the official SQI representative for all purposes connected with the team.
- 1.4 All personnel selected in a Queensland Representative team shall, at all times, abide by the SQI Constitution and Policies. Where any personnel breach any part of the Constitution and/or policies, such breaches are to be reported to the SQI Chief Executive Officer (CEO) and, where necessary, disciplinary action may be taken including the dismissal of that person from the team provided that the person shall be given the opportunity to be heard and procedural fairness followed.
- 1.5 If a player is dismissed, the relevant Selection Committee will determine whether a replacement player will be selected. If a team official is dismissed, the SQI Pathways & Performance Committee/ CEO will determine if a replacement official will be appointed.
- 1.6 During national championships, tournaments or on tour, where a team member is in serious breach of a SQI Code of Conduct, team rule or Representative Policy, the team officials shall have the authority to remove that member from the team. The Team Manager, or designated official, shall inform the SQI CEO immediately of the situation.
- 1.7 During national championships, tournaments or on tour, the selection of a playing team shall be the responsibility of the Head Coach in consultation with the coaching staff having regard to advice from the Manager as to any illnesses, injuries or disciplinary action which would exclude a player from consideration.
- 1.8 Within twenty-one (21) days after the end of any national championship, tournament or tour undertaken by a Queensland Representative team, each of the Manager, the Head Coach, Assistant/Specialist Coaches and the Statistician of that team shall submit a report to the CEO containing such details as may be required by the SQI Pathways & Performance Committee from time to time.

- 1.9 The Manager shall ensure all SQI property used or to be used by teams representing QUEENSLAND at national championships, tournaments or on tour is returned.

2. SELECTION COMMITTEES

- 2.1 Every nomination for appointment as a selector of a QUEENSLAND Representative Team or State Squad shall be:
- submitted in writing on the prescribed forms;
 - signed by the secretary of the nominee's association or endorsed by the SQI Pathways & Performance Committee;
 - countersigned by way of acceptance by the nominee;
 - accompanied by a full resume of the qualifications and experience of the nominee; and
 - received in the SQI office not later than the date specified on the nomination form when calling for nominations for the relevant position/s.
- 2.2 Each Queensland state squad from which the state team is intended to be chosen, shall be selected by a Selection Committee comprising a minimum of three (3) persons.
- 2.3 Selection Committees shall be appointed by the CEO following recommendations made by the SQI Pathways & Performance Committee from the nominations received. Where the CEO decides that insufficient nominations, or lack of appropriate nominations, are received the SQI Pathways & Performance Committee may seek further nominations.
- 2.4 No member of any Selection Committee shall be eligible to be a playing member of any Queensland representative team, the selection of which is the responsibility of that Selection Committee.
- 2.5 No selector shall be eligible to serve upon more than one Selection Committee at any one State Softball Championship nor be appointed a District Association representative official for the championship at which they are selecting.
- 2.6 A Selection Committee may be instructed to select more than one team and/or squad at any State Championship.
- 2.7 In the event of a withdrawal/s the CEO may, at its discretion, appoint a suitable replacement to fill the vacancy from recommendations made by the SQI Pathways & Performance Committee.
- 2.8 The CEO shall appoint a chairperson for each of the Selection Committees from recommendations made by the SQI Pathways & Performance Committee.
- 2.9 The Association shall pay where necessary the expenses incurred in:
- Transporting the selection panel to and from the Championships; and
 - Providing accommodation during the Championships, including one (1) daily meal not to exceed the cost as determined from time to time by the Finance, Risk and Audit Committee.

- 2.10 When selecting state squads and representative teams, Selection Committees must confer with the appointed Coach of the team being selected and may, at their discretion, request information from District Association scorebooks; refer to reports and statistics from SQL and Softball Australia Ltd (SAL) camps and clinics, and state team reports and statistics from the previous two years (where relevant); or refer to information from any other source deemed appropriate.

3. SELECTION OF QUEENSLAND REPRESENTATIVE PLAYERS

- 3.1 To be eligible for selection in any Queensland representative team, a player must, at the date of closure of nominations for selection:

- meet any relevant eligibility criteria of Softball Australia Ltd;
- be a registered member of a SQL member District Softball Association; and
- have submitted to the SQL office his/her nomination for selection.
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Note: Players who have been approved an underage exemption request i.e 10 year old to play in the U14 State Championships cannot nominate for U14 state selection. Such player has only been approved to play in the U14 State Championships under certain conditions.

- 3.2 Subject to any contrary Rule or Policy of Softball Australia Ltd, to be eligible for selection in a Queensland underage representative team, a player must be under the team divisional age at the thirty first day of December of the year during which the representative team is selected. (For example, a player in the 2019 under 19 team must be under 19 years of age on 31 December 2019).

- 3.3 Queensland representative teams are selected from their respective state squad or, where no squad is to be selected, from the eligible nominations received. Every nomination by a player for selection in a Queensland squad/team shall:

- be submitted in writing on the prescribed form;
- be signed by the player;
- if the player is under the age of eighteen (18) years, signed by the parent or legal guardian (as the case may be) of the player;
- state the player's address and date of birth;
- state clearly the squad/teams for which the player is nominating;
- be accompanied by the prescribed nomination fee; and
- be received in the SQL office not later than the prescribed closing date being twenty-one (21) days prior to the commencement of the relevant Queensland Championship or such other date as stipulated by the CEO in the notice calling for nominations.

Note: Only one nomination form and one nomination fee is applicable when a player nominates for multiple squad/teams in any one year.

- 3.4 With CEO approval, the Selectors may from time to time in their discretion select a person from outside the eligible nominations received.

- 3.5 In the case of nominations for the Open Men's and Women's Squads/Teams the following criteria applies:

- Players who are current Australian Open Team members from the last World Championship/Olympic Games are not required to pay the nomination fee in nominating for selection in the relevant Queensland Open Team; and
 - Players who have represented Queensland in the Open Team for the previous five consecutive years are not required to pay the nomination fee in nominating for selection in the relevant Queensland Open Team.
- 3.6 SQI permits players to be selected in one or more State Squad/Team in the same year under the following conditions:
- Players wishing to be selected in multiple Queensland squads/teams in the same year must nominate in accordance with this Policy, clearly indicating the squads/teams they wish to be considered for; and
 - Players must make themselves available for selection in their own age division and participate in their own age division State Championship unless granted an exemption by the SQI Pathways & Performance Committee or the CEO.
- 3.7 Where a player is selected in multiple squads/teams, the final selection of which squad/team/s they will participate in will be determined within seven (7) days of the last squad/team selected by a panel consisting of the Selection Panel Chairs and the next two most experienced independent selectors available.
- 3.8 If a player is selected in multiple squads/teams, one must be in their age division. In determining the squad/team/s the player will participate in, the Selection Panel will take the following information into consideration:
- The team/s that have the best chance of winning a National Championship;
 - The squad/team/s that provide the best opportunity for the promotion of the individual person; and
 - The national championship/s from which Australian Teams will be selected.
- 3.9 As the case may require, Queensland representative teams shall be selected to participate in National Championships and / or National Leagues in such divisions as SAL provides.
- 3.10 The players selected in each team shall be not fewer than twelve (12) and not more than sixteen (16).
- 3.11 Where SQI is participating in a SAL championship where SAL permits a squad to be selected, the SQI Selection Panel may choose to select either:
- A team; or
 - A team plus squad members up to the maximum number of players permitted by SAL; or
 - A squad up to the maximum number of players permitted by SAL.
- 3.12 Where a team plus squad or a squad is selected, such members may be selected from all age eligible nominees for Queensland teams regardless of the State Championship they participated in.

- 3.13 The Queensland Open Teams shall be selected from those persons nominating, who are competing in the current Open State Championship or have previously competed in a recognised State, National and International competition in the immediate preceding two years.
- 3.14 Any Queensland player absent overseas or elsewhere due to an Australian team or squad commitment and unable to participate in a State Championship shall be eligible nevertheless to nominate for selection in any relevant Queensland representative team.
- 3.15 The SQL Pathways & Performance Committee may waive the obligation of a player to attend a State Championship.
- 3.16 The SQL Pathways & Performance Committee may approve the selection of such other representative teams as may be required from time to time.
- 3.17 Immediately following the selection of a Queensland representative team or squad, the Chair of the relevant Selection Panel shall provide the SQL Operations Manager with the names of those persons selected. Such names shall be on the official team list and signed by all members of the Selection Panel.
- 3.18 The announcement of all Queensland Representative Teams/ Squads will be published on the SQL website within three (3) business days after the completion of the respective State Championships.
- 3.19 Within fourteen (14) days after his/her selection, each player selected shall forward to the SQL office:
- the guarantee and team levy deposit of \$800.00 or as prescribed by SQL from time to time;
 - his/her player declaration, duly completed; and
 - a player medical information form, duly completed.
- 3.20 Where any player fails to comply with the requirements of the Policy, that player's position in the team will be removed from the squad/team by the CEO.
- 3.21 Any player in a Queensland team or squad who wishes to withdraw at any time after selection shall:
- notify the CEO promptly of his/her intention to withdraw and of the reason for such withdrawal; and
 - in the case of a withdrawal due to injury, provide to the CEO a medical certificate as to the existence and extent of the injury in question.
- 3.22 The guarantee referred to in this Policy shall be forfeited if a withdrawal is judged by the CEO to be unreasonable, arbitrary, improperly motivated or unreasonable or carelessly delayed.
- 3.23 Where a player is forced to withdraw due to illness or injury the guarantee may be refunded to the player at the discretion of the CEO.

- 3.24 Any person selected in a Queensland team shall be deemed to continue to be a member of that team until either that person withdraws or until the next occasion upon which a Queensland representative team in that division is selected (whichever is the later date), and shall continue to be bound by all of the Rules and Policies of SQL applicable to members of a Queensland team until that time.
- 3.25 No person may serve simultaneously in the capacity of a player and an official in any Queensland team except in extenuating circumstances as determined by the Board from time to time.

4. APPOINTMENT OF QUEENSLAND REPRESENTATIVE TEAM OFFICIALS

- 4.1 To be eligible for appointment as an official in any Queensland representative team, an applicant must, at the date of closure of nominations for appointment:
- meet any relevant eligibility criteria of Softball Australia Ltd;
 - be a registered member of a SQL member District Softball Association; and
 - have submitted to the SQL office his/her nomination for selection.
- 4.2 In addition to the players selected therein, every Queensland representative team shall include as officials:
- a manager;
 - a coach;
 - an assistant coach;
 - a statistician; and
 - may include as an official:
 - a qualified physiotherapist/trainer/specialist coach/trainee coach; and/or
 - other support staff as determined by the CEO
- 4.3 Every nomination for appointment as an official in a Queensland representative team shall be:
- submitted in writing or by other means as determined by SQL;
 - signed by the nominee;
 - countersigned by the secretary of the nominee's District Softball Association; or
 - in the case of an Employee, Board Member or Life Member who is not registered with a District Association – no countersignature is required;
 - accompanied by full details of the nominee's qualifications for the nominated position and such other documentation as determined by the SQL Pathways & Performance Committee;
 - received in the SQL office by such date as is specified by the CEO in the notice calling for nominations;
- 4.4 Queensland Representative Team Officials shall be appointed by the CEO from recommendations by the SQL Pathways & Performance Committee on the basis of relevant qualifications, experience and personal suitability. In the case of coaches and statisticians, accreditation levels will be taken into account.

- 4.5 Where no suitable applications are received for a particular position, the CEO may, at its discretion, make an appointment from outside of the written applicants, provided always such appointee meets the selection criteria, or where no applications are received, has the basic skills, experience, and personal suitability necessary to meet the job criteria.
- 4.6 Any person appointed as an official in a Queensland representative team shall be deemed to continue to be a member of that team until either that person withdraws or, with the exception of officials whose term of appointment has been extended, until the next occasion upon which a Queensland representative team in that division is selected (whichever is the later date) and shall continue to be bound by all of the Rules and Policies of SQI applicable to members of a Queensland representative team until that time.
- 4.7 The CEO may, at his/her discretion, extend the period of appointment of any official beyond the term of initial appointment without the need to re-nominate.
- 4.8 The CEO may only appoint the Head Coach and Manager positions for each State Team to a maximum period of two (2) consecutive years.
- 4.9 All team officials will submit reports, attend review/debrief meetings and other workshops as and when determined by the SQI Pathways & Performance Committee.
- 4.10 Any official in a Queensland representative team who wishes to resign at any time after appointment shall notify the CEO promptly of his/her intention to resign and of the reason for such resignation.
- 4.11 SQI shall meet all necessary and reasonable return travel and accommodation expenses incurred by or in respect of officials of Queensland representative teams.
- 4.12 No person may serve simultaneously in the capacity of a player and an official in any Queensland representative team except in extenuating circumstances as determined by the CEO from time to time.
- 4.13 Within twenty-one (21) days after any Queensland representative team is named, each appointed official thereof shall forward to the SQI office:
- a levy as prescribed from time to time;
 - his/her official declaration, duly completed; and
 - his/her medical information form, duly completed.
- 4.13 The appointment of a captain and vice-captain or of co-captains of a Queensland representative team shall be determined by a simple majority (50% plus 1) of the manager, coach, assistant coach/s and statistician of such team and shall be notified in writing promptly to the CEO prior to any announcement prior to the Championships.

5. UNIFORMS

- 5.1 The playing and dress uniforms for persons representing Queensland shall be such as are determined by the SQI from time to time.

- 5.2 The Queensland representative uniform shall be registered with Softball Australia Ltd.
- 5.3 The colours of the playing uniform for the Queensland representative teams participating in National Championships shall be predominantly maroon and white.
- 5.4 Team Members are required to purchase their own uniform and the player's individual name is to be displayed on back of playing shirt.
- 5.5 Queensland representative teams, other than those in 5.3 above, shall wear a uniform as determined from time to time by SQI.
- 5.6 When any person is representing Queensland, whether on or off the playing field and in any capacity, on any official occasion, that person shall be attired in the relevant Queensland uniform, except where that person receives an express exemption from the SQI Operations Manager or, in a tour situation, from the Tour Manager.

6. APPOINTMENT TO UMPIRE AT NATIONAL CHAMPIONSHIPS

- 6.1 SAL will seek nominations directly from Umpires to officiate at National Championships and other events managed by SAL.
- 6.2 In order to be endorsed by SQI, Umpires seeking to be appointed to National Championships and other Events managed by SAL must be registered, financial and comply with the SAL nomination process.
- 6.3 The authority to confirm support for any SQI registered Umpires is delegated to the Umpiring Committee Chair.

7. REVIEW OF POLICY

- 7.1 This Policy will be reviewed every three (3) years or as otherwise determined by the Board.

CRITERIA FOR CONSIDERING EXEMPTION REQUESTS FROM STATE CHAMPIONSHIPS SUBMITTED BY PLAYERS

The following criteria has been developed to assist in considering requests from Players to be exempt from attending a State Championship, but to be still eligible for selection in Queensland Teams or Squads:

- The Player is sick or injured and cannot play at the State Championship – such requests must be supported by written medical evidence.
- The Player will be representing Softball Australia on international duties or has been absent on such duties and only returns to Australia less than seven days before the State Championship – such requests should be supported by information supplied by Softball Australia.
- The Player is the holder of a scholarship at an international educational institution and it would either not be possible or would be impractical, to return to Queensland to attend the State Championship – such requests should be supported by information supplied by the institution.
- The Player is representing Australia in a sport other than Softball at a major tournament, such as, but not restricted to, a World Championship – such requests should be supported by information from the National Sporting Body.
- The Player works in an essential or emergency service and is required to attend for work in the case of an unforeseen or unplanned emergency.

Requests to be exempt for personal reasons, such as holidays, will generally not be supported.

This list is not exhaustive and all requests will be considered on their merits. All requests for exemption will be determined by the CEO, having regard to recommendations made by the Pathways & Performance Committee.

In addition, the Pathways & Performance Committee may request any additional information to either support the exemption or to support the Player's selection when not attending. This may include statistics regarding a Player's performance at other competitions or tournaments, including any previous Queensland representation.