

Softball Queensland Inc

Representative Squad & Team

Handbook

February 2024

Please read the contents of this booklet carefully.

If you have any questions about the information
contained in this document, please contact the SQI Office.

**Softball Queensland Inc
Level 3 Queensland Sport & Athletics Centre
Kessels road Nathan, QLD 4111**

Ph: (07) 3391 2447
Email: ADMIN@softballqld.asn.au
Web: www.qld.softball.org.au



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SQ PERSONNEL CONTACT DETAILS

Position	Name	Contact No.
Operations Manager <i>(First port of call)</i> <i>* Uniform questions</i> <i>* All information regarding State Teams other than that referred to below for Finance & CEO</i>	Nicole Watts	Phone:(07) 3391 2247 Email: admin@softballqld.asn.au
Finance <i>* Invoices and payments</i>		Phone:(07) 3391 2247 Email: finance@softballqld.asn.au
CEO <i>* Governance and Policy</i>	Ross Symonds	Phone (07) 3391 2247 Email: ceo@softballqld.asn.au

** All personnel can be contacted at the Softball Queensland office number*



WELCOME

Welcome to Queensland Representative Softball. We hope you enjoy your time with us.

This handbook has been provided as a guide for players and parents during their involvement with Softball Queensland. It outlines matters parents and players will need to be aware of while involved in Queensland Representative Softball.

The Representative Squad and Team Handbook outlines the SQI policies relating to representative teams as well as general information for parents and players. Please ensure you read and understand all the information listed in the handbook.

While individuals are representing Queensland, their families will be introduced to the many rules, regulations, and policies of Softball Queensland Inc (SQI). Many things about representative softball may be new, especially for parents who have had no previous experience with Softball Queensland. It is important that parents read over this booklet very carefully and ask questions about matters that are not fully understood.

All policies and procedures have been developed to set the standards that SQI expects to be met by our representative team members and their families. The policies and procedures also ensure consistency and minimize disruption to teams.

Any additional questions or concerns may be addressed to Nicole Watts (*Operations Manager*) by telephone call at the Softball Queensland office or by email.

Important Information Checklist

Below is a checklist of important information covered in this document as well as a to do list for parents and players. Please ensure you have read and understood the information.

- ☐ Payments and lodgment of forms are received by due dates.
- ☐ Duties and responsibilities for players
- ☐ Uniform requirements
- ☐ Communication between officials, parents, and players
- ☐ Training requirements – compulsory 2 sessions per week
- ☐ State Team Camp information.
- ☐ Regional player requirements
- ☐ Participation
- ☐ Flights
- ☐ Sponsorship and donations
- ☐ Nutrition Information
- ☐ Code of Conducts
- ☐ Injury Management Policy
- ☐ Zero Tolerance Policy
- ☐ Players in multiple teams travel options.

REPRESENTATIVE SQUAD AND TEAM POLICIES

GENERAL DUTIES, ROLES AND RESPONSIBILITIES OF ALL SQUAD/TEAM MEMBERS

- (a) Squad/Team officials and players represent Queensland and shall abide by the Rules of SQI Inc. as decided from time to time irrespective of financial commitments. At all times the team will uphold Queensland's tradition of good behaviour and sportsmanship. When travelling interstate and/or intrastate, the host association, it's volunteers and other states will be shown every courtesy and consideration.
- (b) The Manager, as appointed by SQI is in complete control of the Squad/team and has the duty to uphold the SQI Policies and Procedures applicable to SQI Representative Squads/Teams. When the team is on the playing field the control will then go to the Head Coach who shall be responsible for squad/camp programs, training and game management.
- (c) Squad training programs and commitments (eg timeframes etc) will be set in consultation with the Operations Manager.
- (d) SQI Representative Team training may consist of two (2) sessions per week or equivalent.
- (e) Squad/Team members who live outside the immediate Brisbane Metropolitan area (2 hours travel time) are expected to participate in weekend training sessions. Squad/Team members who live outside this area will be given a training program by their coaches and expected to work with an appointed coach in their own association to meet the training schedule. Failure to attend training sessions or failure to train appropriately may result in the players being withdrawn from the team.
- (f) Punctuality is essential. This includes training, travelling and any squad/team commitments.
- (g) Only SQI personnel officially appointed to a squad/team shall be involved in State Squad/Team training sessions and camps. Other personnel or individuals requested by the head coach may be given permission to be in attendance and participate in the programs.
- (h) Dress, travel and playing uniforms as specified by SQI shall be worn and shall be kept neat and clean as circumstances permit. Uniforms are not to be defaced in any manner. Squad/team shirt designs (training or other) shall be submitted to SQI for approval if the name Softball Queensland or SQI logo appears on it.
- (i) No souveniring - THIS IS STEALING.
- (j) No smoking or vaping whilst travelling, training, or in playing/travel uniform, on the team bus, within rooms at the accommodation site, on the bench or in any playing area.
- (k) At the discretion of the Manager and Head Coach members of Open and U23 (but must be 18 years or older) division teams shall be permitted to consume alcohol after the completion of the day's play. At all other times, when travelling, etc., permission to drink and what quantity should be at the discretion of the Manager.
- (l) Players in Under 18 and younger age group teams and squads shall not, of their own volition, consume alcohol nor be permitted to consume alcohol at any time by any squad/team official.
- (m) The use of drugs by any Queensland Representative Squad/Team member, other than those prescribed by a medical practitioner for medicinal purposes, is prohibited.

- (n) The selection of the Captain and Vice Captain or leadership group of Queensland Representative teams shall be at the discretion of the Manager, Head Coach, Assistant Coach/s and Statistician in consultation with the SQI CEO prior to any announcement. The Manager shall inform SQI in writing of any recommendations.
- (o) All illness or injury is to be reported to the Team Manager. Any medicines being used by a team member should be advised to the Manager. Procedures outlined in Form 4.9 must be followed. Where the anticipated time of recovery falls close to the team departure time, a review of the player's position in the team will be conducted based on medical advice.
- (p) Any member wishing to depart from the normal team arrangements as decided must make a request in writing through the Team Manager to the SQI Operations Manager. All details re time, date and method of travel should be stated. Early notification is vital to retain concessional fares. Should a change of itinerary by any team member incur a charge, such charge will be applied to the member requesting the change.
- (q) No interviews (by members of the media or outside personnel) of players will be allowed unless accompanied by an SQI official. Dress shall be team uniform (playing, travel, walkout).
- (r) Co-operation between all team personnel is essential. Harmony and team spirit are a vital part of a successful team.
- (s) Each member is always responsible for personal costs incurred (telephone calls, room service etc.).
- (t) Team officials will be responsible for any traffic violations or fines incurred whilst using the team hire vehicles.
- (u) On tour personal luggage shall be limited to what is allowable by the airline.
- (v) All team members must attend the opening and closing ceremonies and the Grand Final in accordance with SAL or the Host State/SQI Rules.
- (w) Any damage costs, cleaning or other charges incurred by a Queensland Team will be charged to the team (unless clearly attributable to a specific person/s) shall be applied to the individual.
- (x) All Squad/team personnel are to abide by all SQI Codes and Policies regarding conduct, anti-harassment, doping, infectious diseases, and others listed in this document.
- (y) All administrative staff must attend a team 'de-brief' session as scheduled and requested by SQI. Players are to attend if requested.

DUTIES, ROLES AND RESPONSIBILITIES OF TEAM/SQUAD PLAYERS

- (a) Attendance at all training sessions and camps is compulsory. (Country players will be advised of schedule required by the coach) Non-attendance at sessions, failure to keep in training after selection, any injury to a player or contravening SQI rules must all be reported by the Manager to the Operations Manager. Each report shall be dealt with individually and the Operations Manager shall be empowered to implement the process to withdraw that player from a team. In special circumstances, approved by the Operations Manager, the Manager may give permission for absence from training.
- (b) Any illness or injury is to be reported to the Manager who will take appropriate action. All players must abide by the SQI "Reporting Procedures for Injury" form.

- (c) Any player who deliberately tries to undermine the authority of the Manager/Coach or upsets the harmony in a team shall be liable to a severe penalty, e.g. standing down from a game or removal from the team. The Manager shall document all occurrences and advise of further action. Should this behavior continue after the first warning and penalty has been issued, the team member at fault may be sent home from the tournament/championship or removed from the squad/team and be deemed ineligible for selection. The player/family will be responsible for any such additional expense.
- (d) Any player requiring a letter from the Association for leave application shall forward a written request to the SQI Operations Manager.
- (e) It is the player's responsibility to ensure that any medication they are taking is not on the banned list and they shall advise SIA and Team Manager of this medication as required.
- (f) Any strapping tape, physiotherapy charges or medical bills are the player's responsibility.
- (g) Discreet jewelry is permitted with the official team uniform. No jewelry is permitted with playing uniform (including watches).
- (h) In a game situation, players must all stay on or behind the bench and full uniform must be worn until the game has officially been completed. If someone must leave the bench area permission from the Manager or the team official delegated this responsibility if the Manager isn't on the bench at the time, must be obtained and will only be granted in extenuating circumstances.
- (i) Discipline in all situations is essential: bad language, discriminatory remarks and personal insults will not be tolerated and *penalties will be imposed.
- (j) Displays of bad temper will not be tolerated, e.g. throwing of bat, kicking helmet, etc.
*Penalties e.g. standing down from a game/number of games, will be imposed by the team officials.
- (k) Players in junior teams/Squads (Under 14, 16 & Under 18) shall have restricted use of mobile phones in their possession whilst on tour with a SQI Representative Team. Team managers will manage phone time allocation.
- (l) Any costs already incurred by SQI because of the late withdrawal/removal of a member of a representative team shall be the responsibility of the individual/family.
- (m) Abide by the SAL/SQI Players Code of Conduct, Member Protection and the SQI Disciplinary Policies.
- (n) Abide by the Softball Queensland Inc Constitution Rules and Policies.

** refer to the SQI Disciplinary Policy.*

DUTIES, ROLES AND RESPONSIBILITIES OF THE TEAM/SQUAD MANAGER

The Manager shall:-

- (a) Be appointed to the position for approximately 6 months or until such time as the position has been declared vacant.
- (b) Always have complete authority over the squad/team and the duty to uphold the SQI Rules and Policies & Procedures applicable to SQI Representative Squads/Teams. (Note: When on the playing field – at training or in games – the coach shall be deemed to have direct

responsibility for players and coaching staff, but still work under the authority of the Manager).

- (c) Be the official representative of SQI except when there is an appointed person as head of team delegation. (In such a situation, the control of the squad/team shall remain with the Manager.)
- (d) At all times endeavour to promote team harmony and convey to the squad/team the standards set down and expected by SQI. These include behaviour, punctuality, alcohol, curfews, team spirit, dress and discipline.
- (e) Attend all squad and team training sessions and camps.
- (f) Keep a record of attendance at all training sessions/camps and be responsible for ensuring that all attends.
- (g) Maintain comprehensive documentation of incidents and resultant procedures and outcomes.
- (h) Keep in regular communication with all players and other team officials. Advise all members of the dates and times of travel arrangements, accommodation, uniform requirements, training times and venues. Special attention to be paid to junior players travelling to join the group.
- (i) Take care of all squad/team commitments whilst in camp or travelling.
- (j) Delegate duties to other team officials from time to time as dictated by necessity or practicality.
- (k) Ensure that any illness or injury is appropriately reported, documented, and treated.
- (l) Permit no interference from outside the team (relatives, spectators etc.). Contact by relatives, spectators etc. to squad/team members shall be controlled by the Manager after consultation with the squad/team officials. The Manager may request assistance from outside squad/team personnel when needed after consultation with the other officials.
- (m) Contact SQI CEO to seek assistance/advice as required and advise of any potential major problems immediately.
- (n) The Manager will ensure that the SQI Office has a list of the names of the team members and the rooms to which they have been allocated a minimum of 4 weeks prior the Tournament.
- (o) The Manager will ensure that all team members are aware that property is to be treated with respect and that any damage to property will be the personal responsibility of the offender.
- (p) The Manager will ensure that team members keep their rooms neat and tidy.
- (q) Liaise with the coach re training times, activities, curfews, etc.
- (r) Liaise with the Coach re fitness of team members.
- (s) Ensure all property is returned in good order to SQI within 14 days of the completion of the Championship. At times it may be necessary to shorten this time (eg if another team needs the gear). (NB: Team Manager is responsible for issuing the team uniforms.)
- (t) Ensure all team accounts are entered into DEXT and returned to SQI Office within 7 days of completion of tournament or camp.
- (u) Report to the Operations Manager: -

- (i) non-attendance of a player at any training session
- (ii) within seven days, any injury at time of selection or incurred after selection by any player/s and to submit a fitness report by a qualified person to be forwarded to SQI within seven days of first notification.
- (iii) failure of a player to keep in training after selection.

In special circumstances approved by the Operations Manager, the Manager may give permission for a player to be absent from training.

- (j) Report to the Operations Manager any contravention of SQI Inc. Rules, By-Laws, Policies and Procedures by a player or official.
- (k) Be familiar with basic first aid procedures and in control of the official team first-aid kit. Administer and replace supplies and maintain an account of injuries sustained and resultant outcomes. Must have a current First Aid and CPR Certificate.
- (l) Ensure that water and ice (separate ice for injuries) are available at all training sessions, camps and games.
- (m) Co-operate with other teams regarding the sharing of training/camp facilities.
- (aa) Hold a current Suitability Card from the Commissioner for Children and Young People.
- (bb) Abide by the SAL/SQI Codes of Ethics/Conduct
- (cc) Abide by the Softball Queensland Inc Constitution Rules and Policies.

DUTIES, ROLES AND RESPONSIBILITIES OF THE HEAD COACH

The Head Coach shall:-

- (a) Be appointed to the position for approximately 6 months or until such time as the position has been declared vacant.
- (b) Always liaise with the Operations Manager, Pathways Coordinator and Satellite Coaches regarding training programs of squad/team members.
- (c) Be responsible for the development and conduct of Squad/Camp/Team programs, training and game management in consultation with the Elite Program Head Coach and Assistant/Specialist Coaches.
- (d) Attend all Squad and team training sessions and camps. Any intent to conduct training sessions outside the Brisbane area ***must*** be requested in writing to the Operations Manager at least 4 weeks prior to the session.
- (e) Assist with implementing other SQI and SAL programs where applicable.
- (f) Attend PPC meetings to develop, implement and review coach and athlete development programs (if living in SE QLD). If not resident in SE QLD, maintain regular contact with the PPC to discuss programs.
- (g) Attend courses and seminars conducted by Softball Queensland, Softball Australia and other lead agencies to ensure knowledge is updated.
- (h) Advise the Manager, Assistant/Specialist Coach/s and Statistician of training programs and set times, etc. in conjunction with them after consultation with the Operations Manager.

- (i) Maintain comprehensive documentation of incidents and resultant procedures and outcomes in consultation with the Manager.
- (j) Ensure all players in regional Squads, and their Satellite Coach, are informed in writing and in detail what training requirements are expected of them.
- (k) During tournaments, select the playing team each day in consultation with the Assistant/Specialist Coach/es and heeding advice from the Manager (on any illness, injury or disciplinary action, which may exclude a player from playing,) and Statistician.
- (l) Submit team to Manager prior to its announcement.
- (m) As soon as possible notify the Statistician of statistics required and when needed.
- (n) Ensure all SQI team playing equipment - kit, bag, balls, etc. is returned to the SQI office within 21 days of return from Championships.
- (o) Provide written reports/feedback on Squad programs and each individual athlete's performance, attitude and behaviour. The report is due to the Operations Manager 21 days prior to final selection of the State Team. Such report to be forwarded to the selectors for their information and consideration.
- (p) Set agreed outcomes, in consultation with the Pathways and Performance Committee, for the team's performance at each event/tournament.
- (q) Hold a current Suitability Card from the Commissioner for Children and Young People.
- (r) Abide by the SAL/SQI Codes of Ethics/Conduct
- (s) Abide by the Softball Queensland Inc Constitution including Rules and Policies.

DUTIES, ROLES AND RESPONSIBILITIES OF THE ASSISTANT AND SPECIALIST COACHES

Assistant and Specialist Coaches shall:-

- (a) Be appointed to the position for approximately 6 months or until such time as the position has been declared vacant.
- (b) Assist the Head Coach with the development and conduct of Squad/Camp/Team programs, training and game management.
- (c) Assist with implementing other SQI and SAL programs where applicable.
- (d) Attend all Squad and team training sessions and camps.
- (e) Attend Coaching meetings as required to develop, implement and review coach and athlete development programs (if living in SE QLD). If not resident in SE QLD, maintain regular contact with the Coaching Technical Directorate to discuss programs.
- (f) Attend courses and seminars conducted by the Softball Queensland, Softball Australia and other lead agencies to ensure knowledge is updated.
- (g) Maintain comprehensive documentation regarding incidents and resultant procedures and outcomes in consultation with the Manager.
- (h) In consultation with the Head Coach & Manager, provide written reports/feedback on Squads/teams program and performance.
- (i) Assist the Manager and other officials as required.

- (j) Hold a current Suitability Card from the Commissioner for Children and Young People.
 - (k) Abide by the SAL/SQI Codes of Ethics/Conduct
 - (l) Abide by the Softball Queensland Inc Constitution Rules, By-Laws and Policies.
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DUTIES, ROLES AND RESPONSIBILITIES OF THE TRAINEE COACH

The Trainee Coach shall:

- (a) Be appointed to the position for approximately 6 months or until such time as the position has been declared vacant
 - (b) Attend Squad/team training sessions and camps and be involved with all aspects of the Squad/team programs, at training and game management under the direction of the Head Coach.
 - (c) Assist with implementing other SQI and SAL programs where applicable.
 - (d) Attend courses and seminars conducted by the Softball Queensland, Softball Australia and other lead agencies to ensure knowledge is updated.
 - (e) Attend Coaching meetings as required to develop, implement and review coach and athlete development programs (if living in Southeast QLD). If not resident in Southeast QLD, contact Coaching Technical Directorate to discuss programs.
 - (f) Assist the Manager and other officials as required.
 - (g) Maintain comprehensive documentation regarding incidents and the resultant procedures and outcomes in consultation with the Manager.
 - (h) Hold a current Suitability Card from the Commissioner for Children and Young People.
 - (i) Abide by the SAL/SQI Codes of Ethics/Conduct
 - (j) Abide by the Softball Queensland Inc Constitution including Rules and Policies.
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DUTIES OF THE STATISTICIAN

The Statistician shall:-

- (a) Be appointed to the position for approximately 6 months or until such time as the position has been declared vacant
- (b) Act as Official Statistician of the team.
- (c) Attend Squad and team training sessions, camps and meetings.
- (d) Keep a true and accurate record of all games.
- (e) Prepare all statistics as reasonably requested by the Coach.
- (f) Be responsible for reporting results and game details to the appropriate people as directed. The results of the Grand Final should be phoned through to the SQI General Manager or President regardless the result.

- (g) Maintain comprehensive documentation of incidents and resultant procedures and outcomes.
- (h) Assist the Manager and other officials in any duties as required.
- (i) Supply a copy of statistics to Coach for his/her report.
- (j) Within 14 days of return from the Championship
 - 1. Return scorebook/sheets and copies of statistics to SQI.
 - 2. Forward to each player - a copy of the collated team statistics
 - his/her individual statistics
- (k) Attend seminars, courses etc to update and expand their knowledge and skills.
- (l) Hold a current Suitability Card from the Commissioner for Children and Young People.
- (m) Abide by the SAL/SQI Codes of Ethics/Conduct
- (n) Abide by the Softball Queensland Inc Constitution, Policies and Procedures.

REPORTING REQUIREMENTS

A combined report completed and signed by all team officials is required to be submitted to the SQI Operations Manager within 14 days of return from the Championship. The combined report must be a full and frank account, comprehensive and honest, of the team's performance and behaviour including but not limited to the following:

Uniforms	Travel - flights/ground transport
Accommodation and food	Injury and illness
Conduct of players	General observations
Team Selection	Incidents/problems experienced
Administrative personnel evaluation	Playing Venue
Weekly training and pre-tournament training	
Tournament Play (team/individual/opposition assessment/results)	
Communication with SQI Office & other personnel	
Recommendations for improvement in any/all areas	
SQI Expense card	

DUTIES OF THE PHYSIOTHERAPIST / TRAINER

If a Physiotherapist / Trainer is appointed to a state team he/she shall be regarded as a team official from the time of the appointment until the time when:-

- (a) the team returns from tour, or
- (b) the team disbands after a National Championship held at home.

The Physiotherapist / Trainer shall:-

- Use his/her professional expertise as or when needed.
 - Keep a comprehensive record of treatments.
 - Compile a report with recommendations, if any, to be forwarded to the Association within 14 days of return from Championship.
 - Hold a current Suitability Card from the Commissioner for Children and Young People.
 - Abide by the SAL/SQI Codes of Ethics/Conduct
 - Abide by the Softball Queensland Inc Constitution, Policies and Procedures.
 - Good communication with the team manager and head coach.
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DUTIES, ROLES AND RESPONSIBILITIES OF REPRESENTATIVE TEAM / SQUAD AND OFFICIALS

* Please read this table carefully to see who to approach about any questions you may have.

Remember: The team / squad manager is your **FIRST** point of contact

Role / responsibility	Manager	Head Coach	Assistant Specialist Coach	Statistician	Physio Trainer
Work together as a team unit within the team structure	X	X	X	X	
Assist Managers & Officials			X	X	X
Has authority over squad / team	X	X			
Official representative of SQI	X				
Keep a record of attendance	X				
Maintain records of injuries, resultant procedures & outcomes	X	X			X
Advise all members of necessary information (<i>travel arrangements etc</i>)	X				
Taking care of all squad/team commitments while in camp or travelling	X				
Liaise with the Head Coach	X		X	X	X
Report to CEO/OM any contravention of SQ Inc by a player or official	X	X			
Be familiar with basic first aid procedures	X	X	X		X
Ensure water & ice are available	X				
Assist / be responsible for development & conduct of programs, training & game management		X	X		
Attend all squad & team training sessions & camps	X	X	X	X	
Assist with implementing Softball Queensland Athlete Development, and Softball Australia programs, policies & procedures	X	X	X	X	X
Inform players in regional squads about training requirements		X	X		

ACCOMPANYING PERSONS POLICY

Preamble

SQI recognises the important role that family members and other significant persons play in the lives of Team Members, and the difficulties faced by athletes who must balance the training and competition requirements of national level sports participation with developing and maintaining their own personal relationships.

SQI encourages Team Members' family support of their participation in SQI programs and will seek to maximise the opportunities for such support during national and other competitions.

These guidelines have been developed by SQI coaches, athletes and support staff to promote understanding of the responsibilities of Team Members and the expectations of those who accompany them on official SQI tours.

Application

The following policy guidelines are applicable to all SQI Team Members whilst participating in official SQI events and Tours.

Definitions

"Accompanying Person" means a person (including a minor) who is a family member, partner or friend of a Team Member and who travels to an interstate or international destination concurrently with the SQI Team for the purposes of supporting that Team Member. Must seek written SQI approval.

"Primary Care Provider" means an Accompanying Person charged with the responsibility of caring for a Minor whilst on Tour.

"Softball Activities" includes but is not limited to the following:

- Team meetings
- Team meals
- Travel to and from competition and training venues
- Rest time
- Recovery sessions
- Training sessions
- Team activities
- Games
- Team house-keeping chores
- Any other times or activities as deemed necessary by the Team Manager

"Team Manager" means the person appointed to such role by the SQI and who is ultimately responsible for the management of the Team and Team Members during all aspects of Tours.

"Team Member" means a player, coach or official selected in a SQI Squad or team ("Team") for the purposes of training and / or competition.

"Team Room" means the accommodation booked by the SQI for use by Team Members during Tours.

"Tour" means any travel conducted by a SQI Team for the purposes of training and / or competition both domestically and overseas, commencing on the date of departure of Team Members from their place of residence and concluding upon the return of Team Members to such residence.

Minors

Where an Accompanying Person is under the age of 18 years ("Minor") an additional person must accompany the Minor on Tour to fulfil the role of Primary Care Provider in respect of the minor at all times during the Tour.

It is expected that the Primary Care Provider will take primary responsibility for all of the needs of the minor(s), including but not limited to bathing, clothing, feeding, comforting, following routines etc, to enable Team Members to focus on training and competing.

The Primary Care Provider must be competent in sole care of the minor(s).

The Primary Care Provider must be familiar with the guidelines set out in this policy and should not expect Team Members to be available to assist in caring for the minor(s) during times allocated to Softball Activities.

Team Officials must advise Primary Care Providers of their responsibility to take all reasonable steps to support Team Members to be relaxed and focussed on training and competition.

Accommodation and Access

Only SQI Team Members are permitted to be accommodated over-night in Team Rooms.

All SQI Team Members are required to be accommodated in such motels and rooms as are allocated to them by the Team Manager.

Accompanying Persons are to be accommodated in separate rooms to Team Members. This allows for normal dynamics of the team, and adequate rest and recovery for all Team Members.

Accompanying Persons should endeavour to stay in separate accommodation from Team Members where possible. In the event of Accompanying Persons staying in the same accommodation as Team Members, it is requested that they stay on a separate floor or section of that accommodation.

Team Members should have regular access and contact with Accompanying Persons. Regular access should be construed as daily contact unless the workload of the Team Member or team schedule does not permit.

Travel

Accompanying Persons will not be permitted to accompany Team Members on the way to and from competition or training as this is deemed to be included within the definition of Softball Activities.

Accompanying Persons may accompany Team Members on flights travelling to and from their Tour destination. The cost of this travel is the responsibility of the Team Member or the Accompanying Person(s).

Health Issues

In circumstances where Accompanying Persons suffer serious injury or illness during the course of an SQI Tour every effort will be made to enable Team Members to support and care for the Accompanying Person. The SQI Team Manager will be responsible for final decisions on the appropriate course of action to be taken in any circumstance.

In notifying Team Members of minor injuries or illnesses suffered by Minors, it is expected that Primary Care Providers will consider the Team Member's level of anxiety and concern and endeavour to keep this to a minimum.

The Team Manager will assist Team Members to identify appropriate local support people, such as host families, in the event of a Primary Care Provider becoming ill or injured whilst on Tour. This should be arranged prior to departure.

Support

It is recognised that the SQI have no jurisdiction over the conduct and activity of non-Team Members travelling to Team destinations. However, SQI firmly considers this policy to be in the best interests of all Team Members and will assist in the optimal functioning of the Team. It is expected that all Team Members will work toward the successful functioning of the Accompany Persons Policy in support of the recognition that family members and close friends can be valued contributors to the Softball Queensland Team.

REPRESENTATIVE INJURY MANAGEMENT POLICY

All SQI representative squad/team members must adhere to the following procedures in regards to injury management:

1. It is highly recommended that players undertake a musculo-skeletal profile which is conducted by approved physiotherapists. The players are required to follow any program as directed.
2. In the event of an injury Squad/team members must consult with a Sport Medicine Doctor or a Sports Physiotherapist **IMMEDIATELY**.

Note: This means BEFORE the next training.

3. After the consultation, players are to submit a full report from their Sports Medicine Doctor or Sports Physio to their Team Manager. It is essential that the report contains the following information:
 - Exactly what the injury is
 - The treatment being administered
 - The recommended rehabilitation program to be followed
 - The anticipated time frame for full recovery (e.g. how long before the player can play a full game without any impediment).
 - What is the player allowed to do at training (e.g. running only or batting but no throwing etc).
4. At least every fortnight, a written report from the doctor or physio must be submitted to the Team Manager on the progress being made with the treatment of the injury.
5. In some cases where the injury isn't responding to treatment SQI may request that a second opinion is sought.
6. Team/Squad members must attend all trainings during their rehabilitation period.
7. A full medical clearance from the medical practitioner (doctor or physio treating the injury), in writing, is to be submitted to the manager prior to recommencement of full training.

Note: All injuries must be treated. Minor injuries may require ice and stretching only. Major injuries should be treated immediately. Injuries left untreated are detrimental to the team's performance and will not be tolerated.

PAYMENTS & LODGEMENT OF FORMS INFORMATION

*****Please read VERY carefully*****

All players selected in a SQI State Team will be invoiced for the associated costs to attend the Australian National Championships in December/January. The invoice amount includes: airfares, accommodation, ground transport and a team kitty that covers food and other incidentals required throughout the duration of the tournament.

All players selected in a State Team are required to pay an initial \$800 deposit within 14 days of team selection, with the remainder of the final invoice due 14 days prior to departure. All accounts are to be paid in full by this date or the player will risk withdrawal from the team.

If a person would like an extension to pay an account this must be put in writing to the SQI CEO immediately upon selection. Should the request be granted, a payment plan will be discussed, agreed and then must strictly adhered to. Failure to comply will also result in penalties and / or withdrawal.

In extenuating circumstances, an extension of time may be granted (*following a request made in writing*); however, all outstanding / late payments **MUST** be made **IN FULL, NO LATER THAN 7 DAYS PRIOR TO THE TEAM DEPARTING FOR THE CHAMPIONSHIP.**

If a player withdraws from the team once all bookings have been finalised, they will still be invoiced for all costs that cannot be recouped, including airfare, accommodation and ground transport.

Unfortunately, in recent years, a number of SQI Representative Team Members have been slow in submitting forms and payments required for participation in a SQI team. This has impacted negatively on many people in various ways including:

- The Team (when a person has been withdrawn)
- The Coach (team preparation and performance)
- The Team Manager (who is constantly chasing people, becoming frustrated and stressed)
- The SQI Uniform Officer (ordering and distribution of uniforms)
- The SQI Office (holding up bookings, Softball Australia & SQI administration requirements)

There are in excess of 400 people involved across the 14 SQI Representative squad/Teams. When people don't comply with timeframes etc., it has a domino effect causing additional work, frustration and at times, embarrassment.

It is essential for everyone to work together to make all jobs easier and more enjoyable. We therefore ask you to be diligent in completing the forms and sending payments when they are due.

Failure to comply with the submission of forms and payments will result in recommendations being made for fines or other penalties to be imposed on the offending people and in some cases removal from the team/squad.

Credit card/EFTPOS or Electronic Funds Transfer ONLY will be accepted for all payments, NO PERSONAL CHEQUES. If full payment is not received by the due date and no extension has been granted, then the team member concerned will be automatically withdrawn from the team, any airline ticket cancelled and any costs unrecoverable by SQL will remain the responsibility of the team member concerned.

Please complete all tasks in the required timeframe



PAYMENT OPTIONS

- *Credit card:* Credit card payments must be completed over the phone or in person at the SQL office.
 - * **PLEASE NOTE:** As at the November 2004 Board meeting it was passed that a 2% surcharge would be applied to Credit Charge Transactions from 1 January, 2005. This charge will help offset service fees and charges made of the Association to provide this facility.
- *EFTPOS:* This facility is available for use personally in the SQL office only.
- *Internet transfer / Direct Deposit:*
 - *Bank:* NAB
 - *BSB:* 084-391
 - *Acct #:* 557 965 352
- ♦ When making a direct deposit, please ensure that the player/s/official's name, team and invoice number (if known) appears in the reference line so the SQL Finance Department knows who the payment is for.
- ♦ You must provide written confirmation to SQL of your deposit stating your name, team, date deposited and amount deposited.
- ♦ Payment can be made by via phone to:

The Operations Manager

Softball Queensland Inc

07 3391 2447

COMMUNICATION

Managers and Players

It is encouraged that at all times players are to be responsible for themselves. At times when a team manager needs to communicate with players they will be notified at training and all relevant information will be provided to them in writing via Team App

Depending on the importance of the information managers may also post / email memos to players thereby increasing the likelihood that you will get to read the memo and receive notification of any issues or important information you may need to know about. In some cases where messages are urgent (e.g. mid-week trainings cancelled due to wet weather) managers may communicate via text message or calls to mobile phones.

Managers and Parents / Guardians

Team managers are the first point of contact for parents. You should always contact the team manager before any other official should you have any questions or concerns.

Parent / Guardians and Players

SQI recognises the important role family members and other significant persons play in the lives of team members and highly encourages families' support of team members' participation. However, certain restrictions apply with regards to the amount of 'family time' that is permitted whilst a team is travelling or playing away. SQI rules state that contact by relatives, spectators etc. to squad / team members shall be controlled by the team manager. This being the case it is ultimately the team manager's decision as to what restrictions are to be imposed on players and their families. Please consult your child's team manager as to their policy on this matter.

Team Facebook Groups

Softball Queensland encourages state teams to utilise private / closed state team facebook groups as a form of communication and to build team unity. The team manager is responsible for establishing and administering the facebook group.

The team manager is also required to add the SQI Operations Manager to the group. The Operations Manager will use this closed group as a method of providing any relevant information to players and will monitor the activity of the group.

The state team facebook groups **must** remain a closed group and are to be used solely as a method of communication about state team matters. The team Facebook groups is to provide communication players/families/officials/SQI and is not a medium for personal comments to be posted. At the end of the national tournaments, managers are to close the facebook groups. All photos and comments posted in this group must not breach the SQI Social Media Policy.

Mobile phones

When a team is travelling or playing away there are certain restrictions with regards to players' usage of mobile phones. The SQI policy on mobile phones states that players in junior teams / squads (*Under 16 & Under 18*) shall not be permitted to have mobile phones in their possession whilst on tour with a SQI Representative Team. Time is usually allocated by the team manager for players to make phone calls. However, it is recognized that mobile phones are now considered to be a way of life, therefore it is the team manager's decision as to what restrictions are to be imposed on their players. Please consult your child's team manager as to their policy on mobile phones.

PARTICIPATION

With the exception of the Under 14 SQI Regional teams, SQI does not prescribe a set amount of game time that players must be given during a national championship. The primary goal for State Teams playing in National Championships is to win. However, SQI does have an expectation that all players will be given an opportunity to participate in some capacity during the round games and that the team which plays in each of the games during the finals series will be the team the coaching staff decides has the best chance of winning that game.

Many factors will be taken into consideration when determining who plays each game including sickness, injury, behavior, emotional maturity, form, specific position requirements, the opposition, ladder position etc.

Should you have any questions, please don't hesitate to ask your child's team manager.

GOVERNMENT FUNDING

Some players and officials may be eligible for funding under various local, state and federal government programs including indigenous programs. As many of these programs require the organisation to manage and acquit the funding, all applications are to be sent to the Operations Manager on admin@softballqld.asn.au. Players and officials will be responsible for paying the balance of all invoices by the due date and in accordance with SQI policies.

SPONSORSHIP AND DONATIONS

1. General

Team Managers and individual team members are permitted to canvass for team and individual sponsorship and donations.

No person or organisation is permitted to make a commitment on behalf of Softball Queensland when developing sponsorship offers without the express written permission of the Softball Queensland CEO.

Sponsorship must NOT be in conflict with Softball Queensland sponsorship, particularly the official SQI uniform and apparel supplier.

2. Team Sponsorship and Donations

All details of proposed team sponsorship and donations must be discussed with and approved by SQI CEO prior to any discussion with a prospective sponsor.

All team sponsorship agreements must be in writing and signed by the SQI CEO prior to making any arrangements for servicing the sponsor.

3. Individual Team Member Sponsorship and Donations

Individual team members are permitted to canvass for individual sponsorship and donations.

All details of proposed sponsorship and proposed acknowledgment of donations must be advised to SQI CEO prior to any discussion with a prospective sponsor.

Written permission must be gained from the SQI CEO for the use of any logo or graphics or any marketing/promotional collateral on any item / garment that identifies a person as representing SQI or the sport of softball.

A copy of all sponsorship agreements must be provided to the SQI CEO before signing with the sponsor.

Under no circumstances is sponsorship permitted where it is in conflict with a Softball Queensland sponsorship, particularly the official SQI uniform and apparel supplier.

Personal sponsorship is NOT permitted in any capacity on the official playing / on diamond uniform, walk out uniform or official polo shirt.

SQI approved personal sponsorship logos are permitted on training shirt /shorts /tracksuit.

UNIFORM DETAILS

The State Team Uniform comprises the items listed below. The uniform items are purchased via the on-line system through the SQI website.

Full details of how to access the site are provided separately.

All State Team uniform purchases must be completed no later than six (6) weeks prior to departure for the championship. The State Team Uniform kit comprises:

UNIFORM KIT:

The following garments are only available through online shop link

- ♦ Playing shirt (name and number on the back of the shirt. The number is allocated by SQI)
- ♦ Playing shorts - white (*females only*)
- ♦ Tracksuit (*top & pants*)
- ♦ Training polo shirt (*worn at day/night training*)
- ♦ Training shorts
- ♦ Walkout Polo Shirt
- ♦ Cap
- ♦ Visor (*females only*)
- ♦ Softball socks
- ♦ Ankle Socks

The following items are to be purchased from retail outlets.

- ♦ Black slacks (*walkout uniform*)
- ♦ Black shoes (*No thongs: female players to see their team manager regarding style*)
- ♦ Playing pants ~ white (*players are to purchase their own playing pants/knickerbockers*)
- ♦ Batting helmet ~ clean white helmet (SQI will supply the maroon "Q" to be placed on the front)
- ♦ Kit Bag: ~ Easton brand, black in colour (own choice of style)

NOTE: Team members are only permitted to purchase 1 (one) playing shirt and cap, however are able to purchase multiple pairs of socks etc.

Bags – SQI backpack and travel bags are available for purchase via the online link. Both items are available for purchase by team members and supporters.

HELMETS:

Batting helmets must be white, meet the minimum safety standards and in good condition, free from stickers, artwork and offensive names. Players are permitted to have their name or nickname (non-offensive) and/or number on the back of the helmet.

Softball Queensland will provide a 'Q' to be placed on the front of each helmet.

Catchers helmets must be in good condition and free from all decoration.

CAPS / VISORS:

In accordance with the Official Rule Book, during games (on field) female players may wear a cap or visor or headband provided all are the official Queensland registered colour. Caps and visors are not to be worn by parents.

SUPPORTERS ITEMS:

Supporters items will be available for family and friends to purchase in the online portal.

JEWELLERY

The wearing of jewellery during training and games is a risk to both the person wearing the jewellery and other persons participating in the activity. Previously it has been left to the umpire's judgment as to whether any items of jewellery worn by a player were considered to be dangerous. There is now no judgment involved in this ruling.

Rule 3, Sec 8g: DISTRACTING ADORNMENTS

No exposed items, including jewelry, judged by the umpire to be distracting to opposing players may be worn or displayed. The umpire shall require the item to be removed or covered. Medical alert bracelets and/or necklaces, if deemed distracting shall be required to be taped to the body in such a manner that the medical alert information is visible.

It is noted that players are responsible for their own safety and the safety of other players.

Distracting Adornments can include items of personal adornment (*jewellery*) and for the purpose of Rule 3, Sec 8g, would relate to items that are 'ordinarily visible'. If it is not 'ordinarily visible' the item is either inside some part of the wearer's body or is covered by the player's uniform and, whilst possibly still some risk to the wearer (and it is their choice to expose themselves to that risk), should not constitute a risk to any other participant.

Team Managers are responsible for ensuring that the rule is applied both during games and training. No coach, nor other official, nor player has the right to challenge the Team Manager on this matter. Ultimately players need to make the final decision, as to either abide by the rule or not play.

TEAM MEMBERS FROM REGIONAL QUEENSLAND

The following is the policy relating to the timeframe that players and officials from regional areas of Queensland selected in SQI Representative Teams are required to be in Brisbane for preparation for the tournament.

Members of Under 16 & 18 Teams SQI Representative Teams, whose normal place of residence is more than 2 hours drive from Brisbane, are required to be in 'team camp' for final preparation for the tournament at the discretion of the coach, but no more than two weeks prior to departure for the National Championship. Consideration must be given to employment conditions.

Players in Under 23 & Open Teams are to negotiate the time of arrival in Brisbane prior to departure for the tournament with their team manager and head coach. Consideration must be given to employment conditions.

Any team member who lives outside the Brisbane area is required to make his or her own travel arrangements to arrive in Brisbane on the date set by the Team Manager. It is the responsibility of each team member to contact the Team Manager for this date. Team Members from regional Queensland must complete the travel form and submit to the Operations Manager for forwarding to the Team Manager.

BILLETING

All billeting arrangements must be made by the Team Manager in full consultation with the parents of an underage player.

Players from regional areas of Queensland are permitted to stay with relatives or family friends. If parents choose for their child to stay with relatives or family friends, the parents are responsible for ensuring that the appointed guardian accepts and understands their responsibility to ensure the player attends all team sessions that are set down by the team officials and other directions in relation to their participation in the team eg medical treatment etc

FLIGHTS

SQI endeavors to get the cheapest airfares possible for our Representative teams. Fares are NOT always going to be fully transferable and refundable. This is because these benefits are no longer available to us for all flights. Also, the cheaper fares have conditions on them that in the past weren't always applicable to us.

If you wish to alter your **return** flights from the National Championships, you **MUST** put your request in writing to the SQI Office at the time of your selection. This is because the team flights will be confirmed with the travel agent at that time. There may be an on-cost applicable.

Any changes to flight bookings made after the confirmation date, e.g. amendments, cancellations where there is a cost incurred for the change, such costs will be at your own expense.

NUTRITION INFORMATION

Training Diet



Representative Softball players can have busy lifestyles as training is usually combined with work, school, study or other commitments. Planning ahead is essential to ensure nutritional requirements are met adequately.

Softball players need to base their intake on high-nutrient foods (cereals, fruit, vegetables, low-fat dairy products, lean meat and poultry, fish, nuts, seeds, legumes etc.) and consume low-nutrient foods (soft drink, confectionery, cakes, biscuit, fried foods etc.) in smaller quantities.

The intensity of training sessions can vary greatly. It is therefore important to match food intake (energy and carbohydrate) to the activity level of each day. Food intake needs to be timed well to enhance recovery between sessions when you have more than one strenuous training session per day. Meal times should be organised around training sessions, so that usual meals or snacks can double as a recovery meal as soon as possible after each training session. This is especially helpful for players trying to watch their weight or skin folds, rather than needing to add in extra meals. Extra snacks such as yoghurt, fruit, dried fruit and cereal bars are good snack choices to have on heavier training days.

Fluid Needs

Softball players need to be especially careful to prevent dehydration. You are at increased risk because you compete outdoors and can have up to 2 - 3 games a day. It is not possible to recommend a certain amount of fluid for all softball players. Each athlete's fluid requirements vary according to the individual's initial hydration level, sweat rates, game duration, game intensity, temperature and humidity. If a player tends to get very dehydrated, experience muscle cramps or sweat excessively it is especially recommended to choose fluids that contain electrolytes (*such as sports drinks*) in combination with water. Water should be at room temperature or slightly cooler to make it more palatable for the athlete, ensuring a greater amount is taken in.



Body Fat Levels

Softball can involve long hours of low intensity activity with only short bursts of high intensity work. The most successful softball players tend to be strong, powerful and very quick. While, very low body fat levels are not necessary for softball players, high body fat levels can restrict speed, agility, efficiency and heat dissipation, hence impairing performance. Softball players that want to lose body fat need to assess their training load and/or their nutritional intake.

To keep a lean and powerful body, low nutrient foods and drinks (e.g. *soft drinks, sweets, cakes, chocolate, fried foods, takeaway foods, biscuits and alcohol*) should be limited. Meals and snacks based on high nutrient foods and drinks (e.g. *less processed cereals, fruit, vegetables, low fat dairy products, lean meat, chicken, fish, soy products, nuts, seeds, legumes and water*) are a better choice. Reducing meal portion sizes and/or eliminating snacks from their diet can also help players manage their body weight. Another good strategy for losing body fat is to replace low nutrient food with healthier, lower fat alternative.

Dietary strategies may involve:

- Reducing the total quantity of food consumed.
- Replacing low-nutrient foods (*chips, chocolate, confectionery, soft drink*) with high-nutrient and/or low fat alternatives (*fruit, nuts, low-fat dairy foods etc.*)
- Assessing snacking behaviour - snacks may not be necessary on low activity days



If players want to reduce their body fat, it may be necessary to assess their training load and add some extra aerobic training sessions in addition to other training sessions. Unless regular conditioning sessions are included in training, some players may have problems maintaining a desirable body composition. Players should first consult their coach to make sure that this will not affect their training performance.

Eating pre-event

Softball players should:

- Choose a meal based on low glycaemic index carbohydrates and which also contains some protein
- Ideally have their pre-event meal 2-4hours before game time
- Have appropriate pre-event meals. Good choices include: breakfast cereal, pasta (*with a low fat sauce*), baked beans on toast, fruit salad and yoghurt, sandwiches or noodles
- Choose a liquid meal that's easy for their body to digest, such as a fruit smoothie or Sustagen drink before games especially if they feel nervous or nauseous

Specific nutrition information available at www.sportsdieticians.com

Game Day Nutrition



Softball players need to begin each game fuelled and properly hydrated. Ideally, a meal that is based on carbohydrate and includes some protein, vitamins and minerals and a small amount of fat should be consumed before a game. Good choices include: cereal, yoghurt, sandwiches, pasta and fruit. Ideally players should eat 2-4 hours before the game begins. Including fluid choices such as water, cordial, sports drink or sometimes fruit juices with this meal is a good way of ensuring fluid needs are also met. A drink other than water also provides a different taste that will encourage fluid intake.

Time spent in the dugout area while waiting to bat provides opportunity for players to re-hydrate and replace sweat losses throughout the game by constantly sipping fluids (ideally water, sports water or light sports drinks). Sports drinks are recommended when softball players are particularly active as they contain carbohydrate as well as potassium and good sugars.

In most cases it will be unnecessary to eat during a game. However, in some cases, snacks such as fruit and cereal bars may be necessary to manage hunger during particularly long games.

On days where more than one game is played, recovery is a major concern. At the end of a game, players need to replace fluids and carbohydrates. If the next meal is more than an hour away, players should have a carbohydrate-based snack (e.g. sandwiches, fruit, yoghurt, milk drinks or cereal bars) in conjunction with fluids (e.g. sports drinks, cordial, juice or water) as soon as possible after finishing the game.

Eating post-event

It is crucial to recover well between each training session, to enable your muscles to recover and adapt to each training session. An ideal recovery meal should be eaten as soon as possible after each event or training session. Your child's recovery meal should consist of 1g of carbohydrate / kg body weight, plus 10-20g protein (e.g. tuna with crackers; ham and salad sandwiches; or a protein drink and muesli bar). If your child has greater than an hour between games, water and a carbohydrate snack (e.g. fruit, sandwich, yoghurt, milk drink, sports drink or fruit bar) should be consumed as soon as possible after finishing the first game.

'Away' games

When you are playing away from home it is the manager's responsibility to organise, arrange or in some cases prepare team meals. Your team manager should be contacted prior to the departure of the team if you have any specific nutritional requirements.

Other articles relevant to an athlete's nutrition requirements include:

- | | |
|--|--|
| ▪ Body Fat Control and Making Weight | ▪ Nutrition and the Travelling Athlete |
| ▪ Sports Drinks | ▪ School Lunchbox Ideas |
| ▪ Eating and Drinking Before Sport | ▪ Glycaemic Index |
| ▪ Eating and Drinking During and After Sport | ▪ Body fat control and Making weight |
| ▪ Fighting Fatigue | ▪ Fluids in Sport |
| ▪ Cramps and stitches | ▪ Monitoring Body Composition |

The above articles and other relevant information can be downloaded as Fact sheets from
<http://www.sportsdietitians.com.au/>

SportsDietitians
AUSTRALIA

GENERAL CODE OF ETHICS

As a member and participant of Softball Australia Ltd, Softball Queensland Inc, a Member District Association or Affiliated Club, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Softball Australia Ltd, Softball Queensland Inc, a Member District Association or Affiliated Club and in any role you hold within Softball Australia Ltd, Softball Queensland Inc, a Member Association or Affiliated Club:

1. Respect the rights dignity and worth of others;
2. Be fair, considerate and honest in all dealing with others;
3. Be professional in, and accept responsibility for your actions;
4. Make a commitment to providing quality service;
5. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example;
6. Be aware of, and maintain an uncompromising adherence to Softball Australia Ltd and Softball Queensland Inc standards, rules, by-laws, regulations and policies;
7. Operate within the rules of softball including national and international guidelines which govern Softball Australia and the Member States;
8. Understand your responsibility if you breach, or are aware of any breaches of this Code of Conduct & Ethics;
9. Do not use your involvement with Softball Australia Ltd or a Member State to promote your own beliefs, behaviours or practices where these are inconsistent with those of Softball Australia Ltd and the Member States;
10. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible;
11. Refrain from any form of abuse towards others;
12. Refrain from any form of harassment towards, or discrimination of, others;
13. Provide a safe environment for the conduct of the activity;
14. Show concern and caution towards others who may be sick or injured;
15. Be a positive role model.

PLAYERS CODE OF CONDUCT

As a participant in any activity held by or under the auspices of Softball Australia Ltd, Softball Queensland Inc, a Member District Association or Affiliated Club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Be a positive role model for Softball at all times, and accept responsibility for your actions.
2. Participate within the competition conditions and rules, and in the spirit of fair play.
3. Respect opposition players and officials and treat them with proper regard for their rights, obligations and position held in Softball or the community.

4. Refrain from offensive or abusive language and gestures.
5. Accept victory and defeat with dignity.
6. Comply with Umpires' decisions in a professional manner.
7. Maintain high standards of personal hygiene and appearance.
8. Cooperate with all official requests to promote and market Softball in a professional manner.
9. Behave with dignity and respect when in public.
10. Refrain from making sexist or racist jokes, jokes about a particular sexual orientation, or jokes about an athlete, coach's or other participant's ability.
11. Refrain from making derogatory or demeaning remarks about any athletes, coaches or participants.
12. Refrain from using profane, insulting, harassing or otherwise offensive language.
13. Refrain from making sexual innuendoes towards any athletes, coaches or participants.
14. Do not tolerate or respond to acts of aggression.
15. Players should, at all times, avoid intimate relationships with their coach.
16. Perform any duties and responsibilities where you are a representative of the Queensland Softball Association and/or the Australian Softball Federation in a mature, fair and professional manner.
17. Refrain from engaging in any behaviour as listed under the definitions of harassment and discrimination, outlined in the SQI/SAL Member Protection Policy

ADMINISTRATORS CODE OF CONDUCT

As an administrator of Softball Australia Ltd, Softball Queensland Inc, a Member Association or Affiliated Club, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Softball Australia Ltd or a Member State and in any role you hold within Softball Australia Ltd or a Member State:

1. Be fair, considerate and honest in all dealing with others.
2. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
4. Resolve conflicts fairly and promptly through established procedures.
5. Maintain strict impartiality.
6. Maintain a safe environment for you and others.
7. Be aware of your legal responsibilities.
8. Be a positive role model for others.

COACH'S CODE OF ETHICS

The purpose of this code is to establish and maintain standards for members and participants of Softball Australia Ltd, Softball Queensland Inc, a Member District Association or Affiliated Club who undertake coaching duties. Coaching is a deliberately undertaken responsibility and as a coach appointed by Softball Australia Ltd, Softball Queensland Inc, a Member District Association or Affiliated Club you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Softball Australia Ltd, Softball Queensland Inc, a Member District Association or Affiliated Club and in any role you hold within Softball Australia Ltd or Softball Queensland Inc.

1. Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability.
 - *Refrain from any discriminatory practices on the basis of age, gender, religion, ethnic origin or ability of athletes.*
2. Endeavour to ensure the athlete's time spent with you is a positive experience.
 - *Respect the talent, development stage and goals of each individual athlete.*
3. Treat each athlete as an individual and help him or her reach their full potential.
 - *Provide training programs that are planned and sequential and suitable for the age, experience and ability of the athletes.*
4. Be fair, considerate and honest with athletes.
 - *Be reasonable in your demands on your athletes' time and ensure there is an appropriate balance between sporting involvement, education and career objectives.*
 - *Implement clear rules for athletes in training and general conduct.*
5. Be professional in your appearance and manner and accept responsibility for your actions.
 - *Display high standards in language, manner, punctuality, preparation and presentation.*
 - *Display control, respect dignity and professionalism to all involved with softball (including opponents, coaches, officials, umpires, scorers, administrators, the media, parents, and spectators) and encourage your athletes to demonstrate the same qualities.*
6. Make a commitment to providing a quality service to your athletes, your State and SAL, by continually improving your coaching knowledge and skill.
 - *Maintain and improve your NCAS accreditation.*
 - *Seek continual self-improvement through performance appraisal and ongoing education.*
7. Operate within the rules and spirit of the sport.
 - *Abide by and respect the regulations governing softball and sport generally and the organisations and individuals administering those regulations.*
 - *Reject the use of performance enhancing drugs in sport and abide by the regulations of the relevant National and International Sporting organisations and government regulatory bodies.*
8. Ensure physical contact with athletes is appropriate to the situation and necessary for the athlete's skill development.*
 - *Inappropriate physical contact is a form of sexual harassment.*
9. Refrain from any form of personal abuse towards your athletes.*
 - *This includes verbal, physical and emotional abuse.*
10. Refrain from any form of sexual harassment towards your athletes.*
 - *This includes explicit, implicit, verbal and non-verbal sexual harassment.*
 - *Refrain from initiating a relationship with an athlete and also discourage, in a sensitive manner, an attempt by an athlete to initiate a sexual relationship with you.*
11. Provide a safe environment for training and competition.

- *Ensure that equipment and facilities meet safety standards and are appropriate for the age and ability of the athletes.*
12. Show consideration and caution towards sick and injured athletes.
- *Provide a modified training program where appropriate.*
 - *Allow further participation in training and competitions only when appropriate.*
 - *When necessary, follow the advice of a reputable doctor or physiotherapist when determining when a sick or injured athlete is ready to recommence training or competition.*
13. Be a positive role model for Softball and your athletes.

**Please refer to the Softball Australia Ltd & Softball Queensland Inc Member Protection Policy for more information on harassment issues.*

ZERO TOLERANCE POLICY

1 Preamble

- (a) Softball Queensland Inc (SQI) recognises the importance of providing a safe and enjoyable environment for all those who participate in softball in Queensland.
- (b) SQI does not tolerate abuse in any of its forms, and has developed this Policy to clearly outline the processes and penalties to be applied.
- (c) This Policy is to be read and applied, where applicable, with the Member Protection Policy, SQI Constitution.
- (d) This Policy is to be adopted by all District Softball Associations affiliated to SQI to ensure a common acceptable standard of behaviour, processes and penalties are applied. All District Softball Associations shall adopt this Policy.
- (e) The Policy shall apply to all District Softball Associations, clubs, teams and registered players. District Softball Associations shall adopt this Policy. The Policy shall where appropriate be read to apply to all District Softball Associations in lieu of SQI.
- (f) The penalties associated with this Policy are outlined and should be followed as a component of this Policy. Penalties may change and/or categories added at the discretion of the Board of SQI.
- (g) A District Softball Association may refer and delegate a matter to SQI to deal with in accordance with this Policy in such circumstances where it the District Softball Association is unable to deal with the matter objectively and without conflict and bias or such other circumstances as may be agreed to by SQI.

SOFTBALL AUSTRALIA ANTI-DOPING POLICY

All players must adhere to the Softball Australia Anti-Doping policy. Please see below the link the policy on the Softball Australia website

[Forms, Policies, Guidelines and more - Softball Australia](#)



SOFTBALL QUEENSLAND

SOCIAL MEDIA POLICY

1.0 Purpose

Social media (see 2.0 below for definition) offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, Softball Queensland (SQ) recognises the benefits of social media as an important tool of engagement and enrichment for its members.

SQ, its District Associations and clubs have long histories and are highly respected organisations. It is important that Softball Queensland's reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation.

When someone clearly identifies their association with Softball Queensland, and/or discusses their involvement in the organisation in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with SQ's stated values and policies.

This policy aims to provide some guiding principles to follow when using social media. This policy does not apply to the personal use of social media platforms by SQ members or staff where the SQ member or staff makes no reference to SQ or related issues.

2.0 Scope

This policy applies to SQ members, staff or any individual representing themselves or passing themselves off as being a member of SQ.

This policy covers all forms of social media. Social media includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Shutterfly, Twitter or MySpace);
- Content sharing include Flickr (photo sharing) and YouTube (video sharing);
- Commenting on blogs for personal or business reasons;
- Leaving product or service reviews on retailer sites, or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page.

The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, clients, sponsors or Softball as an organisation.

3.0 Guiding Principles

- 3.1 The web is not anonymous. SQ members and staff should assume that everything they write can be traced back to them.
- 3.2 Due to the nature of Softball in Queensland, the boundaries between a member's profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity as a volunteer for SQ. SQ considers all members of SQ are its representatives.
- 3.3 Honesty is always the best policy, especially online. It is important that SQ members think of the web as a permanent record of online actions and opinions.
- 3.4 When using the Internet for professional or personal pursuits, all members must respect the SQ brand and follow the guidelines in place to ensure SQ's intellectual property or its relationships with sponsors and stakeholders is not compromised (see 5.0 below), or the organisation is brought into disrepute.

4.0 Usage

- 4.1 For SQ members and staff using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames;
- Must not comment on, or publish, information that is confidential or in any way sensitive to SQ, its affiliates, partners or sponsors; and
- Must not bring the organisation or softball into disrepute.

For SQ staff using social media, such use:

- Must not interfere with work commitments.

- 4.2 Furthermore, SQ members and staff may not use the SQ brand (see 5.0 below) to endorse or promote any product, opinion, cause or political candidate; and it must be abundantly clear to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of SQ.

5.0 Branding and Intellectual Property (IP)

It is important that any trademarks belonging to SQ or any District Association, club or team are not used in personal social media applications, except where such use can be considered incidental – (where incidental is taken to mean “happening in subordinate conjunction with something else.”). Trademarks include:

- Softball Queensland, District Association and club logos;
- The Queensland Heat and Queensland Patriots names or any other associated slogans;
- Images depicting softball volunteers, staff and/or equipment, except with the permission of those individuals;
- Other SQ imagery including the Queensland Representative team caps and uniforms.

6.0 Official Softball Queensland (SQ) blogs, social pages and online forums

When creating a new website, social networking page or forum for staff/association/club member use, care should be taken to ensure the appropriate person at a club/association /state level has given written consent to create the page or forum.

Similarly, appropriate permissions must be obtained for the use of logos or images. Images of minor children may not be replicated on any site without the written permission of the child’s parent and/or guardian.

For official SQ blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content;
- Some hosted sites may sell the right to advertise on their sites through ‘pop up’ content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the ‘pop up’ content cannot be controlled;
- SQ employees must not use SQ online pages to promote personal projects; and
- All materials published or used must respect the copyright of third parties.

7.0 Consideration towards others when using social networking sites

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. SQ members and staff must recognise that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private SQ event will not appear publicly on the Internet. In certain situations, SQ members or staff could potentially breach the privacy act or inadvertently make SQ liable for breach of copyright.

SQ members or staff should be considerate to others in such circumstance and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.

- 7.1 Under no circumstance should offensive comments be made about SQ members or staff online.

8.0 Breach of Policy

- 8.1 SQ, its District Associations and clubs continually monitor online activity in relation to the organisation and its members. Detected breaches of this policy should be reported to SQ.
- 8.2 If detected, a breach of this policy may result in disciplinary action from SQ. A breach of this policy may also amount to breaches of other SQ policies. This may involve a verbal or written warning or in serious cases, termination of your employment or engagement with SQ. SQ members may be disciplined in accordance with SQ disciplinary regulations.

9.0 Consultation or Advice

This policy has been developed to provide guidance for SQ members and staff in a new area of social interaction. SQ members or staff who are unsure of their rights, liabilities or actions online and seek clarification, should contact the SQ General Manager.

For players selected in more than one QLD representative team where the nationals are back to back, please consider the following points:

- The impact on the emotional and physical well-being of the player participating in two elite tournaments
- The emotional high and low's experienced particularly after playing in a finals series
- Physical demands and strains on the players bodies.

All players must travel with the team to the tournament (first tournament if in multiple teams)

Player selected in multiple QLD representative teams
e.g U15's, U17's, U19's

Yes

No

Player selected in only one SQI team. SQI will organise travel arrangements

Within 21 days of the player being selected in the final team the parent/guardian is to advise SQI if the player will travel with their parent between tournaments or SQI to arrange travel.
*Consider the time between tournaments as well

Yes SQI Booking

Parent/Guardian to make arrangements

SQI makes travel arrangements between tournaments

Travel bookings will be advised to player/parents and both team managers

Team managers to organise getting players to and from airport and venues. Where available parental assistance can be sought

Parent/Guardian makes travel arrangements between tournaments

Parent/Guardian to advise SQI office and both team managers of the travel arrangements. Parent/guardian to consult with team managers when making arrangements to get the player to the airport and either accommodation or tournament venue at the next tournament.

All Players are permitted to organise their own travel home. Advise SQI if you are making your own travel arrangements home within 21 days of selection. Please include travel details as well.