



# Administration and Resource Manual

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# INTRODUCTION

Softball NSW is the peak body responsible to conduct, encourage, promote, advance, control and administer all forms of Softball in and throughout New South Wales through and by various Affiliates for the mutual and collective benefit of the Members and Softball.

Softball New South Wales Inc. referred to in this manual as SNSW has produced this "Administration and Resource Manual" to assist in the operations of all SNSW activities. The objectives of this manual are to provide support and guidance to Affiliated Associations, Members, Clubs, the SNSW Board, Staff and Sub committees and to improve our governance, management and administration.

Every attempt has been made to include all relevant information, policies, regulations and forms which will be updated as required and available online via the SNSW website - [www.softball.net.au](http://www.softball.net.au)

## Message from SNSW President

In our fast paced, litigious world now more than ever we need to ensure we are compliant with common law and sport specific requirements. To ensure we are well informed, and protect all involved in Softball.

Serviced predominantly by volunteers with a very small band of overworked paid staff who put in more volunteer hours than they are remunerated for, it is difficult to keep on top of the ever changing legalities and conditions.

This manual has been produced to guide and assist members of Softball NSW as we endeavour to maintain and grow the sport.

The website will be regularly updated and you will be alerted to changes as and when the SNSW Office becomes aware.



Constructive input is always appreciated and may be directed via the General Manager or for Affiliated Associations via your Board liaison person.

Softball “the game that teaches life values”

Frances Crampton AM, JP  
President

#### Softball NSW Inc. Contact Details

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Facsimile:	02 9677 4040
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Email:	<a href="mailto:office@softball.net.au">office@softball.net.au</a>
Facebook:	softball-nsw
Twitter:	@NswSoftball
Instagram:	@nswsoftball





# Section 1

## Governance



## SECTION ONE – SNSW GOVERNANCE

### 1.1 Softball NSW Constitution

Softball NSW is governed by its Constitution and the rules and objects outlined within.

The SNSW Constitution is available on the SNSW website ([www.softball.net.au](http://www.softball.net.au)).

The SNSW Constitution may only be amended at a General Meeting (AGM or SGM) of the Association. Proposed changes including rationale, must be submitted in writing to the SNSW General Manager at least eight (8) weeks before the scheduled meeting.

### 1.2 Annual General Meeting

Refer to *SNSW Constitution Part IV - General Meetings Rules 13-19*.

The SNSW Annual General Meeting is normally held in September of each year at a date, venue and time to be determined by the SNSW Board.

Under the NSW Incorporation Act the AGM must be held within 6 months of the end of the financial year. The SNSW financial year is 1 July to 30 June.

All Affiliates, Directors and those entitled to vote shall receive notices of General Meetings at least 42 days (6 weeks) prior to the meeting which will include any notice of motions, call for agenda items, nomination forms for Board positions and the draft meeting agenda.

At this AGM the following activities occur:

- The Association's Annual Report is presented;
- The election of Members to the Board;





- The election of Life Members of the Association.

**Note:** No other business other than that which has been advised on the final agenda can be considered. The AGM runs to the strict AGM Agenda.

### **Who must attend**

- Board Members
- At least one (1) Delegate from each Full Affiliate and one (1) Delegate from each Associate Affiliate
- Relevant SNSW Staff Members.

The Director of Umpiring, the Director of Scoring and Life Members are invited to attend.

### **Others who may attend**

- Invited Observers at their own expense.
- Affiliates may have one (1) observer in addition to their delegate.

To assist all Affiliates in being able to attend the Annual General Meeting, SNSW conducts a Cost Share so each Affiliate pays the same amount to attend.

Each Affiliate is required to send their travel expenses to SNSW within 1 month after the Annual General Meeting for reimbursement with a completed "Expenditure Reimbursement Form". After all expenses have been received, SNSW will then invoice each Affiliate for their Cost Share amount.

## **1.3 Special General Meeting**

SNSW conducts one (1) General Meeting each year, namely the Annual General Meeting. Any other meeting of Affiliate Delegates is classified as a Special General Meeting.

The SNSW Board or five (5) or more SNSW Affiliated Associations



may, whenever it thinks fit, convene a Special General Meeting of SNSW. Should this occur then the notice of such meeting shall be forwarded in accordance with the *SNSW Constitution Rule 16*.

### **How to call a SGM?**

- Must be done in writing and may consist of one (1) or more letters in similar form, each signed by one (1) or more members requesting the meeting;
- The letter(s) must state the reason for the meeting and must be signed;
- The letter(s) must be forwarded to the SNSW General Manager or President.

### **Who must attend**

- Board Members
- One (1) Delegate from each Full Affiliate and Associate Affiliate
- Relevant SNSW Staff Members.

The Director of Umpiring, the Director of Scoring and Life Members are invited to attend.

## **1.4 General Meetings**

### **Proceedings**

All proceedings of General Meetings will be held in accordance with *SNSW Constitution Rule 17*. No business shall occur at any General Meeting unless a quorum is present.

A quorum for SNSW General Meetings is twenty (20) members entitled to vote.

### **Voting**

Voting at General Meetings will occur in accordance with *SNSW Constitution Rule 18 and Rule 19*.

Each Full Affiliated Association Delegate shall have two (2) votes



at General Meetings.

Each Associate Affiliated Association Delegate shall have one (1) vote at General Meetings.

Each Subscribing Affiliated Association Delegate shall have no vote at General Meetings.

## 1.5 Incorporation

SNSW Inc. became an incorporated body in 1988.

Incorporation in most circumstances offers a limited protection to the members of the Board of Management for being personally responsible for the Association's debts and liabilities; allows the Association the power to hold, acquire and deal with property; allows the Association (rather than the Office Bearers) to sue and be sued.

Every incorporated body must appoint a Public Officer. NSW's Public Officer is the General Manager.

Incorporation of the State Association DOES NOT include the Affiliates of NSW. However, the Public Risk Policy for \$10 million DOES, upon affiliation, cover all Affiliated Associations and Clubs within those Associations. Affiliated Associations and/or clubs requiring a Certificate of Currency should make a written application to the current NSW Insurance Company V Insurance.

✉ V Insurance Group  
Level 28, Angel Place  
123 Pitt Street  
SYDNEY NSW 2000

Phone: (02) 8599 8660 or  
National Toll Free: 1300 945 547

Email: [sports@vinsurancegroup.com](mailto:sports@vinsurancegroup.com)



SNSW strongly urges all Affiliates and Clubs to become incorporated. SNSW has created a set of sample rules that highlight those Rules which must be used to become incorporated under the Association's Incorporation Act (1984).

Incorporation must be updated annually with relevant information and financial records submitted within 28 days after each Annual General Meeting to the NSW Fair Trading. Failure to lodge the report within 28 days will see a late penalty fine imposed by Fair Trading. You must also advise of any alteration of objects or rules and changes to the management committee with NSW Fair Trading plus submit the NSW Fair Trading Annual Statement Forms.

Please refer to the NSW Fair Trading website for all relevant fact sheets and forms. Form A12 is required to be completed and lodged after each AGM by an incorporated association. Form A9, A6, A1 & A7, A8 may also be required depending on the circumstances of the association.

Further information is also available on the SNSW website "Fair Trading NSW Info\_Pack".

To apply for Incorporation or to renew your Incorporation, contact:

✉ NSW Fair Trading  
PO Box 972  
PARRAMATTA NSW 2124

☎ (02) 9895 0111 or 13 32 20

[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)



## 1.6 SNSW Board

Subject to the Incorporations Act and the SNSW Constitution, SNSW shall be managed and have its powers exercised by the SNSW Board.

The Board shall be responsible for acting on all state issues and shall operate for the collective and mutual benefit of the Association, the members, softball and the general community throughout NSW and shall:

- govern Softball in NSW in accordance with the Objects;
- implement major strategic directions determined by the Association;
- implement policies determined by the Association.

The Board shall comprise the Directors of SNSW as per *SNSW Constitution Rule 21* and hold office as per *Rule 22.2 Term of Appointment*. It shall comprise of seven (7) elected Directors each of whom must be an individual member and elected at an Annual General Meeting.

Each elected Director under *Rule 21.1* shall hold office for two (2) years.

The SNSW elected Directors may invite up to two (2) additional persons, to be Directors for up to two (2) years.

An elected Director may not serve more than four (4) consecutive terms and an appointed Director may not serve more than two (2) consecutive terms.

Of the elected Directors, three (3) shall be elected in each year of even number. The remaining four (4) shall be elected in each year of odd number.

Applications for an elected Director position shall be called for by the General Manager 84 days (12 weeks) prior to the Annual General Meeting. Applications must be in writing on the requested form "*Board Director Nomination Form*" by the closing date which



is at least 56 days (8 weeks) prior to the Annual General Meeting.

Refer to *SNSW Constitution Rule 22 President and Directors* for Election process and further information.

The Board shall meet as deemed necessary, but not less than six (6) times in every calendar year.

The elected Directors will immediately after the Annual General Meeting elect a President and Vice President.

The quorum for a SNSW Board meeting is four (4) Directors, one of whom must be the President or Vice-President.

Refer to *SNSW Constitution* for further information.

The Directors may hold certain portfolios of responsibility once elected. These may vary in accordance to the identified needs of SNSW.

The duties, functions and responsibilities of Directors include but not limited to:

### **Role of President**

- Be the nominal head of SNSW.
- Act as Chairperson of all Board meetings of SNSW when present.
- Together with the General Manager, set the agenda for Board meetings.
- Approve the Minutes prior to circulation to the Board, and in the case of AGM/SGM, the Members.
- Present the Annual Report of SNSW to the Annual General Meeting.
- Conduct regular meetings with the General Manager.
- Have authority on questions of order at meetings and in cases of doubt or difficulty the usual rules of debate shall be followed.



- Represent SNSW at SAL meetings.
- Provide leadership, direction and oversight to the SNSW Board.
- Host President Forums.
- Ensure that all present at meetings are aware of the rules of the meeting procedure and enforce such rules of meeting procedure without favour.
- Make decisions on behalf of SNSW when time constraints will not allow for a meeting to decide.
- Ensure that all information is available to allow informed decisions.
- Liaise with General Manager to formulate, implement and review Operational Plan of SNSW.
- Represent SNSW externally.

### **Role of Vice President**

- Act as Chairperson at all SNSW meetings when the President is absent and assume the responsibilities, rights and privileges given to the absent President for the duration of that meeting.
- Assist the President to carry out their duties.
- Carry out any other duties assigned by the President and/or Board.

### **Role of Chair of Finance**

- Act as the Chairman of the Finance & Audit Committee.
- Work with the SNSW Finance Officer to produce monthly financial reports, the annual budget and monitoring against budget.
- With the President, ensure that all staff records and entitlements are accurately and correctly recorded.



- Prepare and present the financial report to the Board meetings.
- Prepare and present the annual financial report to the AGM.

### **Role of all Directors**

- Allocate Director Portfolios.
- Governance and financial management of SNSW.
- Attend State Championships as SNSW Representative as allocated - Refer responsibilities as outlined in SNSW Rep and State Championship Regulations.
- Liaise and maintain contact with allocated Affiliates. Provide assistance and support as required.
- Attend SNSW Board meetings, general meetings and other events / meetings as required.
- Formulate, implement and review Strategic Plan and Policies of SNSW.
- Review all documents prior to meetings.
- Adhere to, review and recommend changes to the Constitution.
- Exercise confidentiality, care, diligence, fairness and honesty in all matters.
- Foster the growth and development of Softball in NSW.
- Provide a written report (portfolio/subcommittee) to every Board meeting (where applicable).
- Accept responsibilities for decisions made and support decisions.
- Treat all confidential matters raised at meetings as confidential.
- Identify and communicate any conflict of interests that may arise.
- Carry out any other duties assigned.





## Board Meetings

The business of Board Meetings will include:

- Receive and confirm minutes of the previous meeting;
- Business arising from previous minutes;
- Correspondence;
- Business arising from correspondence;
- Financial Statement including accounts for payment and other financial management;
- Reports as circulated;
- Where necessary the appointment of sub-committee members, etc;
- Review, management of Strategic Plan, Operational Plan, policies;
- Other Business.

## Conflict of Interest

A Director who is in any way directly or indirectly interested in any contract or proposed contract with SNSW; selection or appointment of SNSW staff or other representative, disciplinary matter or financial matters shall as soon as practicable after the relevant facts have come to the Directors knowledge declare the nature and extent of the interest at a Board meeting; absent himself from discussions on the matter or leave the meeting and shall not be entitled to vote in respect of the matter.

All conflicts will be recorded on the “Conflict of Interest” register raised as the second item of business at Board meetings.  
Refer *Rule 27 Conflict - SNSW Constitution*.

### 1.7 Appeal Procedure

One of the functions of SNSW is to provide a committee to act as a Court of Appeal for aggrieved members of an Affiliated Association.



It is not the intention of SNSW to become involved in the affairs of an Affiliated Association unless there is evidence to suggest that a particular matter has not been dealt with in a proper manner and/or constitutional manner.

Prior to the SNSW Appeals Committee hearing any appeal from a member of an Affiliated Association, the following must occur:

1. A duly constituted meeting of the Affiliated Association's Judiciary Committee at which the aggrieved member was given the opportunity to defend the alleged complaint in accordance with that Association's Constitution.
2. A duly constituted meeting of the Affiliated Association's Appeals Committee at which the aggrieved member was given the opportunity to present their case in accordance with that Association's Constitution.

When an appeal from an aggrieved member of an Affiliated Association is submitted to SNSW the following documentation **MUST BE INCLUDED**:

1. A copy of the initial complaint received by the Affiliated Association.
2. A copy of the Affiliated Association's letter to the member advising of the complaint in detail and the date, time and venue of the Judiciary Committee Meeting.
3. Minutes of the Judiciary Committee meeting.
4. A copy of the Affiliated Association's letter to the member advising the result of the Judiciary Committee meeting and the member's Right of Appeal.
5. A copy of the member's appeal to the Affiliated Association.
6. A copy of the Affiliated Association's letter to the member advising the date, time and venue of the Appeals Committee Meeting.



7. Minutes of the Appeals Committee Meeting.
8. A copy of the Affiliated Association's letter to the member advising the result of the appeal and the member's right of appeal to SNSW.
9. The aggrieved member's appeal to SNSW.
10. A copy of the Affiliated Association's Constitution and Regulations that were current at the time of the initial complaint.

It is the responsibility of the Affiliated Association's Secretary to ensure that the documentation listed above is made available to the aggrieved member.

All Appeals undertaken by the SNSW Appeals Committee will be done in accordance to the *SNSW Constitution Clause 11 Discipline of Members*.

## 1.8 Sub Committees

### 1.8.1 Selection Committee

SNSW has a Selection Committee. The Selection Committee is responsible for selecting the NSW Representative Teams to compete in the Australian Softball Championships.

Appointments to the Selection Committee are made by the SNSW Board and are for a 2 year appointment.

Applications must be received by the due date on the "*Application for Position Form*" and returned to SNSW Office/General Manager. Further information is available by contacting the SNSW Office.



### 1.8.2 Umpires Committee

The NSW Umpires Association manages all matters related to umpiring in NSW. This includes accreditation and appointment of umpires at State events. The Umpires Association are a sub committee of SNSW to be covered under SNSW Insurance.

A MoU exists between SNSW and the Umpires Association.

### 1.8.3 Judiciary Committee

Refer to *SNSW Constitution Rule 11 Discipline of Members*.

A Judiciary Committee shall comprise of three (3) or more persons selected by the Board, one of whom shall be appointed Chairman. No member of the Board is eligible to sit on a Judiciary Committee.

A member may appeal against a resolution by the Judiciary Committee under *SNSW Constitution Rule 11.8* to the Appeals Committee. The Appeals Committee shall conduct such meetings in accordance with this rule.

### 1.8.4 Appeals Committee

Refer to *SNSW Constitution Rule 11.8 Appeal Committee*.

An Appeals Committee shall comprise of three (3) or more persons selected by the Board, one of whom shall be appointed Chairman. No member of the Board is eligible to sit on a judiciary committee.

### 1.8.5 High Performance Committee

SNSW has a High Performance Committee responsible for the appointment and review of the NSW Representative Team Coaches and Officials and to provide the initial direction of the SNSW High Performance Program.

The Committee is appointed by the SNSW Board and consists of the SNSW General Manager, the High Performance Adviser, a SNSW Board Member and any other person (s) as deemed



necessary.

#### 1.8.6 Life Member Nomination Committee

Refer to *SNSW Constitution Rule 14.1 (v)*.

SNSW has a Life Member Nomination Committee responsible for overseeing the SNSW Hall of Fame, SNSW Life Membership, other awards and the SNSW Member Recognition Policy.

The Committee is appointed by the SNSW Board. A Life Member and a SNSW Board member will form the committee and any other person (s) as deemed necessary.

#### 1.8.7 Finance Committee

SNSW has a Finance Committee responsible for the financial management and audit of SNSW. This Committee is appointed by the SNSW Board annually. The SNSW Board Member responsible for the Financial Portfolio will Chair this Committee which will also consist of the SNSW Finance Consultant and any other person (s) as deemed necessary.

#### 1.8.8 Game Day Committee

SNSW has a Game Day Committee responsible for providing advice and support in the areas affecting the sports technical excellence at all levels and alignment of programs from National, State, Regional and Local.

This Committee will comprise of a maximum of seven members, including the Chair which is the SNSW Board Member responsible for the Game Day Portfolio. In addition, members will be representatives from the areas of umpiring, scoring, coaching, administration and playing. Temporary members may be invited by the SNSW President as deemed necessary.

The appointment to this Committee is for 1 year and determined by the SNSW Board from the applications.



Interested members must complete the “*Application for Position Form*” and return to SNSW Office by the required date. Further information is available by contacting the SNSW Office.

#### 1.8.9 Human Resource Committee

SNSW has a HR Committee responsible for overseeing staff HR matters and employment conditions.

This Committee is normally the President and Finance Director with other Board members with appropriate expertise added if necessary.

### 1.9 Finance

- SNSW shall not be responsible for any debts incurred by affiliates or individual members and no person shall incur any expenses to SNSW without written authority of the Board.
- SNSW shall be responsible for reasonable travel and accommodation costs incurred by Board and Sub Committee members who attend SNSW and SAL meetings and events at the request of the Board. Expenses incurred shall be reimbursed by SNSW on receipt of a completed “*Expenditure Reimbursement Form*”.
- Affiliated Associations can conduct business by an account with SNSW. If this is required, please contact the SNSW Office.
- SNSW receives payments by cash, cheque or direct deposit.

Softball NSW Inc.  
National Australia Bank  
BSB 082 133  
Account 029867118



## 1.10 External Officers

- The Auditor appointed at the Annual General Meeting shall be a properly qualified auditor refer *Rule 32 SNSW Constitution*.
- Any Solicitor appointed by the Board shall be a qualified solicitor and a member of the New South Wales Law Society.

## 1.11 General Manager and Staff

The SNSW General Manager shall be appointed by the Board. The SNSW General Manager shall act as and carry out the duties of Secretary and unless prohibited by law, Public Officer of SNSW and shall administer and manage SNSW in accordance with the SNSW Constitution.

The SNSW General Manager, in consultation with the Board, may employ such office personnel as deemed necessary from time to time and such appointments shall be for the period and conditions as the General Manager and the Board determine.

The SNSW General Manager will assist the Board in developing, maintaining and implementing the SNSW Strategic Plan, Operational Plan and policies and regularly report on the activities of, and issues relating to SNSW.

The SNSW General Manager shall establish and maintain proper records and minutes concerning all transactions, business, financials, meetings and dealings of SNSW and the Board.

SNSW Staff will maintain the SNSW Office and will be available at all times to assist Affiliated Associations and clubs. The roles are varied and not limited to:

- Game development - umpiring, scoring, coaching;
- Participation;
- State, National and International Events;



- Blacktown International Sports Park - Softball venue management;
- Maintain all governance and financial management;
- Support and assist the SNSW Board and Affiliated Associations and its members at all times to achieve SNSW objects.
- Media, sponsorship, promotion and merchandise.
- Develop the SNSW Calendar of Events including:
  - All SNSW Events – State Championships and Leagues
  - All National and International Events
  - All SNSW Board meetings
  - Affiliates Softball Calendar
  - Coaching Clinics
  - SNSW Umpires and Scorers Calendar
  - High Performance camps
  - School Tournaments
  - Special Recognition Days / Weeks

The number and positions of staff vary depending on the needs of SNSW and its financial situation.

### 1.12 Patron

On a recommendation from the SNSW Board, the General committee may appoint a patron at an Annual General Meeting. Such patron/s shall not necessarily be members of SNSW. Refer *SNSW Constitution Rule 35*.

### 1.13 Working With Children Check

A Working With Children Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with





children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

The Working With Children Check is fully portable so it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

**Softball NSW makes it Mandatory for all people involved in an official capacity to undertake the check and provide their WWCC Number to their club and/or affiliate. This includes but not limited to all coaches, managers, team officials, umpires.**

Each club and affiliate (association) must register as an employer and verify its members WWCC.

More information for clubs, affiliates and individuals can be found at the Childrens Guardian website

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>





## Section 2

# Affiliation and Registration



## SECTION TWO – AFFILIATION AND REGISTRATION

### 2.1 Affiliate / Membership Support

SNSW seeks a high standard of service from Staff members in the support of its membership. It is the aim of SNSW that a Staff member will visit Affiliated Associations annually to provide support in the following areas:

- Any accreditation courses eg. Coaching as required by the Affiliate
- Information and advice in regards to the Affiliates completion of:
- SAL's Homeplate Registration – a vital resource for all softball Associations/Clubs available via the SAL website under the Club Development Section  
<http://www.softball.org.au/club-development/> or [homeplate.softball.org.au/](http://homeplate.softball.org.au/)
- Club Health Checks – The Australian Sports Commission has a free Club Health Check online. It helps Associations /Clubs to examine how you operate and identify areas for development to be the best you can be.

[ausport.gov.au/supporting/clubs/club\\_health\\_check](http://ausport.gov.au/supporting/clubs/club_health_check)

- SAL's National Affiliation Standards Checklist available via the SAL and/or SNSW website.  
<http://homeplate.softball.org.au/national-affiliation-standards-for-clubs-and-associations-checklist/>
- School programs
- Working With Children Check
- SAL's National Registration System
- Incorporation requirements and annual completion of forms with Fair Trading NSW
- Implementation, adoption and coherence with SNSW Policies and Procedures



- State Championships and other events
- Facilities
- Grants
- Opportunity to liaise and network with the SNSW membership and provide information and receive feedback.

The Board of SNSW will appoint a Board member to be a direct contact for each Affiliated Association with the aim to provide an additional contact and support network for Affiliated Associations.

In addition to the SAL and SNSW resources, there are a number of general sport resources to assist Associations and Clubs such as:

- Play by the Rules  
(<https://www.playbytherules.net.au/>)
- Sport NSW  
(<http://www.sportnsw.com.au>)
- Australian Sports Commission  
(<http://www.ausport.gov.au/>)

Information for Coaches, Athletes, Clubs and Administrators, Officials and Event Organisers

- NSW Government Office of Sport and Recreation  
(<https://sportandrecreation.nsw.gov.au/>)
- Sports Community  
(<https://sportscommunity.com.au>)
- SNSW Clubs Guide 2017 (available from the SNSW Office)
- Sample SNSW Club Manual – Endeavour Waves Manual 2015 (available from the SNSW Office)



## 2.2 Kit Hire

SNSW provides Affiliated Associations and Clubs with the opportunity to hire equipment from SNSW for development and promotional purposes.

An Affiliated Association or Club seeking equipment is to complete the “*Kit Hire Form*”. It is noted that if all equipment is not returned or is damaged, the hirer will be invoiced for the cost of replacing that equipment and/or not receive the refundable deposit.

Softball Kits are available for hire from the SNSW office for the following fee:

\$110.00	Hire for one off bookings
\$ 75.00	Hire for on going programs (Sporting Schools)
\$110.00	Refundable Deposit

Hire time is 2 days (48 hours).

The Kit contains the following:

- 10 Right Handed Gloves
- 2 Left Handed Gloves
- 2 Balls
- 3 Bases
- 1 Home Plate
- 1 Pitcher's Plate
- 2 Bats
- 1 Kit Bag



## 2.3 SNSW Affiliation

Affiliation with SNSW is outlined in the *SNSW Constitution Clause II - Affiliated Member Associations (Affiliates)*.

There are three tiers of Affiliation with SNSW. Affiliated Member Associations include Full, Associate or Subscribing Associations.

SNSW distributes a contact list of all Affiliates at each Annual General Meeting and makes these contacts available in the 'Contact Us' section on the SNSW website.

Entitlements of Affiliation are outlined below.

### 2.3.1 Full Affiliate

- A Full Affiliate is covered under the SNSW Public Liability and the SNSW Insurance Policy will cover all registered members.
- A Full Affiliate will receive circulars from SNSW, Softball NSW Scorers & Statisticians and the Softball NSW Umpires.
- Teams from a Full Affiliate may compete against teams from other Associations affiliated with SNSW.
- A Full Affiliate is entitled to enter teams in all State Championships and Leagues.
- A Full Affiliate receives notice of SNSW General Meetings and is represented by one (1) delegate who shall attend, present, able to debate and vote on behalf of the Member Affiliate at the SNSW Annual General Meeting/Special Meetings and hold two (2) votes.
- Members of a Full Affiliate are entitled to attend any seminars/clinics conducted by SNSW, Softball NSW Scorers & Statisticians and Softball NSW Umpires.



- Player members of a Full Affiliate are entitled to be selected to attend Talented Player Camps, State Camps, Development Camps and Regional Academy of Sport Programs.
- Members of a Full Affiliate may participate in a SAL/SNSW funded program.
- A Full Affiliate is entitled to host a SNSW State Championship.
- A member of a Full Affiliate is entitled to hold a position on a SNSW Committee.
- A member of a Full Affiliate may represent SNSW or SAL in any capacity.
- Teams from a Full Affiliate are entitled to play Softball interstate provided permission has been received via the national database Sports TG Permit process.
- A Full Affiliate is entitled to invite interstate teams to compete in Softball competitions provided permission is received via the national database Sports TG Permit process.

### 2.3.2 Associate Affiliate

- An Associate Affiliate is covered under the SNSW Public Liability and the SNSW Insurance Policy will cover all registered members.
- An Associate Affiliate will receive circulars from SNSW, Softball NSW Scorers & Statisticians and Softball NSW Umpires.
- Teams from an Associate Affiliate may compete against teams from other Associations affiliated with SNSW. Associate Affiliates cannot compete in State Championships.



- An Associate Affiliate receives notice of SNSW General Meetings and is represented by one (1) delegate who shall attend and vote on behalf of the Member Affiliate at the SNSW Annual General Meeting/Special Meetings but are entitled to one (1) vote only.
- Members of an Associate Affiliate are entitled to attend any seminars/clinics conducted by SNSW, Softball NSW Scorers & Statisticians and Softball NSW Umpires.

### 2.3.3 Subscribing Affiliate

- A Subscribing Affiliate will receive circulars from the SNSW, Softball NSW Scorers & Statisticians and the Softball NSW Umpires.
- A Subscribing Affiliate receives notice of SNSW General Meetings and is represented by one (1) representative who shall attend the SNSW Annual General Meeting/Special Meetings but are not entitled to vote.

## 2.4 Applying for SNSW Affiliation

Associations wishing to apply for affiliation membership with SNSW shall fulfil the following conditions:

- Make a written application to SNSW in the format prescribed for consideration on the SNSW “*Application for Affiliation Form*”.
- Each new application for membership shall be accompanied by:
  - The history of the applicant association including details of the number of current affiliated clubs and teams, registered players, accredited coaches, umpires and statisticians
  - A copy of the applicant’s current Constitution including Rules, Ground Rules and Policies, duly certified by the





- applicant's secretary as being true and correct
  - A copy of the applicant's financial reports for the two (2) years preceding the application
  - Details of the full names and addresses of all members of the Executive / Management Committee
  - A copy of the applicant's Strategic Plan
  - A copy of the applicant's Certificate of Incorporation and registration of the Constitution with Fair Trading NSW
  - A completed Softball Australia Limited National Affiliation Standards Checklist
  - Such other details and/or material as are prescribed from time to time.
- The Board may waive any of the requirements in the above point where it deems appropriate.
- In considering the application, the Board shall ascertain that the Constitution or Rules of the applicant contain all provisions required under the Constitution of SNSW and are not otherwise inconsistent with SNSW and that the applicant is:
  - Able to coordinate and conduct regular softball competition(s) between its members in the immediate next twelve months
  - Able to provide properly qualified umpires, coaches and statisticians together with such other officials as are necessary for proper administration, coordination and conduct of a softball competition between its members
  - Respectable, responsible, stable and able to meet its financial obligations as and when they fall due.
- SNSW Board will consider the impacts of accepting a new Affiliate to existing Affiliates and the facilities in the specific region.
- Within fourteen (14) days of receipt of notification of acceptance, the Softball Association Secretary shall forward to the SNSW General Manager:



- A letter accepting membership of SNSW, agreeing to abide by the SNSW Constitution including Rules, Regulations and Policies and work cooperatively towards the achievement of the SNSW Objects and Strategic Plan
- Details of the full names, addresses and email addresses of members of the applicant association and its constituent member clubs/teams on the “*Club Register Form*”
- All persons serving in any official capacity including, but not limited to, coaches, trainers, umpires and statisticians
- An implementation timeframe for all member registrations to be inputted online into the national registration database with registration payment by the due date.

## 2.5 SNSW Affiliate Renewal and Compliance

Associations affiliated with SNSW are required to renew their Affiliation annually. As outlined in *SNSW Constitution, Part III, Clause 6, Subscriptions and Fees*, all Affiliates shall pay to SNSW an annual affiliation fee which is determined by the SNSW Board. The fee payable is dependent on the type of Affiliated Membership – Full, Associate or Subscribing.

Fees will be advised at the Annual General Meeting for the following year.

The SNSW “*Renewal of Affiliation Form*” and “*Affiliate Executive Form*” is due on July 1 with the fee payable by July 31 of each year.

Associations who fail to renew their affiliation by the due date will be ineligible to participate in any activity organised by SNSW, until such time the monies are fully paid.

Associations wishing to change the level of Affiliation must complete the “*Change of Affiliation Level Form*” and forward it to



the SNSW Office.

This application will be considered by the SNSW Board and, if approved, the new level of Affiliation will become effective at the commencement of the Affiliated Association's next playing season.

In considering an application for renewal of membership and or a change of membership from an Affiliate, the SNSW General Manager / Board shall ascertain that the applicant is respectable, responsible, stable and able to meet its financial obligations as and when they fall due.

It is the responsibility of the Affiliate to ensure compliance of membership including the following:

- A current Constitution which contains all provisions required under the SNSW Constitution and are not otherwise inconsistent with the SNSW Constitution.
- Be an incorporated association and meet all requirements under the Associations Incorporation Act 1984 (NSW) and that of Fair Trading NSW, including the annual lodgement of forms.

Refer to the Fair Trading NSW website:

[www.fairtrading.nsw.gov.au/ftw/About\\_us/Our\\_services/Forms/Associations\\_forms.page](http://www.fairtrading.nsw.gov.au/ftw/About_us/Our_services/Forms/Associations_forms.page)

- Coordinate and conduct regular softball competition(s), ie, within the immediate past twelve months between its members.
- Adequate provision of properly qualified umpires, coaches and statisticians together with such other officials as necessary for proper administration, coordination and conduct of softball competition between its members.
- Ensures that the SNSW Constitution, Policies and Procedures are adhered to in addition to the Federal and State Government Laws and requirements that apply.
- Apply its property and capacity solely in the pursuit of the



conduct, encouragement, promotion, advancement and administration of Softball and at all times act for and on behalf of the interests of SNSW, its Members and Softball.

- Act in good faith and loyalty to ensure the maintenance and enhancement of SNSW and Softball, its standards, quality and reputation for the collective and mutual benefit of the Members and Softball and operate with, and promote, mutual trust and confidence between SNSW and the Members in pursuit of the Objects.
- Elect or appoint a Delegate(s) to represent the Affiliate at SNSW's General Meetings.
- Provide a written report to be included in SNSW Annual Report by August 1 of each year; copies of Affiliate annual reports and other relevant documents following the Affiliate's AGM.
- Effectively promulgate and enforce the Constitution of the Affiliate, including an Annual General Meeting.
- Submit annually the required forms and documents to SNSW:
  - A copy of the Affiliates current Constitution including any updates from the previous AGM including Rules, Regulations, Ground Rules and Policies
  - A copy of the Affiliates annual financial report for the year preceding renewal
  - A completed Softball Australia Limited National Affiliation Standards Checklist
  - A completed SNSW *"Renewal of Affiliation Form"* and *"Affiliate Executive Form"*, including Association contact details, date of AGM, competition dates, competitions provided, competition venue, notification of Executive members, affiliated clubs on the *"Club Register Form"* and their contacts and Fair Trading Incorporation Number
  - Affiliate calendar of events for the upcoming 12 months for inclusion in the SNSW Calendar for the following year no later than 1 October of the current year. SNSW to distribute the draft Calendar of Events for the upcoming year at the Annual General Meeting in September for discussion



- Such other details and/or materials as prescribed from time to time.
- All individual member registrations must be entered into the national registration database. In addition, provide SNSW with a summary of registration numbers per membership type (*“Summer and Winter Registration Fee Summary Forms”*) and accompany with payment to SNSW by the due dates which are 1 December for Summer registrations and 20 June for Winter. Liaise with SNSW in regards to the agreed registration numbers and those received after the agreed cut off dates and forward payment accordingly.

SNSW shall in conjunction with Softball Australia Limited, Affiliates and registered Clubs, establish, maintain and review an online registration system for individual members. SNSW will have regard to confidentiality in relation to private information obtained from individual members as part of this online registration system. SNSW Policies will be adhered to.

In addition to the above it is expected that each Affiliate:

- Holds regular Affiliate Meetings.
- Maintains a permanent postal box address.
- Attends the SNSW President's meetings and other as invited. These are education workshops aimed at supporting and assisting the operations of the Affiliate and Clubs which are also an opportunity to raise issues and contribute to the overall development of SNSW.
- Liaises with the SNSW Board Director that is assigned to the respective Affiliate. In addition to the SNSW General Manager and Staff this appointed Board Director is a point of contact for each respective Affiliated Association.
- Not do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and



reputation of SNSW and of Softball, and its maintenance and enhancement; and

- Advise SNSW as soon as practicable of any serious operational, administrative or financial difficulties; assist the Association in investigating those issues and cooperate with the Association in addressing those issues, as mutually agreed.
- Does not acquire a private advantage at the expense of SNSW or any other Affiliate of Softball.

All forms are available on the SNSW Website or available from the SNSW Office.

## 2.6 SNSW Non Compliance

- Where an Affiliate's application or renewal doesn't meet the requirements of membership, the General Manager shall issue a notice to comply outlining the breach of membership requirements, the steps to be taken to rectify such breach and the timeframe for compliance.
- Where an Affiliate fails, or is unable to comply by the due date, the General Manager shall notify the SNSW Board and the SNSW Board will determine whether to accept the application/renewal, offer an alternate solution or reject/suspend the application/renewal.
- Where an application for membership is rejected, the Affiliate or Softball Association has the right of appeal as set out in the SNSW Constitution.

## 2.7 Discontinuance of Membership

Please refer to the SNSW Constitution for information in regards to



## Forfeiture of Rights, Representation Rights and Cessation of Membership.

It is noted that membership which has lapsed, been withdrawn or terminated may be reinstated at the discretion of the SNSW Board, on application in accordance to SNSW Constitution and Policies or on such conditions as it sees fit.

### 2.8 Registration – Individual Members

All individual members and participants who take part in competitions, programs and events conducted by SNSW, Affiliates and their Clubs, must be registered and must pay fees, as determined each year by the SNSW Board.

Each Affiliate shall pay SNSW a registration fee for each member registered by it. This must occur annually and is the responsibility of the member's Affiliated Association and individual member.

The SNSW Board will determine and advise any increase in fees by 30<sup>th</sup> April or 30<sup>th</sup> September of each year for the Summer and Winter Registrations to enable the Affiliate to pass on any increase that is felt warranted. It is the aim of the SNSW Board to advise the following year's registration fees at the Annual General Meeting.

Where a member qualifies under more than one membership type, the higher membership fee will be payable.

If the individual member registrations and payment are not forwarded to SNSW by the due date, the Affiliate will be fined \$220.00 for each month, and part thereof, they are late. The final registration days are December 1, for the Summer competitions and June 20 for Winter competitions.

Individuals who don't renew their membership annually with their respective Affiliate or directly to SNSW will no longer be members of SNSW.





In 2015, Softball Australia Limited launched its first national online registration system for Softball in Australia. This system is referred to as a CRM and/or Sports TG.

The aim of this Database is to allow each individual member to register online directly and manage their own data while creating a true and accurate record of all members Australia wide.

Softball Australia and all Australian State Softball Associations are utilising this database.

The process includes:

1. Each member will register online through SportsTG, through their registration address provided by their Club. The main link is <https://www.passport.sportstg.com/>.
2. The registration will be through an Affiliated Club, with an Affiliated Association with SNSW.
3. Individual members will be identified by the individual members email address. A registration number is no longer used as an identifier.
4. Each member is issued with an individual password after registration for future use. There is an option for the member to select if the password is forgotten, it is situated below the password box. The password reset link will be emailed to the members email address.
5. Individual Members are responsible for updating their contact and membership details which can be done at any time.
6. After a member registers online, the Club will verify the registration and reconcile payment which can either be done online (at a fee) or if the Club prefers alternate methods such as cash, cheque or direct deposit.





7. Clubs who collect payment from members online have the ability to set up a product split option for forwarding payment to the Club / Affiliated Association / SNSW and Softball Australia in accordance to the registration fee structures set by the Affiliate, SNSW and Softball Australia. If this does not occur and an alternate payment method for registrations is used by the Club, then the Club must forward payments for registrations to its Affiliated Association as currently occurs. The Affiliated Associations will work with SNSW to determine total payments required by the due dates.
8. SNSW will ensure an adequate individual member insurance program is in place for its members. Currently SNSW is part of the national insurance scheme with SAL. SAL will provide annually the total number of registered members with each Affiliated Association (obtained from Sports TG CRM) to the national insurer. The Insurance Company will invoice the Affiliated Associations directly for this insurance.
9. SNSW will print off a report from the Sports TG CRM in December of each year for Summer Registrations and June of each year for Winter Registrations. Based on these membership details, the total number of registrations will be agreed to by SNSW and the respective Affiliated Associations and the Affiliated Association will arrange payment either by direct debit or cheque. The SNSW *“Registration Fee Summary Form”* will be utilised.
10. Any Member, Club or Association can contact Sports TG for assistance via their online login or <http://www.support.sportstg.com/help> or phone 1300 139 970.

SNSW will run specific training and updating sessions for Affiliated Association/Club Registrars on the Sports TG / CRM operations as required. Ongoing assistance is available by contacting Mike Hannelly or Lynne Townsend at [finance@softball.net.au](mailto:finance@softball.net.au) +02 9677 4000.



11. Late registrations no longer exist as an individual member who registers online becomes an immediate member. SNSW will liaise with Affiliated Associations at alternate times throughout a season to review the number of registrations not included in the Summer December 1 and Winter June 20 figures.

Once confirmation and agreement is reached, SNSW will invoice Affiliated Associations for these registrations as required which will include the individual name and membership registration type.

It is noted that a transition period is in place between the old and new registration systems. They are currently operating together in relation to the following:

- Affiliated Associations to continue to provide SNSW with the total numbers per membership category and payment. When the registration system is fully operational then SNSW will rely totally on the national online database (Sports TG/ CRM) for this information. The process for individual registration payments is still being streamlined.
- Payment from SNSW to Softball Australia Limited will continue as currently set up. It is noted that changes may occur as the system evolves.

SNSW will have regard to confidentiality in relation to private information obtained from individual members as part of this online registration system. SNSW Policies will be adhered to.

## 2.9 Registration – SNSW Direct Membership

Non-playing personnel may register directly with SNSW by completing the “*Direct Registration Form*” available on the SNSW website or by registering online with the national registration database at <https://membership.sportstg.com/regofrm.cgi?aID=22595&pKey=>



## 2.10 Schedule of Fees

The Board of SNSW will advise Affiliated Associations of the upcoming years Schedule of Fees at the Annual General Meeting each year.

This will include individual member fees for varying categories, Affiliation Fees and any event fees.

In accordance with the *SNSW Constitution, Part III, Clause 6, Subscriptions and Fees* – Affiliates are to be given at least six (6) months' notice of any levies, fees and subscriptions. Where possible, but not limited to, the Association will advise any increase by 30<sup>th</sup> April or 30<sup>th</sup> September to enable the Affiliate to pass on any increase that they feel warranted to do so for their summer and winter competition respectively.

## 2.11 Members on Permission

Every member who participates in a competition conducted by a NSW Affiliated Association, other than the Association with which they are registered, is classified as a Member on Permission.

Members on Permission are NOT required to pay a second Insurance premium as this was paid through their first Registered Association. A reduced fee is payable to SNSW for Members on Permission.

The Affiliated Club that the members are going to, have to initiate the permit for them to play on permission. This can be done in the Clearance/Permits Section of the Sports TG CRM.

Once a year in consultation with SNSW, Affiliated Associations are to advise the total numbers of Members on Permission in their Affiliate on the “*Registration Fee Summary Form*” and forward payment to SNSW.



## 2.12 SNSW Insurance Policies

SNSW will ensure individual member insurance with a reputable company approved by the Board. As at October 2016, SNSW has signed with the Softball Australia Limited National Insurance Scheme currently with V Insurance Group.

This insurance policy covers every registered member of SNSW for injuries caused by active participation in officially sanctioned games, practice and training sessions and official functions, world-wide.

Further information is available on the SAL website or this website link: <http://www.vinsurancegroup.com/softball/what-is-covered.html>

It is noted that individual member sports insurance doesn't provide 100% cover or a benefit for every loss that occurs. Federal Government Legislation prevents insurance companies from paying any insurance benefit for a medical service that is covered by Medicare. This legislation also applies to the Medicare gap. In addition to these policies all members are encouraged by V-Insurance to consider taking out Private Health, Income Protection Insurance and Life Insurance if their individual circumstance require it.

Affiliated Associations are required to include the premium in each member's registration fee paid annually to the registered Association. V-Insurance will invoice Affiliated Associations annually directly based on the registration numbers in the Sports TG CRM. Registered members of the SNSW who participate in additional affiliate competitions as members on permission are not required to pay this premium again.

Insurance Policies in place for SNSW includes:

- Personal Accident Insurance
- Public Liability / Professional Indemnity
- Management Liability (Directors and Officers Insurance)
- Cyber Liability and Privacy Protection Insurance
- Travel Insurance



Property Insurance for Clubs is an optional policy available through V-Insurance.

CLAIMS: To enable members to complete claim forms when required, every Affiliated Association must have an Injury Register.

Every injury sustained by a registered member must be recorded in this book regardless of the severity of the injury.

## **HOW TO MAKE A CLAIM:**

### **Personal Accident Claims**

- Claimants complete a Personal Accident Claim Form

These forms are available for download on the V-Insurance Group website:

[www.vinsurancegroup.com/softball](http://www.vinsurancegroup.com/softball) or SNSW / SAL website.

Alternatively please contact V-Insurance Group on 1300 945 547 or email: [sports@vinsurancegroup.com](mailto:sports@vinsurancegroup.com)

The Claim form and supporting documentation are to be sent to SNSW for membership verification. SNSW will then forward to the V-Insurance Accident & Health International claims department.

- Accident & Health will confirm receipt of your claim and advise whether they require further information.

SNSW has adopted *Softball Australia Limited (SAL) Pregnancy Guidelines*. For further information on the insurance coverage extended to a member who is pregnant, please contact SNSW Office for specific insurance details. The SAL Pregnancy Guidelines as adopted by SNSW are available on the SNSW Website.



## Public Liability Claims

- In the event of a liability claim, do not admit liability under any circumstances.

Please contact V-Insurance Group immediately to notify any incidents on 1300 945 547. Note: Phones are manned 24 hours a day.

## **HOW TO OBTAIN A CERTIFICATE OF CURRENCY**

Associations / Clubs are able to download a copy of their Certificate of Currency online  
at: [www.vinsurancegroup.com/softball](http://www.vinsurancegroup.com/softball)

If an Association / Club needs to nominate a municipal council, property owner or other third party on its Certificate, please contact V-Insurance Group.

## **RISK MANAGEMENT**

Risk Management helps to avoid insurance claims.

- Ensure Associations / Clubs check their facilities and premises before each event or training session. There is a duty to provide a safe environment for people that enter or use your premises.
- Complete the Working with Children documentation.
- Ensure more than one person is accountable for money.
- Have documented procedures in place when dealing with disciplinary matters and complaints..... And follow them!
- Consider safety during cross training activities, live in camps and fundraising activities.
- Ensure all coaches are suitably qualified.
- Inform members about insurance. Review words on membership applications.
- Don't use insurance as an excuse for poor risk management.



## **PROPERTY INSURANCE**

V-Insurance has in place a national property insurance program that any Association or Club can access. There are a number of unique benefits to this program. Please contact V-Insurance Group to find out more and receive personal advice.

If you have any queries about Insurance, please contact –

✉ V Insurance Group  
Level 28, Angel Place, 123 Pitt Street,  
SYDNEY NSW 2000  
☎ Ph: (02) 8599 8660 or  
National Toll Free: 1300 945 547

Email: [sports@vinsurancegroup.com](mailto:sports@vinsurancegroup.com)

### **2.13 Clearances, Permits and Transfers**

All Clearances and Permits must be processed online through the national registration database Sports TG, with the only exception being International Transfers.

#### **Domestic**

The SAL Fact Sheet on Clearances, Permits and Transfers and the SNSW “Permits and Clearances Procedures” and “Reconciling your Members on Permit” will assist Affiliated Associations and Clubs with this online process. These are available on the SAL website and from the SNSW Office.

[http://www.softball.org.au/wp-content/uploads/2016/12/Clearances-Permits-and-Transfers\\_FACTSHEET\\_FINAL.pdf](http://www.softball.org.au/wp-content/uploads/2016/12/Clearances-Permits-and-Transfers_FACTSHEET_FINAL.pdf)

In summary, the Club that the player wishes to get a clearance or permit to initiates the process ie. The destination club. The Registrar at the destination club needs to know the name of the person they are creating the clearance/permit for, the club and association the player is coming from (Club and Association) and



their registered member type (Senior, Junior, Sub-Junior, Official etc).

The Affiliated Association and SNSW still must approve such a request. It is part of the online process.

### **International**

Paper Forms will only be accepted for Permit Applications to Play or Officiate Overseas, which must be accompanied by an ISF Player Transfer Form. This Form also serves as a “permit” to play for a specified period and those dates should be noted on the Form.

These Forms can be found at <http://www.softball.org.au/resources/> or on the SNSW website.

#### **NOTE:**

A Clearance is NOT NECESSARY for any member of SNSW who has been absent from Softball for two (2) years or more AND does not appear on the SNSW or Affiliated Association’s Register as being unfinancial.

A Clearance is binding for a 12 month period.

A member may be cleared twelve (12) months after the issue of the last clearance EXCEPT when changing permanent residence:

- Out of the Sydney area to a Country area, OR
- From a Country area to the Sydney area, OR
- From a Country area to another Country area.

To be eligible to participate in a new Affiliated Association representative team for a SNSW State Championship, a clearance must take place at least two (2) calendar months prior to the event.





A summary of the relevant SNSW Forms required for Affiliation / Registration are below. These Forms are available on the SNSW website.

Forms / documents of reference:

- Affiliate Executive Form
- Application for Affiliation Form
- Change of Affiliation Level Form
- Club Register Form
- Direct Registration Form
- Insurance – V-Insurance Group Claim Form
- Kit Hire Form
- Registration Fee Summary Form (Summer or Winter)
- Renewal of Affiliation Form
- SAL Fact Sheet on Clearances, Permits and Transfers
- SAL Homeplate – available through SAL website
- SAL National Affiliation Standards Checklist
- Schedule of Fees
- SNSW Permits and Clearances Procedures
- SNSW Reconciling your Members on Permit
- SNSW How to Make a Member Inactive (Deregister)
- SNSW Removing Duplicate Entries in Member Records





## Section 3

### Softball Australia Limited



## SECTION THREE – SOFTBALL AUSTRALIA LIMITED (SAL)

Softball Australia Limited (SAL) is the governing body of Softball in Australia. They are a member of the International Softball Federation.

SNSW is a member of SAL.

SAL is responsible for the coordination of all involvement of softball at a national and international level including events, high performance, technical development and officials, rules and participation.

SNSW shall ensure its policies and procedures align with the national direction of Softball Australia Limited (SAL). SNSW shall ensure its attendance and representation at SAL meetings including but not limited to the Annual General Meeting, Council Meetings, Presidents Meetings, General Managers Meetings. All SNSW representatives (unless a member of the SAL Board) must be approved by the SNSW Board.

Phone:	03 9417 0022
Address:	Level 1, Suite 2, 273 Wellington St Collingwood VIC 3066
Website address:	<a href="http://www.softball.org.au">www.softball.org.au</a>
Facebook address:	@SoftballOz
Twitter address:	@SoftballOz
Instagram address:	softball australia

### 3.1 Homeplate

SAL and Member States recognise that many of our clubs and associations have limited resources. We also recognise that many people involved in running a club or association have so much to do in developing and delivering softball programs, let alone the administrative tasks involved.



To relieve the pressure on club resources and volunteers, SAL has developed a dedicated online club development resource centre, *Homeplate*, providing a one stop shop of tools, templates (including volunteer job descriptions), resources, information and best practice examples to support our clubs and associations in providing the best place to play softball for their members and the community.

This includes the *National Affiliation Standards Checklist* which NSW requires each Affiliated Association to complete annually.

SAL produces a monthly newsletter, *Homeplate News*, which is designed to keep Affiliates up to date with what's happening in softball around Australia.

Affiliated NSW Associations / Clubs can register to Homeplate and Homeplate News via the Softball Australia website.

### 3.2 Homeplate Ladder

Homeplate Ladder is Softball Australia's new Affiliate Recognition Program to identify and recognise affiliates for the successful management and implementation of best practice.

Affiliates will score points for implementing best practice and achieving membership growth to ultimately achieve Homeplate status. Homeplate Ladder is open to all affiliated associations in year 1 beginning August 2016; clubs will be included in year 2. All the information is detailed in the [Homeplate Ladder – program outline](#)

### 3.3 Club Health Check

If your softball club or association is wondering how it is performing off the diamond, there is an easy way to check. The Australian Sports Commission's [Club Health Check](#) is an online self-



assessment tool designed to help clubs and associations examine how they are operating. The Checklist addresses a number of different factors that are crucial to the success of a well-run club and association.

### 3.4 Softball Batter Up

Softball Batter Up is an eight session program for children from kindergarten age through to Year 6. The program has been designed to be flexible in its delivery and to reflect the individual abilities and experience levels of each participant.

This SAL program can be delivered by SNSW.

### 3.5 Sporting Schools

Softball Australia is one of 32 sports involved with the Australian Sports Commission's Sporting Schools program – Australia's largest school-based sports participation program to help children foster a lifelong interest in sport.

SNSW is supporting SAL organise endorsed coaches to help run this program in NSW.

Schools need to:

1. Register for Softball through the Sporting Schools website;
2. Confirm funding is granted;
3. Find an endorsed Coach through Softball;
4. Ensure the Coach is endorsed through Softball Australia and has a Certificate of Endorsement;
5. Organise a minimum of four (4) sessions per group;
6. Ensure a teacher is present for all sessions.

Funding can be used by the schools for Coaching costs (delivery of sessions); Teacher supervisions; Softball equipment; Teachers



Professional Development and Offsite Transportation and Supervision.

Schools are required to complete a Sporting Schools Registration of Interest Form from Softball Australia Limited.

SNSW maintains a list of interested Sporting Schools Coordinators and/or Coaches in NSW areas, aiming to recruit a Coordinator in each Affiliate. It is an opportunity to increase softball participation and potential membership numbers.

Further information or to express interest in being involved in this program, please contact the SNSW Office.

### 3.6 Socials 7s

Softball Australia's modified version of the game, [Social 7s](#), is slowpitch with a number of rules designed to enhance the social aspects and create a game that is fast, fun and easy to play.

Some of the features of Social 7s include:

- 7-a-side social mixed softball
- Every player bats each inning
- A new pitcher each inning
- Every base gained is worth a run
- Short duration- simplified rules
- Ball is pitched slower, more hits

For more information about Social 7s, visit the Social 7s website at [www.social7s.com.au](http://www.social7s.com.au).



### 3.7 SAL Clearance, Permits and Transfers

SAL has developed a Fact Sheet on Clearances, Permits and Transfers to outline the process. This Fact Sheet is available on the SAL or SNSW website.

With the exception of international transfers, all clearances and permits must be processed through the national registration database.

Individuals requesting a clearance/permit to play within Australia must be registered in the national database with the club for whom they will be playing, and in the season during which they will be playing to be covered under the National Insurance Program.

Players and officials wishing to leave Australia to play in another country (either permanently or for a specified period) must complete the following forms prior to departing Australia:

- “Permit Application to Play Overseas/Permit Application to Officiate Overseas Form. This Form must be signed by the club, association, state and Softball Australia.
- ISF Player Transfer Request Form

These Permit Application forms are available on the SAL website.





## Section 4

# SNSW State Events





## SECTION FOUR – SNSW STATE EVENTS

### 4.1 State Championships

SNSW conducts State Championships in the following divisions:

- Under 11 Male and Female
- Under 13 Male and Female
- Under 15 Male and Female
- Under 17 Male and Female
- Under 19 Male and Female
- Open Male and Female
- Over 35's Male and Female

SNSW conducts a State Cup for Full Affiliated Associations in conjunction with the respective State Championship for U11, U13 and U15's.

There are minimum team entry numbers for each Championship to be conducted which are four (4) teams.

The SNSW Board will appoint a technical delegate to hold the position of NSW Representative at each SNSW State Championship. SNSW will advise the NSW Representative for each State Championship.

SNSW will make a presentation to every member of the winning and runner up team in the form of gold and silver medals respectively.

Perpetual trophies will be presented to the winning teams of each State Championship.

All players will receive a form of recognition from SNSW at the U11 and U13 State Championships.



In the U15 State Championship, one (1) player from each participating team receives a Team Award nominated by their respective Coach.

Each team will receive 2 copies of the program which can be downloaded from the website. These will be provided at the Managers Meeting prior to the State Championship.

Managers Meetings are always held 1 hour prior to the first game on the first day of the State Championship.

Umpires and Scorers and any other officials will also be provided with 2 copies of the Program.

#### 4.1.1 State Championship Regulations

SNSW conducts each State Championship according to the rules of Softball and the *SNSW State Championship Regulations*. These regulations are reviewed and updated annually and distributed to all Affiliates. The current version is available on the SNSW website.

#### 4.1.2 State Cup

In addition to the State Championship, SNSW conducts a State Cup for Full Affiliated Associations in conjunction with the respective State Championship for U11, U13 and U15's. This is a second tier competition. At least five (5) teams must enter for the State Cup to be contested.

Full Affiliated Associations wishing to compete must complete the same forms used for the State Championships and select the State Cup box.

A perpetual trophy is given to the State Cup winner along with a medal for each team member. These are organised by SNSW.



### 4.1.3 State Championship Calendar

Information in regards to the Affiliate requirements to SNSW for each State Championship is available through the following documents on the SNSW website.

- “NSW State Championship Due Dates and Accreditation Requirements”
- “NSW State Championship Representative Uniform Form”
- “NSW State Championship Team Entry Form”
- “NSW State Championship Team List Form”
- “NSW State Championship Player Pick Up Procedure” which includes the “NSW State Championship List of Players Nominating for Pick Up Roster Form” and “NSW State Championship Affiliate Request to Player/Official Pick Up Form”.
- “SNSW Talent Identification Form”

<b>Requirement</b>	<b>Due to SNSW</b>
NSW State Championship Representative Uniform Form	2 months prior to the relevant State Championship
Clearances due at SNSW Office	2 months prior to the relevant State Championship
Team Entry Form & Fees due at SNSW Office	2 months prior to the relevant State Championship
Team Lists due at SNSW Office	2 months prior to the relevant State Championship
List of Player Nominating for Pick Up Roster	2 months prior to the relevant State Championship
Affiliate Request to Player / Official Pick Up	2 months prior to the relevant State Championship
Talent Identification Form	2 months prior to the relevant State Championship
Merchandise order forms due at SNSW Office	5 weeks prior to the relevant State Championship



#### 4.1.4 SNSW State Championship Draw

SNSW develops the draw for each State Championship and distributes three (3) weeks prior to the relevant State Championship. This is also posted on the SNSW website.

#### 4.1.5 SNSW Approved Balls

The SNSW approved balls for all SNSW State Championships are included in the SNSW State Championship Regulations available on the SNSW website.

Each Affiliate participating supplies their own approved balls and are required to provide the umpire with 2 balls per game.

Affiliates can purchase the approved balls from the suppliers prior to or at the Championship.

#### 4.1.6 State Championship Merchandise

SNSW produces State Championship specific merchandise for competing Affiliated Associations. At least 6 weeks prior to each State Championship, SNSW emails each Affiliate and Team Manager competing a “*State Championship Merchandise Order Form*” including photographic samples of specific event items available.

This form is due back by the specified date usually 5 weeks prior to the relevant State Championship.

SNSW distributes ordered items at each respective State Championship. Each Affiliate / Team is invoiced for the total amount. Payment is due at the time of pick up at each State Championship.

Additional general SNSW merchandise is sold by SNSW staff at each State Championship.



#### 4.1.7 Hosting a State Championship

SNSW extends invitations to all FULL Affiliated Associations seeking interest in applying to host State Championships.

SNSW usually hosts the Under 19, Open and Over 35s State Championships at the NSW Softball Centre, Blacktown International Sportspark, unless interest is expressed from a Full Affiliated Association.

The “*NSW State Championship Application to Host Form*” is emailed out by SNSW or is available on the SNSW website. Interested Affiliates must apply with the completed requirements as outlined on the Form and Diamond Plan by July 31 of each year.

The applications are reviewed and the host Affiliates are determined by the SNSW Board. Each successful Affiliate will be advised prior to the SNSW AGM (held in September each year).

At each SNSW AGM, all Affiliates will be advised of the venues for the SNSW State Championships for the following year and the relevant State Championship Entry Fees.

SNSW fixtures take precedence over local fixtures. Local fixtures may take place provided affiliates fulfil all commitments relating to the SNSW fixtures and no team or individual is penalised for taking part in the SNSW fixture.

#### 4.1.8 Host Affiliate Responsibilities

Interested Affiliates must complete the “*NSW State Championship Application to Host Form*” and return it to SNSW by July 31.

Listed below are the requirements for an Association to host a Softball NSW State Championship.

A SNSW Affiliate must:



- Be a Full Affiliate Association
- Appoint a Championship Manager, Organising Committee and all necessary personnel to arrange, prepare and conduct the Championship
- Be able to host the Championship in an efficient manner
- Liaise with SNSW to ensure the State Championship is carried out according to the State Championship Rules and Regulations and SNSW's policies and procedures
- Provide a sufficient number of diamonds and a prepared diamond plan, with numbers
- Provide a venue diagram including diamonds, facilities, parking etc
- Provide adequate facilities for the SNSW Rep and Staff
- Provide adequate venues / rooms for meetings
- Be able to liaise with the local Council, media and provide overall assistance with the promotion of the State Championship
- Be able to provide the following facilities:
  - adequate dressing room facilities
  - adequate toilet facilities for the number of teams competing
  - shelter for the SNSW Rep, Officials and Umpires
  - change rooms for officiating umpires - Male **AND** Female change rooms for umpires officiating at the U11, U13, U15 State Championships and a Unisex change room for umpires officiating at the U17, U19, Open and Over 35 State Championships.
  - cold drinking water and tea / coffee making facilities in all umpire change rooms
  - canteen facilities
  - first aid facilities and first aid officer for the duration of the event
  - a public address system for the use at the Presentation Ceremony
  - adequate parking
  - an area for SNSW to sell merchandise
- Ensure that all diamonds are prepared ready for play at least ninety (90) minutes before the scheduled starting time of the first game each day



- Provide suitable warm up areas (if possible)
- Ensure all diamonds in use MUST:
  - be situated on level ground
  - be free from obstructions for the required distance
  - clearly indicate the limit of the playing area in foul territory by a marked line
  - have pegged bases (including a safety base) - all pegs must be covered. Where pegging of bases is not practical SNSW must be informed at least 4 weeks prior to the event.
  - have a pegged pitcher's plate (white)
  - have a fixed home plate (white) with all pegs concealed OR sliding home plate (white)
  - have a secure back net
  - have clear and correct ground markings
  - have a safe distance between diamonds
  - be clearly numbered
  - have a shelter and bench provided for each team. Where an association does not have sufficient benches and / or shelters it is the host affiliate's responsibility to source these from other associations. Competing associations should not be requested to bring benches and shelters.
- Be willing and available for the SNSW UIC or representative to undertake a ground inspection at least one (1) week prior to the Championship.

Information is on the SNSW Website *“NSW State Championship Criteria for Hosting a State Championship”* or by contacting the SNSW Events Coordinator.

To assist an Affiliate host a SNSW State Championship, please refer to the SNSW Website – *“NSW State Championship Pre Championship Organisation Checklist for Host Affiliate”* and the *“NSW State Championship Sample Handbook”*.



#### 4.1.9 State Championship Information for Participating Teams

1. All players and officials must be attired in their correct Association uniform (including headgear, if worn) and are to remain in uniform whilst participating in a game.
2. These uniforms must be worn in the manner appropriate to their construction and design.
3. Officials must wear closed in shoes.
4. All players and officials are to remain in the playing area during a game in which they are participating unless permission to leave is granted by the Plate Umpire/TCU.
5. Non team members are not permitted on the bench or in the bench area.
6. Smoking or the consumption of alcohol by any member is prohibited whilst participating in a game.
7. The bench area should be neat and tidy (bats/ helmets/ gloves) and, if possible, bags should be in a neat row behind the bench.
8. Each team shall be responsible for leaving their bench area clean and tidy.
9. The behaviour and attitude of all participants should be a display of good sportsmanship at all times. Offensive language or conduct by any participant will not be tolerated.
10. Team Managers are responsible for the overall control of their Affiliate members participating in the Championship.
11. They should also ensure their umpires are correctly attired as per the Softball NSW Inc. Regulations.





12. All participants are required to be in attendance at the Presentation Ceremony unless advised otherwise by the Softball NSW Representative.
13. Teams involved in the Presentation of Trophies/Badges at the Presentation Ceremony must be uniformly attired.
14. Teams who are not participating in finals are permitted to be attired in travelling clothes for the Presentation Ceremony.

A summary of the relevant SNSW Forms / documents of reference for State Championships are below. These Forms are available on the SNSW website – [nsw.softball.org.au/](http://nsw.softball.org.au/)

- “NSW State Championship Application to Host Form”
- “NSW State Championship Criteria for Hosting a State Championship”
- “NSW State Championship Due Dates and Accreditation Requirements”
- “NSW State Championship Merchandise Order Form
- “NSW State Championship Player Pick Up Procedure” which includes the “NSW State Championship List of Players Nominating for Pick Up Roster Form” and “NSW State Championship Affiliate Request to Player/Official Pick Up Form”.
- “NSW State Championship Pre Championship Organisation Checklist for Host Affiliate”
- SNSW State Championship Regulations
- “NSW State Championship Representative Uniform Form”
- “NSW State Championship Sample Handbook”
- “NSW State Championship Team Entry Form”
- “NSW State Championship Team List Form”
- “SNSW Talent Identification Form”



## 4.2 State League

The SNSW State League is a competition conducted for elite players in two divisions - open male and open female from August to November at the NSW Softball Centre, Blacktown International Sportspark of each year. This competition is organised and run by SNSW.

There is an entry fee, criteria and application process which will be distributed to Affiliated Associations by the SNSW Events Coordinator in May of each year. A deposit and a “*State League Proposed Team Roster Form*” is due to the SNSW Office by June 30 of each year.

1. All Participants in the State League must be:
  - .1 A current registered member of a Full Affiliate of Softball NSW.  
**OR**
  - .2 A current registered member of a state affiliated with Softball Australia. An interstate team member (player/official) shall be required to pay a competition fee per team member through a Softball NSW “*State League Interstate Registration Form*” and a SAL Permit to be completed for each interstate player/official via the Sports TG database. Permits are to be completed no later than 5.00pm on the Thursday prior to the first game in which the player/official participates in.
2. Players must be at least sixteen (16) years of age as at December 31 in the year of the competition.
3. Players and Officials must be involved with only one team in a division of State League.
4. Any one team may register no more than eight (8) current Open State/Interstate team members as players.



5. A minimum of twelve (12) players and a minimum of three (3) officials, namely a Head Coach, Assistant Coach and Manager must be included on the final team roster.
6. All Head Coaches **MUST** be at least Level 4 accredited and Assistant Coaches Level 3 accredited.
7. Head Coaches **are not** permitted to participate as a player in the State League.
8. Any player or coach who takes the diamond as a coach, either in offence or defence, **MUST** have at least Level 3 Coaching Accreditation.
9. Official scorers, one for each game, will be provided by the Softball NSW Scorers and Statisticians.
10. The Softball NSW Selection Committee will review the suitability of players wishing to participate in the competition.
11. All players and officials are required to fill in a “*State League Registration & Nomination Form*”. Please ensure that the form is completed in full.

For further information refer to the SNSW State League Regulations, which are reviewed annually and other relevant State League information available on the SNSW website or call the SNSW Office.

Relevant Forms include:

- “State League Addition to Roster Form”
- “State League Criteria and Information”
- “State League Final Team Roster Form”
- “State League Interstate Registration Form”
- “State League Proposed Team Roster Form”
- “State League Registration and Nomination Form”
- “State League Team Entry Form”
- “State League Team Uniform Form”



### 4.3 Winter League

The SNSW Winter League is a competition conducted for players in two divisions - male and female from Affiliate based teams and usually commences in May of each year. The League will be conducted at approved Affiliate venues and at the NSW Softball Centre, Blacktown International Sportspark. This competition is organised by SNSW and aims to provide a pathway for players wishing to develop and/or seek State selection.

In February of each year, the SNSW Events Coordinator will send Affiliated Associations information about the upcoming Winter League.

For further information, refer to the SNSW Winter League Regulations, which are reviewed annually and other relevant Winter League information available on the SNSW website or call the SNSW Office.

Relevant Forms include:

- “Winter and Development League Host Venue Application Form”
- “Winter League Addition to Team Roster Form”
- “Winter League Final Team Roster Form”
- “Winter League Proposed Team Roster Form”
- “Winter League Registration and Nomination Form”
- “Winter League Team Entry Form”

### 4.4 Development League

The SNSW Development League provides competition and development opportunities and pathways for Under 15 players from club based teams. The Development League underpins the Winter League.

It is conducted in 2 divisions - male and female and usually commences in May of each year. The League will be conducted at



approved Affiliate venues and the finals at the NSW Softball Centre, Blacktown International Sportspark.

In February of each year, the SNSW Events Coordinator will send Affiliated Associations information about the upcoming Development League.

For further information, refer to the SNSW Development League Regulations, which are reviewed annually and other relevant Development League information available on the SNSW website or call the SNSW Office.

Relevant Forms include:

- “Development League Addition to Team Roster Form”
- “Development League Final Team Roster Form”
- “Development League Individual Registration Form”
- “Development League Proposed Team Roster Form”
- “Development League Team Entry Form”
- “Winter and Development League Host Venue Application Form”





## Section 5

# Participation



## SECTION FIVE – PARTICIPATION

Participation is a key pillar of the SNSW Strategic Plan. SNSW aims to promote and develop Softball in NSW with the view of increasing participation.

Affiliates are encouraged to work with SNSW to increase participation opportunities for the greater community.

### 5.1 Inclusion

SNSW conducts programs throughout the year for a wide range of people including people with a disability and culturally diverse backgrounds.

These programs are, in most cases, run in conjunction with the Office of Sport and the School Sports Unit.

Further information is available by contacting the SNSW Office.

### 5.2 Schools Program

SNSW conducts programs through the ASC Sporting Schools Program.

Affiliates are encouraged to ensure that they have coaches accredited to be able to conduct these sessions to ensure that if a program is requested in the local area Softball can fulfil the request.

In addition, SNSW will conduct sessions and / or assist Affiliated Associations with the introduction of coaching programs for any interested NSW school.



SNSW encourages Affiliated Associations to develop and maintain strong relationships with the schools in the respective areas and be aware of local primary school sports association competitions.

SNSW has a close working relationship with the NSW School Sports Unit and encourage the inclusion of Softball into schools.

Contact the SNSW Office if assistance is required.

### 5.3 Social Softball

SNSW encourages Affiliates to conduct Social Softball Programs utilising the existing structure that is in place. Programs such as Social 7s, Slowpitch and Indoor Softball are available.

### 5.4 Masters Softball

Masters Softball is an area of growth in the sport of Softball. Many tournaments are available to the Over 35 membership such as World Masters, Pan Pacs, Australian Masters and a number of Affiliate based tournaments.

### 5.5 Gala Days

A number of Affiliates conduct Gala Days for various age groups. Clubs and Affiliates are encouraged to participate in these days to offer additional opportunities to members.

### 5.6 Come n Try Days

Affiliates are encouraged to offer Come n Try Days to promote Softball and the benefits of becoming a member. These days are generally held prior to the season and part of the registration / recruitment process.







## Section 6

### High Performance State Teams



## SECTION SIX – HIGH PERFORMANCE / STATE TEAMS

### 6.1 State Teams

SNSW selects State Teams to participate in National Championships.

National Championships are conducted in the following divisions:

- Open Women - Gilleys Shield
- Open Men - John Reid Shield
- U23 Women - Joyce Lester Shield
- U23 Men - Laing Harrow Shield
- Under 19 Women - Elinor McKenzie Shield
- Under 19 Men - Nox Bailey Shield
- Under 17 Women - Esther Deason Shield
- Under 17 Men - Arthur Allsopp Shield

The events are in the following months:

#### January

Open Men and Women, U19 Men and Women, U17 Men and Women

#### July

U23 Men and Women

SNSW has developed a SNSW State Team Selection Policy which is available on the SNSW Website.

The purpose of this document is to clearly outline the policy, operational process and procedures that apply to the selection of players to participate in a specific event.

This includes both male and female players of all ages. These players could be selected for a squad or team group, or they could be selected as a special invitee for a special event for example -



training camps, special coaching events, special tournaments, 'one-off' opportunities to play against visiting international teams.

The Policy outlines:

- Player eligibility
- Exemption Requirements
- Selection Nominations and Process
- Criteria
- Approval and Announcement of Squads and Teams
- Replacement Process
- Request of Appeal

### Player Eligibility

To be eligible for selection in a Softball NSW state team, the following conditions apply:

- Must be a resident of New South Wales for at least three (3) months prior to the respective Australian Championship.
- The player must be a currently registered and financial playing member of a SNSW Full Affiliated Association.
- Must have played at least six (6) games with a Full Affiliate during the previous twelve (12) months. Players who are based overseas are exempt from this.
- Attendance at the relevant State Championship is compulsory for selection unless an exemption has been granted by the General Manager. (For exemption requirements, please see clause 6 of the SNSW State Team Selection Policy.)
- If any State Championship or selection event comprises of more than one weekend or session, players are required to attend all weekends or sessions, unless an exemption is granted.



- A player may be eligible for more than one state team however in the first instance Softball NSW will select a player only in one age division.
- There is no age eligibility with respect to state squad or state team selection; however players must comply with age eligibility guidelines for relevant State Championships. That being, players in the U23 Championships, U19 Championships or the U17 Championships will be U23, U19 or U17, as the case requires, on **31 December** in the year immediately before the Championship.
- Players must comply with any rules of eligibility applied by Softball Australia and relating specifically the tournament or event that they are being selected for – ie. gender, age restrictions, performance or specific skill parameters.
- All players selected for representative teams shall abide by the rules of behaviour and training as set down by the Head Coach and Administrator. Any player who does not abide by these rules whilst still in New South Wales shall be reported to the Board. Whilst on tour the players and officials are under the sole jurisdiction of the Administrator.
- All players selected for representative teams shall abide by all SNSW and SAL Policies and procedures such as the Anti Doping Policy; Alcohol and Drugs Policy; Social Media Policy and others. All players must complete the NSW State Team Representative Code of Conduct; NSW State Team Representative Media Profile and NSW State Team Representative Medical Information Form.

## Exemption Requirements

- If a player is unable to attend the relevant State Championship and wishes to stand for selection they must request an exemption. The requirements for requesting an exemption are:



- All requests for exemption must be in writing and received by the General Manager no later than 5.00pm, five working days prior to the commencement of the State Championships.
- If unforeseen circumstances cause a player to be unable to attend a State Championship within five days of the championship, the player should notify the General Manager as soon as possible of these circumstances and submit a subsequent written request for exemption.
- Requests for exemption must include evidence of the reason for the absence.

In circumstances where a player is injured or suffering an illness, a doctor's certificate is required. In circumstances where a player has a work commitment, a letter stating such from the employer is required. In circumstances where a player has exams during the State Championship, evidence would need to be provided of these compulsory exam responsibilities. In the event of bereavement or other extenuating circumstances, the General Manager will make a decision on an individual case basis.

- All players who are unable to attend the relevant State Championships due to a commitment with a national Softball program will be granted an automatic exemption.
- Attendance at all selection trials and official training sessions is essential.
- If a player is unable to attend selection trials or training sessions, they must request an exemption in order to remain eligible for consideration in the selection of the squad/team. Requirements of an exemption are as above with evidence to be provided to the team manager.



- Other special circumstances for non-attendance at the state championships, selection trials or training sessions will be considered by the General Manager on application.

### Selection Nominations

No pre-event selection nominations are required by the teams. It is requested that Associations competing at State Championships identify and nominate eligible players who wish to be considered for State Squad or team selection two (2) months prior to the relevant State Championships. Additional names may be added by the Affiliates during the course of an Affiliate's playing season.

The selectors may also approach players during selection events seeking their interest to be considered for state selection.

- State Selectors are responsible for selecting players to attend the U17 State Camps.
- Players attending the U19 State Camps are by open invitation.
- The following events are also used by the State Selectors for the purpose of Talent Identification and Selection:
  - Gala Days
  - State Championships
  - State League
  - Winter League
  - Australian Invitational Youth Games

State Team Players and Officials are required to complete the following:

- NSW State Team Representative Code of Conduct
- NSW State Team Representative Media Profile
- NSW State Team Representative Medical Information Form



It is noted that

- No unauthorised person shall be permitted to travel or be accommodated with a State Team.
- Financial assistance from SNSW for State Team costs shall be determined by the Board. The balance of costs, shall be the responsibility of the State Team members and as appropriate shall be paid to SNSW by the date stipulated.
- On completion of the National Championship, the State Team Administrator, Head Coach and Statistician shall submit written reports for the Board's consideration to SNSW General Manager within twenty eight (28) days of the conclusion of the event.
- The uniforms for the State Teams are determined by SNSW.
- SNSW shall order all State Team uniforms. Once payment has been received the uniforms become the property of the player.

### State Team Officials

To be eligible to nominate for a position in a Softball NSW State Team the following criteria must be met.

- Must be a resident of New South Wales for at least three (3) months prior to the respective Australian Championship.
- Must be a registered member of Full Affiliated Association.
- Head Coach applicants must have at least Level 4 Coaching Accreditation.
- Assistant Coach applicants must have at least Level 3 Coaching Accreditation.
- Statistician applicants must have at least Level 4 Scoring Accreditation.

Members wishing to nominate for appointment as a State Team Official must do so on the “*Application for Position Form*” and forward to the SNSW Office by the closing date advised.



The duties and guidelines for State Team officials shall be as determined and approved by the Board and made available to such officials.

The officials of a State Team shall be Administrator, Head Coach, Assistant Coaches as necessary and Statistician and other appointed personnel as required, all of whom shall be selected by a Sub-committee appointed by the Board. Such appointments shall be submitted for ratification by the Board.

The High Performance Committee reviews applications and determines the recommendations to the Board.

Once presented to the SNSW Board and appointments approved, the General Manager on the first working day after the Board meeting will notify all applicants by phone or email.

### SNSW State Team Colours

SNSW Colours are Pale Blue (PMS #277) and Junior Navy Blue (PMS#288) and White.

### SNSW State Team Uniform

It is the aim of the SNSW to have a five (5) year plan for the design of State Team Uniforms. An annual Uniform Order will be required from each State team player and official.

### SNSW State Team Sponsors

In accordance with the SAL Australian Championship Regulations, discreet advertising by a sponsor/s may be permitted by the Board on the playing uniforms, warm-up apparel or walk out attire provided it conforms with SAL guidelines outlined below.





- The number of sponsor/s logos is limited to three, one of which may be a major sponsor and the remainder secondary sponsors
- The major sponsor logo, emblem or printing, will be a maximum of 300mm x 75mm (12" x 3") in size. This may be located on the back of playing shirts, warm-up jackets or tracksuit tops.
- A secondary sponsor logo, emblem or printing, will be a maximum of 100mm x 100mm (4" x 4") in size. This may be located on the front of shorts or tracksuit pants or on the sleeve of playing tops or other team tops.

## SNSW State Team Information

SNSW shall make a presentation to State Team members on their NSW selection. They will be issued with a playing cap number which they will retain forever.

SNSW enter teams into National Championships on invitation from SAL.

The High Performance Committee shall ratify the Training Program for each State Team.

The maximum number in a State Team delegation shall be decided by the Board having regard to the requirements of SAL regulations regarding compositions of State Teams attending Australian Championships.

## 6.2 Regional Academies of Sport

There are 11 independent Regional Academies of Sport across NSW that provide development programs to identified athletes. Once in an academy program, athletes have access to high level coaching plus a range of sport education and personal development programs. The sports each academy provides varies, so contact the relevant academy for more information:



1. South West Sydney Academy of Sport (Campbelltown)
2. Western Sydney Academy of Sport (Penrith)
3. Central Coast (Mingara)
4. Far West Academy of Sport (Warren)
5. Hunter Academy of Sport (Newcastle)
6. Illawarra Academy of Sport (Wollongong)
7. North Coast Academy of Sport (Lismore)
8. Northern Inland Academy of Sport (Tamworth)
9. Southern Sports Academy (Wagga Wagga)
10. South East Regional Academy of Sport (Goulburn)
11. Western Region Academy of Sport (Bathurst)

Softball Programs are currently conducted in the:

- South West Sydney Academy of Sport
- Western Sydney Academy of Sport
- Hunter Academy of Sport
- Southern Sports Academy.

In addition to this, SNSW has Regional Softball Academy Programs in Northern Metropolitan and Southern Metropolitan Regions. Trials are conducted annually in August for each of the Squads.



### 6.3 Country Camps

A Country Camp may be conducted annually and forms part of the selection process for the Country U/15 team that participates in the Australian Regional Championship.

### 6.4 State Camps

State Camps for U/17 and U/19 age divisions are conducted annually and are a major State Selection activity.

U/17 Camps are by invitation only. The State Selectors are responsible for selecting players from FULL Affiliates to attend this camp.

U/19 Camps are open invitation.





## Section 7

### Coaching



## SECTION SEVEN – COACHING

### 7.1 Coaching Accreditation

Softball Australia's Coach Education program is a sequential coach development program that offers six levels of coach training and National Coaching Accreditation Scheme (**NCAS**) accreditation. The program is designed to enable coaches to progressively develop the required technical knowledge and expertise needed to meet the demands of today's ever changing game – from entry level to the highest international level.

Progression through the six levels will ensure that coaches gain increased status and improved coaching expertise resulting in long term benefits for themselves, other coaches, players and the sport in general.

The six levels of Softball Australia's coach training and NCAS accreditation are loosely based on Istvan Balyi's Long Term Athlete Development (**LTAD**) philosophy and model. The LTAD philosophy dictates that a long-term commitment to practice and training (progressive development over the long term) is required to produce elite level players in all sports. The current LTAD model for athletes outlines six levels or stages of development: the FUNdamental Stage, Learning to Train, Training to Train, Training to Compete, Training to Win, and Retirement and Retrainment. It is argued that a similar developmental philosophy applies to coaches.

Courses will be advertised on the SNSW website and on Facebook.

A course fee applies for all courses. Coaches receiving remuneration for their services may claim the fee as professional development on their tax return.

Coaches must be members of SNSW and SAL. The annual membership fee includes personal accident and personal indemnity insurance.



Key features of Softball Australia's six level coach education program are outlined below:

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## **Level 1**

**FUNDamentals of Softball** is designed to introduce softball coaching to the beginner coach and provides participants with the expertise required to coach fundamental softball skills to beginner players (eg, school and junior levels) in a fun, safe and well structured environment. Participants can obtain their Level 1 accreditation by:

- participating in a face-to-face workshop (whole day, part day, or by Module formats)
- externally working through the 'FUNDamentals to Softball' DVD/CD package and successfully completing the assessment tasks
- providing their Member States with a signed copy of the Softball Australia Coaches Code of Conduct Agreement
- complying with any Member States Government Child Protection Legislation (which may include a police check)
- paying the NCAS accreditation fee

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## **Level 2**

### **Training to Train**

provides the coach with the knowledge and skills to plan, organise, conduct and review effective training sessions, weekly and monthly plans that cater for the individual needs of junior level club players. The program focuses on consolidating coaching of fundamental softball skills and introducing



further basic softball skills, tactics and positional play. Competition is introduced but the focus is on developing the basics as opposed to competing.

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### **Level 3**

**Training to Compete** provides the coach with the knowledge and skills to teach club/senior club players the finer points of playing softball in competition. The program focuses on game preparation, game management and basic game strategies as well as improving performance by optimising intermediate level individual and position-specific softball skills.

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### **Level 4**

**Training to Win** provides the coach with the knowledge and skills to manage state teams and programs and to help state level players develop more advanced individual softball specific and strategic skills. Focus is on optimising all aspects of preparation (physical, mental, technical, tactical, nutrition, recovery) through individualised programs; maximising performance; peaking for national competition; and managing people and resources.

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### **Level 5**

**Advanced Performance** is designed to assist coaches to develop the competencies necessary to work with state senior and national junior (U19) level players. Coaches develop expertise in program, resource and people management; advanced skill development and analysis, positional play and game strategies, basic anatomy biomechanics and physiology and advanced planning and training methods.



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## Level 6

### High Performance

is designed to assist coaches to develop the competencies necessary to work with national senior team level players in international competition. Coaches complete the University of Queensland Graduate Diploma of Elite Sports Coaching through either one year full-time (or the equivalent part-time) study externally via the internet. The Level 6 program is designed to assist coaches to augment their proven elite coaching abilities. The program prepares coaches with the most advanced training and planning methods and tactics and sport sciences are applied specifically to softball coaching. The program aims to produce coaches who are successful at coaching the highest level of softball and who will be competent to act as leaders in the field of high performance coaching. The program will also prepare coaches for retirement and retainment.

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Each of the six Softball Australia Coach Accreditation Programs includes four components:

- **Coaching general principles** – fundamentals of coaching and sports performance
- **Softball-specific principles** – skills, techniques, strategies and scientific approaches specific to softball
- **Practical activities** – practical coaching and application of coaching principles
- **Competency based assessment** – Coaches complete various assessment tasks pertaining to the content of each program. The tasks allow the coach to demonstrate





whether or not they have developed the coaching competencies expected for the program

The softball content for Levels 1-5 is based on the premise that there are two major areas of skill/knowledge required by a softball coach. The first is the need to be able to teach the skills of the game during training sessions (**Training Coach**), which is the focus of Levels 1-2. The second area is the requirement to organise and lead the team during games (**Game Coach**) and this is the focus of Levels 3-5. Level 6 provides enriched coaching knowledge for those coaches wishing to work at the high performance level (national/international coach).

### **Learning Enhancement Modules (LE modules)**

Coaches wishing to gain further knowledge in specific areas such as Battery, Inclusive Coaching, Certificate IV, Mentoring, Selector's Program and Performance Analysis, can access a series of LE modules. Member States will be responsible for the delivery of these specific modules as part of the accreditation program.

The diagram overleaf illustrates the six levels in the Softball Australia coaching accreditation pathway and the positioning of the LE Modules.



# COACH ACCREDITATION PATHWAY



## 7.2 NCAS Accreditation Process, Courses and Renewal

SNSW and Affiliated Associations, once approval is provided by SNSW, can conduct Level 1 / Softball Community Coach and Level 2 Coaching Accreditation Courses. Level 3 and Level 4 Courses are conducted by SNSW. SNSW must appoint and /or approve appropriately qualified coaches to deliver each of the Coaching Courses. It is aimed that a Level 4 or an experienced Level 3 Coach delivers the accreditation courses. If an Affiliated Association wishes to conduct a course, please contact the SNSW Office to arrange. Resources must not be photocopied for any course.

Coaching Accreditation can be obtained by attending a face to face course or completing the course at home. If the "at home" option is preferred the individual must contact SNSW and request the DVD and booklet relevant to the Level 1 or 2 Course.

Once the individual has completed all the information at home or at a face to face course, it is to be returned to SNSW where it will be assessed.

Age eligibility to participate is:

Level 1 must be 14 years of age  
Level 2 must be 15 years of age  
Level 3 must be 16 years of age

### **Softball Community Coach/Level 1**

SNSW encourages all coaches to achieve this entrance level accreditation.

The Community Coach course includes Coaching General Principles and the Level 1 Softball specific component.

As part of good governance, member protection and duty of care, SNSW requires the following additional requirements in addition to



the Assessment paper. These can be sent or ideally brought to the face to face training course.

1. Complete online training **Community Coaching General Principles** (instructions below).

- Go to [www.ausport.gov.au](http://www.ausport.gov.au) or <https://learning.ausport.gov.au/Auth/Login?ReturnUrl=%2f>
- On the right under featured courses, click on go to ONLINE COACHING COURSES
- Near enrolling, click on LEARNING PORTAL
- Register first / Login
- Select Community Coaching General Principles and ENROL
- Complete the modules
- Save and Print the certificate to bring
- You will also see the PBTR in this portal

2. Everyone over 18 years needs to complete the "**Working with Children Check**"

<http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/apply/-apply>

Please enter WWCC number on the ASSESSMENT SHEET.  
It is free for volunteers.

3. **Play by the rules** - [playbytherules.net.au](http://playbytherules.net.au) –

- Scroll to the bottom ON-LINE training
- Complete 2 modules (40 mins) Child Protection and Discrimination and Harassment
- Print Certificates

## **Coaching Accreditation**

Each participant on successful completion of each level will receive a Certificate, letter from SNSW and a SAL Coaching Card.

Coaching Accreditation lasts for four (4) years. SAL will advise each accredited coach by letter when their accreditation is near to



expire with the expiry by the date specified and renewal information.

To renew accreditation, coaches must complete the "*NCAS Accreditation Update Form*" and send to SNSW with the Coaching Activity Sheet and payment.

A Level 2 Coaching Course can be undertaken once the Level 1 has been achieved and six (6) months (1 season) of coaching is undertaken. The time between Level 2 to Level 3 is 12 months of coaching.

SNSW keeps a record along with SAL of all accredited coaches.

Please contact SNSW Office for further information in regards to Coaching Accreditation Courses.

### 7.3 Affiliate Coaching Coordinator Responsibilities

Each Affiliated Association is required to appoint a Coaching Coordinator who will be responsible for organising coaching programs aimed at developing and improving the coaching and playing standards within their affiliate.

An Orientation to Coaching Course, Level 1 Coaching Course and Players Clinics should be conducted each season.

1. Co-ordinate and/or conduct Coaching Courses for coaches within the Association.
  - Organise/Conduct one (1) Level 1/Community Coach Course each year.
  - Conduct Coaches Courses/Clinics as required by the Association.
2. Co-ordinate Coaching Clinics for players within the Association.
  - Basic Skills clinics for beginners



- Specialist clinics for positional play development
3. Disseminate all coaching information direct to Club Coaches, specialist coaches and interested members.
  4. Advertise Softball NSW Coaching Courses/Programs.
  5. Assist, where possible, junior coaches and clubs.
  6. Provide an advisory service to all coaches and players.
  7. Assist Association Selectors with Talent Identification and Representative Team Selections.
  8. Liaise with, and assist, if necessary, coaches of Representative Teams.
  9. Provide or organise assistance for schools within the immediate area.
  10. Produce a Yearly Coaching Plan for the Association.





## Section 8

### Scoring



## SECTION EIGHT – SCORING

### 8.1 Responsibilities of SNSW Director of Scoring

The SNSW Director of Scoring, shall be responsible for:

- Arranging, if necessary, a qualified course presenter for proposed courses organised by affiliates
- Forwarding NOAS Registration fees to SNSW office
- Arranging practical assessment dates and examiners for Levels 2, 3 and 4
- Advising participants of dates for practical assessment for Levels 2, 3 and 4
- Checking assessment papers up to and including Level 3
- Forwarding Level 4 assessments and marking fee to National Scoring Committee marker
- Returning assessment papers and certificates to newly accredited scorers
- Supplying a master copy of course resources to qualified presenters
- Advising affiliate secretary and scoring coordinator of newly accredited scorers from their affiliate
- Sending an annual update of current affiliate scorers to affiliates
- Organising NOAS Level 2 scoring courses (these may be organised by affiliates)
- Organising a NOAS Level 3 and NOAS Level 4 scoring course each year
- Submitting updates to the National Scoring Committee
- Submitting a written report for the SNSW Annual Report
- Reporting to the SNSW Board when requested
- Recruiting and appointing scorers for relevant State, National and International events organised by SNSW and liaising with the National Scoring Committee for the appointment of scorers to National events via the completed Expression of Interest Form





- Attending National Scoring Meetings, Teleconferences, SNSW Annual General Meeting and others as required
- Being Tournament Chief Statistician (TCS) as appointed and provide relevant reports to the National Scoring Committee

## 8.2 Responsibilities of Affiliate Scoring Coordinator

Each SNSW Affiliated Association must appoint a Scoring Coordinator.

The Affiliate Scoring Coordinator shall be responsible for:

- Organising a NOAS Level 1 scoring course, for their affiliate, each year
- Advising the SNSW Director of the course at least three weeks prior to the proposed date
- Checking that the presenter is approved by the SNSW Director of Scoring or requesting that the SNSW Director of Scoring arrange a qualified presenter
- Notifying clubs within their affiliate of the proposed course
- Forwarding registration forms, assessment papers and course fees to the SNSW Director of Scoring within one week of the course
- Notifying the SNSW Director of Scoring of scorers from their affiliate who transfer to another affiliate
- Notifying the SNSW Director of Scoring of change of address details of affiliate scorers



## 8.3 NOAS Scoring Accreditation

### **LEVEL 1**

- *Scorebook explanation*
- *Recording balls, strikes and fouls*
- *Using basic scoring symbols for getting on base or getting out – hits, errors, outs, pitching and catching plays*
- *Keeping the score*
- *Determining the result in timed games*

**Pre-requisites:** Minimum age 12 years  
Play by the Rules Certificate (prior to the course)

**Course:** 3 - 4 hours plus written assessment (no time limit)

**Competency:** Basic ability to score At Bats and Runs for each team.

### **LEVEL 2**

- *Use of colours for scoring symbols*
- *Advancing runners*
- *Bunts and Sacrifices*
- *Wild Pitches, Passed Balls, Double Plays*
- *Pitch counts*
- *Changes*

**Pre-requisites:** Level 1 accreditation  
Minimum age 15 years

**Course:** Six (6) hours (plus lunch break)

**Assessment:** Score an appropriately levelled live game with a marker present (*assessment must be completed within a two year timeframe after Level 2 course*)



**Competency:** Basic ability to score a softball game using correct colours; recording changes correctly.

### **LEVEL 3**

- *Earned and Unearned Runs*
- *Review of Sacrifices and Fielder's Choice*
- *Scorebook extensions for Batting, Fielding and Pitching*
- *Batting and Fielding Averages*
- *Some Pitching Averages*

**Pre-requisites:** Level 2 accreditation  
Minimum age 17 years  
Season of active scoring after receiving Level 2  
(*scorebook may be required as proof of practical experience and to check that Level 2 competencies are being used*)

**Course:** Six (6) hours (plus lunch break)

After the course, score for a season (minimum 12 games) using scorebook extensions for both teams and completing earned and unearned runs competently.

Score and extend a live game at a National Championship or Open NSW championship

**Assessment:** Completion of a pre-scored game with extensions and statistics for batting, fielding & pitching  
(*assessment must be completed within a two year timeframe after Level 3 lecture*)

**Competency:** Ability to score a softball game using correct colours and symbols, and provide a complete statistical record of the game.  
Ability to provide individual player statistics for own team and opposition.



## **LEVEL 4**

- *Advanced Scoring and Statistics*
- *Batting and pitching charting*
- *Complete pitching averages*
- *Using National Championship scoresheets*
- *Compilation of team statistics for a tournament*

**Pre-requisites:** Level 3 accreditation

Season of active scoring after receiving Level 3  
(*scorebook to be submitted to check Level 3 competency*)

**Course:** 6 - 7 hours (plus lunch break)

**Assessment:** Scoring, with batting charts, of two (2) regulation games, with a marker present. Complete extensions and statistics for these two games. Pitching charts for one (1) game. Compilation of team statistics for three pre-scored games. Submit extended games, statistics and charts to Director of Scoring (within one week)  
(*assessment must be completed within a two year timeframe after Level 4 lecture*)

**Competency:** Ability to score a softball game and provide a complete statistical record of the game.  
Ability to provide individual player statistics for own team and opposition.  
Ability to provide team statistics for a tournament.



## 8.4 NOAS Course Fees

The course fees are set by the National Scoring Committee Forum in October of each year. The fee is per participant and a venue cost may be added to this fee.

<b>Level 1</b>	\$20	includes NOAS Registration fee, administration and marking fee & postage
<b>Level 2</b>	\$25	includes NOAS administration and assessment marking fee & postage
<b>Level 3</b>	\$35	includes NOAS administration and assessment marking fee & postage
<b>Level 4</b>	\$50	includes NOAS administration and assessment marking fee & postage





## Section 9

# Umpiring



## SECTION NINE – UMPIRING

### 9.1 Softball NSW Umpires

Softball NSW Umpires (SNSWU) is the peak body responsible for the delivery of softball umpiring services in NSW.

Visit our website: [www.nswumpires.softball.org.au](http://www.nswumpires.softball.org.au)

Like us on Facebook:

<https://www.facebook.com/softballnswumpires>

Since 1965, the SNSWU has been committed to the management, recruitment, development and engagement of umpires across NSW in delivering on our eight key organisational objectives:

- To promote and develop softball umpiring within NSW;
- To co-operate with and assist Softball NSW;
- To function in conformity with the SNSW Rules;
- To adopt the rules of the game of Softball as issued by the WBSC Softball Division Playing Rules Commission and accepted and interpreted by Softball Australia after adoption by SNSW;
- To assist affiliated Associations of SNSW to secure umpires;
- To maintain uniform interpretations of the Rules of Softball and their implementation;
- To manage softball umpiring and umpires in the state of NSW in accordance with SNSW Rules;
- To assist SNSW and Softball Australia in any matters relating to umpires.



## Softball NSW Strategic Framework “Our House”



The Softball NSW Umpires has built a house. Our house captures who we are, where we fit and our ambitions.

We invite you, the SNSWU family to help us bring our house to life. Together, we can lead the way in all facets of umpiring.

The foundations of our house are rock solid and incorporate present, past and future members of our family.

Our house is the essence of softball umpiring in NSW.

Our House, whilst being multi-leveled, has five main rooms and living in each room are our five key priorities:

### **1 - Administration & Management**

Our family will lead the way in the effective management of softball umpiring.

### **2 - Service to Softball**

Our family will deliver umpiring services with excellence to all levels of the sport.

### **3 - Recruit Umpires**

To ensure the survival of our family we will work alongside local





Associations to engage and promote the benefits of umpiring to a wider audience, encouraging them to join our family.

#### **4 - Develop Umpires**

Our family is multi-skilled. We will provide further opportunities to our family to encourage their growth and advancement both on and off the diamond.

#### **5 - Retent Umpires**

Our family will work as one to ensure that all are actively engaged.

### **9.2 Umpire Uniform**

Every umpire who officiates at a Softball NSW (SNSW) event must be attired correctly.

Any umpire who is incorrectly attired will be prohibited from officiating unless there has been a dispensation granted by Softball NSW Board or the Softball NSW Umpires (SNSWU).

The dress code requirements as set down by Softball Australia for umpires in all states are as follows:

- Navy Trousers
- Black belt
- Black or navy socks
- Black shoes – may have white markings
- White t-shirt to be worn under chest protector
- Navy cap – short/long peak
- Softball Australia On diamond umpires shirt



Additionally, the plate umpire will wear:

- Navy ball bag
- Black mask – may have black or tan padding

Optional attire:

- Softball Australia On diamond jacket
- Sunglasses – conservative and sporty.

**NOTE:** Only accredited umpires (Level 1 – 8) are permitted to wear the Softball Australia On diamond shirt.

Unaccredited umpires may wear a plain blue shirt or Association umpire shirts to gala days and Association managed events.

### 9.3 Affiliate Responsibilities

Each Affiliate is encouraged to provide opportunities to promote umpire growth and accreditation advancement.

This includes:

- Coordination of practical and theory courses in alignment with SNSWU and Softball Australia National Umpiring Committee (NUC) guidelines.
- Promotion and advertisement of all SNSWU development clinics.
- Coordination of umpiring allocations for all games held at their affiliate excepting when hosting a SNSW Championship event.
- Providing the required number of umpires for affiliate teams entering events such as gala days, SNSW championship events and any other events where applicable.



- Provide SNSWU with the list of names and email addresses of all persons wishing to be registered for the Softball Australia Rules Assessment by the advertised closing date.
- Keep abreast of the latest Softball Australia and SNSW rules and regulations and communicate to their affiliate members accordingly.
- Having a reasonable knowledge of the current practical umpiring mechanics and systems as defined by Softball Australia and SNSWU.
- Chairing any committees including judiciary, tribunals or protests as required by their affiliate.
- Encourage annual membership of the SNSWU.
- Encourage members to become accredited and promotion through the accreditation system.
- Coordination of level 1 umpire accreditations.
- Keep an accurate record of all active and accredited umpires.



## 9.4 State Championship Requirements

Softball NSW will set the umpire requirements for each Affiliate who enters a team or teams to compete at a Softball NSW event.

The umpires are required for the duration of the event.

The requirements as at June 2016 are:

Event	Minimum requirement per team
Open Women/Men	SNSWU appointed
U19 Women/Men	SNSWU appointed
O35	2 per team: <ul style="list-style-type: none"><li>• Level 2 or</li></ul> <b>Note:</b> If 2 teams entered, only 3 - Level 2 are required.
U17	2 per team: <ul style="list-style-type: none"><li>• 2 – Level 2 <b>or</b></li><li>• 1 – Level 2 and 1 – Level 2 candidate</li></ul>
U15	2 per team: <ul style="list-style-type: none"><li>• 1 – Level 2 and 1 – Level 1 <b>or</b></li><li>• 1 – Level 2 candidate and 1 Level 1</li></ul>
U13	2 per team: <ul style="list-style-type: none"><li>• Level 1</li></ul>
U11	2 per team: <ul style="list-style-type: none"><li>• Level 1 with tee-ball experience</li></ul>

The Affiliate Umpiring Coordinator or its nominated person is responsible for submitting the umpires names with the completed team sheet to the SNSW Events coordinator by the published due date.

The SNSW Events Coordinator will check that the supplied umpires are currently registered and financial with SNSW. Where a discrepancy is found, the SNSW Events Coordinator will inform the Affiliate to amend the issue at least 7 days prior to the event or replace the umpire with one that fulfils the requirements.



The SNSWU secretary must be advised immediately if there is any change to these nominated umpires.

If a nominated umpire is replaced and there is insufficient time to advise the SNSWU Secretary, the Championship Umpire In Chief (UIC) must be informed of the change at the championship's umpires meeting held prior to the FIRST game each day. Any replacement umpire must adhere to the dress code as outlined in this document and be of the same or higher accreditation as the withdrawn umpire.

Unless the Championships Disputes Committee determines that extenuating circumstances exist, any Affiliate failing to provide the required number of umpires for a Championship shall be fined as per the SNSW rules and regulations.

**NOTE:** If an Affiliate fails to submit its umpires when the team sheets are submitted, the SNSW Events Coordinator will contact the affiliate and requests said names.

### **What do I do if we do not have available umpires for State Events?**

If the affiliate requests assistance, then the SNSW Events Coordinator will contact the SNSWU Secretary and provide details.

The SNSWU will make every effort to fulfil reasonable requests and the affiliate and SNSW Events Coordinator will be advised once an umpire has been sourced.

Requests must be received **at least 2 weeks prior to the scheduled event** and any umpire service fees and administration costs will be the responsibility of the requesting affiliate.



## 9.5 Umpiring Accreditation

There are 8 levels in the Australian umpiring accreditation system:

### **Level 1:**

Awarded when a rules assessment theory pass mark has been attained, successful completion of the two modules in the “Play By The Rules” free online training course and a basic understanding for umpire mechanics has been demonstrated.

This is covered by the Softball Australia Level 1 Introductory Umpire Program and does not require the formal practical assessment to be undertaken, only an on-diamond check of your umpiring skills by a softball official at your association.

### **Levels 2-4:**

Involves passing a rules based assessment and a practical assessment at a suitable event as arranged by the SNSWU.

### **Levels 5-6:**

Involves passing a theory based assessment and a practical assessment at national championships.

### **Levels 7-8:**

Recognition accreditations and are awarded by the Softball Australia National Umpiring Program (Softball Australia NUP).

## 9.6 Rules Assessment

The Softball Australia Rules Assessment is available via an online registration.



The link to the registration form is:  
<http://forms.softball.org.au/rform.php?id=50>

There are 2 versions of the Rules Assessment:

- **Basic Rules Assessment** - available from the last week in April until the last day of March the following year.
- **Open Rules Assessment** - available for 1 week only usually the last week of April unless advertised otherwise.

Both versions are 100 true/false questions. It is recommended all umpires keep a current theory pass.

The Basic Rules assessment is recommended for non-accredited persons and Level 1 umpires.

The Open Rules assessment is recommended for Level 2 – 8 umpires however any person can register for this assessment.

### Rules Assessment Pass Marks per Level

Australian Umpire Level	Assessment	Pass Mark
Level 1	Basic	65%
	Open	55%
Level 2	Basic	80%
	Open	65%
Level 3	Open	75%
Level 4	Open	80%
Level 5-6	Open	85%
International Umpires	Open	90%

## 9.7 Practical Assessments

All practical assessments in NSW for Level 1 accreditation are the responsibility of the affiliate. If required, SNSWU may assist upon request.



Practical assessments for Level 2 to Level 4 are held during NSW State Championships. The NSWU may determine other suitable events for assessments.

Level 2	U15 or U17 State Championships; Blacktown Junior International Challenge
Level 3	U19 State Championships
Level 4	Open Women or Open Men State Championships; State League

Candidates are required to have achieved a current rules assessment pass mark and attended a NSWU Development Clinic relevant to the level of accreditation.

Applications for consideration are provided by the NSWU and must be received by the NSWU Secretary at least 2 months prior to the nominated event.







## Section 10

### Member Recognition



## SECTION TEN – MEMBER RECOGNITION

SNSW has adopted a Member Recognition Policy which is available on the SNSW Website.

This Policy sets out the criteria for conferring Softball NSW (SNSW) awards and honours including Life Membership, Annual Awards, induction into the SNSW Hall of Fame and Australian and NSW Sporting Honours. This Policy also recognises and links with the Softball Australia Limited (SAL) Member Recognition Policy and Procedures which covers SAL Hall of Fame, Annual Awards and Service Awards.

In summary:

### 10.1 SNSW Life Membership

Life Membership is the highest honour that can be bestowed by NSW on an individual member for longstanding and valued service to Softball in NSW. Life Membership is awarded to any individual who has rendered at least ten (10) years distinguished and meritorious service to Softball in a state capacity, and where such service is deemed to have an extremely positive impact and/or significantly assisted the advancement of Softball in NSW.

The SNSW General Manager will call for nominations for Life Membership from Affiliated Associations and the SNSW Board prior to a SNSW Annual General Meeting.

Nominations must be in writing, contain a comprehensive resume outlining the nominee's history of distinguished service to Softball in NSW and lodged with the SNSW General Manager at least 8 weeks (56 days) prior to the SNSW Annual General Meeting.

The SNSW Committee appointed will discuss the nomination(s) received and make recommendations to the Annual General Meeting where Member Associations will vote.



## 10.2 SNSW Hall of Fame

SNSW may confer an award, to be known as the Softball NSW Hall of Fame Award, upon a player or an official who has made an outstanding contribution to Softball in NSW through their participation in the NSW Open Representative Team or National Championships. Such player/official shall have displayed exemplary behaviour as a member of Softball NSW both within and outside the team environment.

All nominations for a SNSW Hall of Fame Award shall be made by an Affiliate, SNSW Board or the Hall of Fame Panel, submitted in writing and can be received and reviewed at any time. Each nomination shall be signed by the nominator, countersigned by a seconder and accompanied by a full and accurate resume of the player/official's contribution.

Nominations will be reviewed by the Hall of Fame Panel with recommendations made to the SNSW Board for approval.

Criteria and further information is outlined in the Member Recognition Policy.

## 10.3 SNSW Annual Awards

The SNSW Annual Awards will be presented at the Annual Dinner in September and the State Team Dinner in December of each year.

SNSW Annual Awards recognise players, officials, administrators, associations and clubs who have made contributions to Softball in NSW during the previous 12 month period.

Associations and Clubs are invited to nominate Clubs for the SNSW Club of the Year Award. This is to be done in writing on the “*SNSW Club of the Year Nomination Form*” at least one (1) month prior to the AGM and submitted to the SNSW General Manager.



All other award winners are nominated and determined by the SNSW Board.

#### 10.4 NSW Sport Awards

SNSW General Manager and the Board will determine if SNSW nominees will be provided for NSW Sport Awards such as those with the NSW Sports Federation, the NSW Sporting Hall of Fame and any other recognition awards as determined by the SNSW General Manager and Board.

#### 10.5 Softball Australia Limited Member Recognition

In accordance with the SAL Member Recognition Policy and Procedures, SNSW General Manager and the Board will determine if SNSW nominees will be provided for consideration for the SAL Life Membership, Hall of Fame, Annual Awards and Service Awards.

#### 10.6 Australian Honours

Australia has a system of honours and awards so its citizens can be recognised for excellence, achievement and meritorious service.

Anyone can nominate an Australian citizen for Australian honours.

#### 10.7 SNSW Representative Recognition

All NSW Open Representatives will be allocated a playing cap number which they will retain forever. This will be presented, with a certificate, at the annual State Team Dinner in December.





## Section 11

### Facilities



## SECTION ELEVEN – FACILITIES

### 11.1 Facilities Management Guide

SNSW has adopted the Softball Australia Facilities Management Guide which is available on the SNSW website. The aim of the Guide is to provide assistance and guidance to Affiliated Associations and clubs to develop and maintain a safe, enjoyable and productive softball facility.

Part 1 of the Guide provides general information on developing / setting up a sporting facility and covers areas such as location, accessibility, signage, venue lighting, safety and social provisions.

Part 2 provides softball specific information. This section covers regulations, on diamond dimensions and measurements, diamond lighting standards, diamond maintenance, surface standards and facility layout.

Contact the SNSW General Manager at the SNSW Office for further assistance in regards to the development and maintenance of softball facilities in NSW.

### 11.2 NSW Softball Centre, Blacktown International Sportspark

#### 11.2.1 Venue Management

The SNSW Office is located at the NSW Softball Centre, Blacktown International Sportspark. The SNSW facility consists of four (4) diamonds, change rooms and meeting rooms that are managed by SNSW and Blacktown Venue Management. These facilities are available for hire at a fee. Hirer/users of the facilities will be charged for lighting in addition to their venue hire.

SNSW is a lessee of Blacktown City Council and therefore subject to their jurisdiction.



A request for a booking needs to be made on the “*Softball NSW Venue BISP Booking Application Form*” which is available on the SNSW website or by calling the SNSW Office.

A Risk Management Assessment Form must accompany any booking. A template is available on the SNSW website or from the SNSW Office if required.

Softball NSW also has a Meeting Room which can be hired on completion of the “*Softball NSW Meeting Room Hire Form*” which is available on the SNSW website or by calling the SNSW Office.

### 11.2.2 Canteen and Bar Operations

SNSW operates a fully functional canteen for all major SNSW or SAL events. Occasional bookings for the canteen can be requested when completing the “*Softball NSW Venue BISP Booking Application Form*” or by calling the SNSW Office. SNSW will consider all requests however a guarantee cannot be given that all requests will be met.

SNSW holds a liquor license for the sale of alcohol at the NSW Softball Centre, BISP. The SNSW General Manager is the licensee. All SNSW Staff and volunteers that work in this area must have undertaken the Responsible Service of Alcohol (RSA) training. This area is not always open. SNSW will determine when the bar will trade.

### 11.2.3 Non Smoking Venue

The NSW Softball Centre, Blacktown International Sportspark is a non smoking venue. There are designated smoking areas outside the front and back gates of the venue.

### 11.2.4 Parking

Team and Spectator Parking is available on site at the NSW Softball Centre. Follow the directional signage. There is to be no parking in the Staff Only Carpark.



### 11.2.5 SNSW Merchandise

SNSW produces general and event specific merchandise which is available for sale at the NSW Softball Centre and / or specific State Championships and events. Details will be forwarded with entry forms and promoted on the SNSW website.

### 11.2.6 NSW Softball Centre Rules

At the direction of Blacktown Venue Management, skateboards, bikes or scooters are not permitted at the NSW Softball Centre.

No animals, unless companion pets, are allowed at the NSW Softball Centre.







## Section 12

### **Policies, Guidelines, Regulations, Rules, Codes of Conduct and Forms**



## SECTION TWELVE – POLICIES, GUIDELINES, REGULATIONS, RULES, CODES OF CONDUCT AND FORMS

It is noted and agreed that where possible the national policies of SAL should be adopted by SNSW. All SNSW Policies, Regulations, Codes of Conduct and Forms are reviewed and updated accordingly by the SNSW Board and / or Staff.

SNSW has a register of Policies, Regulations and Codes of Conduct. All the latest versions of Policies, Regulations and Codes of Conduct that are relevant to SNSW Affiliates and Members are available on the SNSW website – [nsw.softball.org.au/](http://nsw.softball.org.au/)

In addition the website has further Anti-Doping Information, SNSW Annual Reports, SNSW Constitution, SNSW Strategic Plan and other Softball Australia Limited Policies.

### 12.1 SNSW Policies

- Anti Doping Policy
- Board Confidentiality Policy
- Concussion Policy
- Member Protection Policy
- National Policy on Match Fixing
- Privacy Policy
- Risk Management Policy
- Social Media Policy
- State Team Selection Policy
- SNSW Alcohol and Drugs Policy
- SNSW Alcohol Management Policy
- SNSW Member Recognition Policy
- Volunteer Policy



## 12.2 SNSW Guidelines

Clubs Guide 2017  
Facility Management Guide  
Hot Weather Guidelines  
Lightning Strikes Guidelines  
Pregnancy Guidelines  
Softball Field Guidelines  
Website Terms of Use

## 12.3 SNSW Regulations

Development League Regulations  
SNSW State Championship Regulations  
State League Regulations  
Winter League Regulations

## 12.4 Specific Rules

Teeball Rules

## 12.5 SNSW Codes of Conduct

SAL / SNSW Code of Conduct - Administrator  
SAL / SNSW Code of Conduct - Coach  
SAL / SNSW Code of Conduct - Employee  
SAL / SNSW Code of Conduct - General  
SAL / SNSW Code of Conduct - Official  
SAL / SNSW Code of Conduct - Parent\_Guardian  
SAL / SNSW Code of Conduct - Player  
SAL / SNSW Code of Conduct - Spectator

## 12.6 SNSW Forms

### Accreditations

Application for NCAS Update Form  
Coaching Activity Sheet

### Affiliates

Affiliate Executive Form



Application for Affiliation Form  
Change of Affiliation Level Form  
Club Register Form  
Renewal of Affiliation Form  
SAL National Affiliation Standards Checklist

### Applications

Application for Position Form  
Board Director Nomination Form

### Annual Awards

SNSW Club of the Year Nomination Form

### Development League

Development League Addition to Team Roster Form  
Development League Final Team Roster Form  
Development League Individual Registration Form  
Development League Proposed Team Roster Form  
Development League Team Entry Form  
Winter and Development League Host Venue Application Form

### Insurance

V-Insurance Group Claim Form

### Miscellaneous

Expenditure Reimbursement Form  
Kit Hire Form

### Registrations

Direct Registration Form  
Late Registration Fee Summary Form (various year/season)  
Registration Fee Summary Form (various year/season)  
Schedule of Fees (various year)  
SNSW How to Make a Member Inactive (Deregister)  
SNSW Permits and Clearances Procedures  
SNSW Reconciling your Members on Permit  
SNSW Removing Duplicate Entries in Member Records



### State Championship

NSW State Championship Application to Host Form  
NSW State Championship Criteria for Hosting a State Championship  
NSW State Championship Due Dates and Accreditation Requirements  
NSW State Championship Player Pick Up Procedure  
NSW State Championship Pre Championship Organisation Check List for Host Affiliate  
NSW State Championship Representative Uniform Form  
NSW State Championship Sample Handbook  
NSW State Championship Team Entry Form (various year)  
NSW State Championship Team List Form  
SNSW Talent Identification Form

### State League

State League Addition to Roster Form  
State League Criteria and Information  
State League Final Team Roster Form  
State League Interstate Registration Form  
State League Proposed Team Roster Form  
State League Registration and Nomination Form  
State League Team Entry Form  
State League Team Uniform Form

### State Teams

NSW State Team Representative Code of Conduct  
NSW State Team Representative Media Profile  
NSW State Team Representative Medical Information Form

### Winter League

Winter and Development League Host Venue Application Form  
Winter League Addition to Team Roster Form  
Winter League Final Team Roster Form  
Winter League Proposed Team Roster Form  
Winter League Registration and Nomination Form  
Winter League Team Entry Form



## Venue

NSW Softball Centre Booking Risk Management Assessment Plan Template

Softball NSW Venue BISP Booking Application Form

Softball NSW Meeting Room Hire Form

## Softball Australia Limited

Fact Sheet on Clearances, Permits and Transfers  
Homeplate

ISF Player Transfer Request Form

National Affiliation Standards Checklist

Permit Application to Officiate Overseas (Form 1-4a)

Permit Application to Play Overseas (Form 1-4)

Sporting Schools Registration of Interest Form

