

Softball Queensland Inc

Regional Academy Team

Handbook

for

Athletes, Parent & Guardian

Please read the contents of this booklet carefully.

Updated July 2017

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

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WELCOME

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

Softball Queensland (SQI) recognises the important role family members and other significant persons play in the lives of team members and strongly encourages families to support, not just their own relative, but all team members participation in the team.

This booklet has been provided as a guide for parents during their child's involvement with SQI, outlining issues parents will need to be aware of while their child is involved in Representative Softball.

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

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

Important Information Checklist

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

- Payment and lodgement of forms done by due dates
- Uniform requirements
- Communication between officials, parents and players
- U15 Camp information
- Regional player requirements
- Training in regional academies
- U15 Participation directive
- Nutrition Information
- Code of Conducts
- Injury management Policy
- Zero Tolerance Policy



SQI PERSONNEL CONTACT DETAILS

OFFICE BEARERS

Appointment	Name	Contact No.
Operations Manager <i>(First port of call)</i> <i>* Uniform questions</i>	Nicole Watts	Phone:(07) 3391 2447 Fax: (07) 3391 4734 Email: admin@softballqld.asn.au
General Manager <i>* Governance and Policy</i>	Sue Nisbet	Phone (07) 3391 2447 Fax: (07) 3391 4734 Email: gm@softballqld.asn.au
Finance Manager <i>* Invoices and Payments</i>	Joan Jackson	Phone:(07) 3391 2447 Fax: (07) 3391 4734 Email: finance@softballqld.asn.au

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





PAYMENTS & LODGEMENT OF FORMS INFORMATION

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

All players selected in a SQI Regional Academy Team will be invoiced for the associated costs to attend the Australian Regional Championships in January. Players are invoiced on a share cost arrangement for accommodation, travel (air and ground transport) team kitty – including meals, fuel and incidentals.

All players selected in a SQI Regional Academy Team are required to pay a \$250 deposit within 21 days of selection, a second installment of \$250 is required in August, third installment of \$250 is required in October. An invoice will then be issued for the final balance showing payments made to date. The remaining payment/final amount will be advised according to the invoice and will be due by mid-December.

All accounts are to be paid in full, 21 days prior to departure for the championship. At the completion of the championship, all *unexpended monies from the team kitty is divided equally between all team members and after the reconciliation of any over-payments or outstanding monies owed to or by individual team members, refunds/invoices (whichever is applicable) are distributed to the team members. Please allow approx 2 months for this reconciliation process to be finalised.*

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

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

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

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

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

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

If a person would like an extension to pay an account, (*including the initial deposit*), this must be put in writing to the SQI Operations Manager immediately on selection. Should the request be granted, a payment plan will be discussed, agreed and strictly adhered to. Failure to comply will also result in penalties and / or withdrawal.



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

Credit card/EFTPOS, money order, cash or bank cheque **ONLY** will be accepted for late payments, **NO PERSONAL CHEQUES.** If full payment is not received by the due date and no extension has been granted, then the team member concerned will be automatically withdrawn from the team, any airline ticket cancelled and any costs unrecoverable by SQI will remain the responsibility of the team member concerned.

Please complete all tasks in the required timeframe



PAYMENT OPTIONS

- *Cheque / money order*
- *Bank cheque*
- *Cash:* Personal delivery to the SQI Office only!!! A receipt will be issued immediately
- DO NOT SEND CASH THROUGH THE POST!!!
- *Credit card:* Complete the form enclosed in this pack. You may also come in personally to the SQI Office.
 - * **PLEASE NOTE:** As at the November 2004 Board meeting it was passed that a 2% surcharge would be applied to Credit Charge Transactions from 1 January, 2005. This charge will help offset service fees and charges made of the Association to provide this facility.
- *EFTPOS:* This facility is available for use personally in the SQI office only.
- *Internet transfer / Direct Deposit:*
 - *Bank:* NAB
 - *BSB:* 084-391
 - *Acct #:* 557 965 352
 - ◆ When making a direct deposit, please ensure that the player/s/official's name, team and invoice number (if known) appears in the reference line so the SQI Finance Manager knows who the payment is for.
 - ◆ You must provide written confirmation to SQI of your deposit stating your name, team, date deposited and amount deposited. A fax of the transaction advice with the above details noted, is the best method.

Payment can be made by mail or in person to:

The Operations Manager
Softball Queensland Inc
1 / 866 Main Street
WOOLONGABBA Q 4102



COMMUNICATION

Managers and players

It is encouraged that at all times players are to be responsible for themselves; more so with players in older squads / teams. At times when a team manager needs to communicate with players they will be notified (where possible) at training and all relevant information will be provided to them in writing via a team memo. Other information may come from SQI office directly to the parents via the supplied email.

Managers and Parents / Guardians

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

Parent / Guardians and players

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

Mobile phones

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





JEWELLERY

The wearing of jewellery during training and games is a risk to both the person wearing the jewellery and other persons participating in the activity. Previously it has been left to the umpire's judgement as to whether any items of jewellery worn by a player were considered to be dangerous. There is now no judgement involved in this ruling. The Official Softball Rule Book has a rule specific to the wearing of jewellery. Whilst it refers to the wearing of jewellery during a game, Softball Queensland has adopted the same rule for training purposes.

Rule 3, Sec 8g: JEWELLERY.

"No items, other than medical alert bracelets or necklaces, may be worn. Medical alert bracelets and/or necklaces are not considered jewellery and, if worn, must be taped to the body." If a player refuses to comply with the provisions of Section 8, then that player will be removed from the game.

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

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

Remember: As a QLD team/squad member, your child is required to wear the uniform with pride at all times. Your child has earned the right to wear it, therefore they should respect it.

SUPPORTER'S MERCHANDISE INFORMATION

Softball Queensland has a range of supporter's apparel. This is available for purchasing through the SQI website (www.qld.softball.org.au) or by contacting the SQI Office.

Information on payment details can also be found on the website.



TEAM MEMBERS FROM REGIONAL QUEENSLAND

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

All members of SQI Under 15 Teams Representative Teams are required to make his or her own travel arrangements to arrive in Brisbane on the departure date and time set by the Team Manager. It is the responsibility of each team member to contact the Team Manager for this date. Team Members from regional Queensland must complete the travel form and submit to the Operations Manager for forwarding to the Team Manager.

FLIGHTS

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

If you wish to alter your **return** flights from the National Championships, you **MUST** put your request in writing to the SQI Office no later than 7 days after your selection. This is because the team flights will be confirmed with the travel agent at that time.

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

BILLETING

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

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



U15 CAMP

A pre-championship training camp for all four teams will be held on 21-22 October 2017 (at Redlands) to enable teams to prepare for the tournament. Players will be responsible for their own travel and accommodation. More information about the camp will be sent closer to the date.

UNIFORMS

Uniforms are kept to a minimum with each team member required to purchase the following items through Softball Queensland online portalogue available on the SQI website later in the year :

- Playing Shirt
- Playing Socks
- Cap
- Walkout Polo Shirt
- Warm Up Jacket

Plain white playing pants and white batting helmet cannot be purchased through SQI, therefore it is the responsibility of the player to acquire.

Players will be issued with their playing number via their team manager

An information on how to order is available on the SQI website



U15 PARTICPATION DIRECTIVE

The Australian U15 Regional Championships are a development based tournament; Softball Queensland enters Regional Academy based teams into this tournament for the purpose of developing our athletes and coaches. All players will be given equal opportunity to participate in the tournament. The information below outlines the participation directive for the U15 Regional Academy teams.

Rounds

1. All athletes will participate in at least 50% of the total offence and defensive innings
2. Every athlete will sit on the bench for a whole game
3. Every athlete will play a full game
4. Athletes will be given the opportunity to start a game
5. Athletes will be given the opportunity to close a game

Final Series

While every effort will be made to give as many athletes as possible the experience of playing in finals at this level, the coaching staffs are under no obligation for the finals games.

Other Considerations

- Please be aware - Extenuating circumstances will effect game time.
- Injury – Staff will be directed by SQ's injury management policy.
- Behaviour issues – Any penalty given to an athlete for inappropriate behaviour will be in addition to the above.
- Weather – wet weather causes havoc with game allocation but every effort will be taken to follow the directive.

If you have any questions concerning the above prior to the tournament please contact the Softball Queensland Office. If you have any questions during the tournament please put this in writing to the team manager.



NUTRITION ISSUES

Training Diet



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

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

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

Fluid Needs

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



Body Fat Levels

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

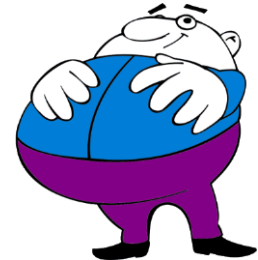
To keep a lean and powerful body, low nutrient foods and drinks (*e.g. soft drinks, sweets, cakes, chocolate, fried foods, takeaway foods, biscuits and alcohol*) should be limited. Meals and snacks based on high nutrient foods and



drinks (e.g. less processed cereals, fruit, vegetables, low fat dairy products, lean meat, chicken, fish, soy products, nuts, seeds, legumes and water) are a better choice. Reducing meal portion sizes and/or eliminating snacks from their diet can also help players manage their body weight. Another good strategy for losing body fat is to replace low nutrient food with healthier, lower fat alternative.

Dietary strategies may involve:

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



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

Eating pre-event

Softball players should:

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

Specific nutrition information available at www.sportsdieticians.com

Game Day Nutrition



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

Time spent in the dugout area while waiting to bat provides opportunity for players to re-hydrate and replace sweat losses throughout the game by constantly sipping fluids (ideally water, sports water or light sports drinks). Sports



drinks are recommended when softball players are particularly active as they contain carbohydrate as well as potassium and good sugars.

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

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

Eating post-event

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

'Away' games

In the event that your child is playing away from home it is the manager's responsibility to organise, arrange or in some cases prepare team meals. Team manager should be contacted prior to the departure of the team for competitions or away games if your child has any specific nutritional requirements.

Other articles relevant to a young athlete's nutrition requirements include:

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

The above articles and other relevant information can be downloaded as Fact sheets from

<http://www.sportsdietitians.com.au/>

SportsDietitians
AUSTRALIA



REPRESENTATIVE SQUAD AND TEAM POLICIES

DUTIES, ROLES AND RESPONSIBILITIES OF ALL SQUAD / TEAM MEMBERS

- a) The Manager as appointed by SQI is in complete control of the squad/team and has the duty to uphold the SQI Constitution. When the team is on the playing field the control will then go to the Coaching Staff who shall be responsible for squad/camp programs, training and game management.
- b) Squad training programs and commitments (eg timeframes etc) will be set by the Regional Academy within the framework set by the SQI Coaching Technical Directorate.
- c) Failure to attend training sessions or failure to train appropriately may result in the players being withdrawn from the team.
- d) Punctuality is essential. This includes training, travelling and any squad/team commitments.
- e) Only SQI personnel officially appointed to a squad/team shall be involved in the SQI Regional Academy Squad/Team Training Sessions and camps. Other personnel may be given permission to be in attendance and participate in the programs. Such permission can only be granted by the Coaching Technical Directorate, SQI Elite Programme Head Coach or, in special circumstances, the SQI General Manager.
- f) Dress, travel and playing uniforms, as specified by SQI, shall be worn and shall be kept neat and clean as circumstances permit. Uniforms are not to be defaced in any manner.
- g) No souveniring - THIS IS STEALING.
- h) No smoking whilst travelling, training, in playing uniform, on the team bus, within rooms at the accommodation site, on the bench or in any playing area.
- i) Consumption of alcohol when in a Softball Queensland Regional Academy team environment is prohibited by all team members.
- j) The use of drugs by any Queensland Representative Squad/Team member, other than those prescribed by a medical practitioner for medicinal purposes, is prohibited.
- k) The selection of Player Team Leaders of Softball Queensland Regional Academy Teams (if any) shall be at the discretion of the team officials and all team officials are to be involved in the decision making process. The Manager shall inform SQI in writing of any appointments.
- l) Any illness or injury is to be reported to the Manager. Any medicines being used by a team member should be advised to the Manager on the approved form. Procedures outlined in Form 4.9 must be followed. Where the anticipated time of recovery falls close to the team departure time, a review of the player's position in the team will be conducted.
- m) Any member (player or official) wishing to depart from the official team arrangements must make a request in writing to a) the SQI Operations Manager for arrangements organised by SQI office or b) the Team Manager whilst on tour. All details re time, date and method of travel should be stated. Early notification is vital to retain concessional fares. Should a change of itinerary by any team member incur a charge, such charge will be applied to the member requesting the change.
- n) No interviews (by members of the media or outside personnel) of players will be allowed unless accompanied by an official. Dress shall be team uniform (playing, travel, walkout).



- o) Co-operation between all team personnel is essential. Harmony and team spirit are a vital part of a successful team.
- p) Each member is at all times responsible for personal costs incurred which fall outside the parameters of the team kitty.
- q) On tour, personal luggage shall be limited to one suitcase and one gear bag per person.
- r) All team members must attend the opening and closing ceremonies and the Grand Final in accordance with SAL or the Host State/Association Rules.
- s) Any damage costs, cleaning or other charges incurred by a SQI Regional Academy Team will be charged to the team as a whole (unless clearly attributable to a specific person/s) and deducted from each team member's bond or invoiced where applicable.
- t) All squad/team personnel are to abide by all SQI Codes and Policies regarding conduct, anti-harassment, anti-doping, infectious diseases and others listed in this document and/or the SQI Constitution.
- u) All team members must assist the Team Manager and other officials as required.
- v) All team members must co-operate with other teams regarding the sharing of training/camp facilities.
- w) All team members must abide by the SAL/SQI Codes of Ethics/Conduct.

DUTIES, ROLES AND RESPONSIBILITIES OF TEAM / SQUAD PLAYERS

- (a) Attendance at all training sessions and camps is compulsory. Non-attendance at sessions, failure to keep in training after selection, any injury to a player or contravening SQI rules must all be reported to the SQI General Manager by the SQI Regional Academy (RA) Administrator or Team Manager when in the team/camp environment. Each report shall be dealt with individually and the General Manager shall be empowered to implement the process to withdraw that player from a team. In special circumstances, approved by the General Manager, the SQI RA Administrator or Team Manager may give permission for absence from training.
- (b) Any illness or injury is to be reported to the Administrator/Manager who will take appropriate action. All players must abide by the SQI "Reporting Procedures for Injury" form.
- (c) Any player who deliberately tries to undermine the authority of any team official or upsets the harmony in a team shall be liable to a severe penalty, e.g. standing down from a game. The Manager shall document all occurrences and advise of further action. Should this behaviour continue after the first warning and penalty has been issued, the team member at fault may be sent home from the tournament/championship or removed from the squad and be deemed ineligible for selection.
- (d) Players shall not make unlimited requests for permission to accept personal invitations. The Manager will consider reasonable requests.
- (e) Players shall advise the Manager if using medication (eg. antibiotics, medication for asthma, diabetes.), using the SQI form provided.
- (f) Any strapping tape, physiotherapy charges or medical bills are the player's responsibility.
- (g) Discreet jewellery is permitted with dress uniform. No jewellery is permitted with playing uniform (including watches).



- (h) In a game situation, players must all stay on or behind the bench and full uniform must be worn until the game is over. If someone has to leave the bench area permission from the Manager or the team official delegated this responsibility if the Manager isn't on the bench at the time, must be obtained and will only be granted in extenuating circumstances.
- (i) Discipline in all situations is essential: bad language, bullying, discriminatory remarks and personal insults will not be tolerated and *penalties will be imposed.
- (j) Displays of bad temper will not take place, eg. throwing of bat, kicking helmet, etc. *Penalties eg standing down from a game, will be imposed by the team officials.
- (k) Players shall not be permitted to have mobile phones in their possession whilst on tour with a SQI Regional Academy Team.
- (l) Any costs incurred because of the late withdrawal/removal of a member of a representative team shall be the responsibility of the individual concerned.
- (m) Players must abide by the SAL/SQI Players Code of Conduct, Member Protection and the SQI Zero Tolerance Policies.

** refer to the SQI Zero Tolerance Policy.*



DUTIES, ROLES AND RESPONSIBILITIES OF REPRESENTATIVE TEAM / SQUAD AND OFFICIALS

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

Remember: You should always speak to *the* team / squad manager **FIRST** before speaking to any other official

Role / responsibility	Manager	Head Coach	Assistant / Specialist Coach	Trainee Coach	Statistician	Physio / Trainer
Assist Managers & Officials	-		X	X	X	
Has authority over squad / team	X	X	X	X	X	X
Official representative of SQI	X					
Keep a record of attendance	X					
Maintain records of injuries, resultant procedures & outcomes	X	X	X	X	X	X
Advise all members of necessary information (<i>travel arrangements etc</i>)	X					
Taking care of all squad/team commitments while in camp or travelling	X					
Liaise with the Head Coach	X		X	X	X	X
Report to General Manager any contravention of SQI Inc by a player or official	X					
Be familiar with basic first aid procedures	X					
Ensure water & ice are available	X					
Assist / be responsible for development & conduct of programs, training & game management		X	X			
Attend all squad & team training sessions & camps	X	X	X	X	X	
Assist with implementing the National Softball Academy, other SQI & Softball Australia programs, policies & procedures	X	X	X	X	X	X
Inform players in regional squads about training requirements		X				
Provide written reports/feedback on squad programs & each individual athlete's performance, attitude & behaviour		X	X			



GENERAL CODE OF ETHICS

As a member and participant of Softball Australia, Softball QLD, a Member District Association or Affiliated Club, the following requirements must be met regards to your conduct during any activity held by or under the auspices of Softball Australia, Softball QLD, a Member District Association or Affiliated Club and in any role you hold within Softball Australia, Softball QLD, a Member Association or Affiliated Club:

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



PLAYER'S CODE OF CONDUCT

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

1. Be a positive role model for Softball at all times, and accept responsibility for your actions.
2. Participate within the competition conditions and rules, and in the spirit of fair play.
3. Respect opposition players and officials and treat them with proper regard for their rights, obligations and position held in Softball or the community.
4. Refrain from offensive or abusive language and gestures.
5. Accept victory and defeat with dignity.
6. Comply with Umpires' decisions in a professional manner.
7. Maintain high standards of personal hygiene and appearance.
8. Cooperate with all official requests to promote and market Softball in a professional manner.
9. Behave with dignity and respect when in public.
10. Refrain from making sexist or racist jokes, jokes about a particular sexual orientation, or jokes about an athlete, coach's or other participant's ability.
11. Refrain from making derogatory or demeaning remarks about any athletes, coaches or participants.
12. Refrain from using profane, insulting, harassing or otherwise offensive language.
13. Refrain from making sexual innuendoes towards any athletes, coaches or participants.
14. Do not tolerate or respond to acts of aggression.
15. Players should, at all times, avoid intimate relationships with their coach.
16. Perform any duties and responsibilities where you are a representative of the Softball Queensland Inc and/or the Australian Softball Federation in a mature, fair and professional manner.
17. Refrain from engaging in any behaviour as listed under the definitions of harassment and discrimination, outlined in the SQI/Softball Australia Member Protection Policy





PARENT / GUARDIAN CODE OF ETHICS

In addition to Softball Australia's and Softball Queensland's General Code of Ethics, as a parent/guardian of a player/participant in any activity held by or under the auspices of Softball Australia, Softball Queensland, a Member District Association or an Affiliated Club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Remember that your child participates in sport for their own enjoyment, not yours.
2. Focus on your child's efforts and performance rather than winning or losing.
3. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
4. Show appreciation for good performance and skilful plays by all players (including opposing players).
5. Respect officials' decisions and teach children to do likewise.
6. Do not physically or verbally abuse anyone associated with the sport (player, coach, umpire etc).
7. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

SPECTATOR'S CODE OF ETHICS

In addition to Softball Australia's and Softball Queensland's General Code of Ethics, as a spectator in any activity held by or under the auspices of Softball Australia, Softball Queensland, a Member District Association or an Affiliated Club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Applaud good performance and efforts from all players and teams. Congratulate all players on their performance regardless of the game's outcome.
2. Respect the decisions of officials and teach young people to do the same.
3. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
4. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
5. Show respect for your team's opponents. Without them there would be no game.
6. Encourage players to follow the rules and the officials' decisions.
7. Do not use violence, harassment or abuse in any form (i.e. do not use foul language, sledge or harass players, coaches, officials or other spectators).



8. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.



ACCOMPANYING PERSONS POLICY

Preamble

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

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

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

Application

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

Definitions

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

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

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

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



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



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

“**Team Room**” means the accommodation booked by the SQI for use by Team Members during Tours.

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

Minors

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

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

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

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

Accommodation and Access

Only SQI Team Members are permitted to be accommodated over-night in Team Rooms. All SQI Team Members are required to be accommodated in such motels and rooms as are allocated to them by the Team Manager.

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

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

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



Travel

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

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

Health Issues

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

In notifying Team Members of minor injuries or illnesses suffered by Minors, it is expected that Primary Care Providers will consider the Team Member's level of anxiety and concern and endeavour to keep this to a minimum. The Team Manager will assist Team Members to identify appropriate local support people, such as host families, in the event of a Primary Care Provider becoming ill or injured whilst on Tour. This should be arranged prior to departure.

Support

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





REPRESENTATIVE INJURY MANAGEMENT POLICY

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

1. Players undertake musculo-skeletal profile to be conducted by appointed physiotherapists and follow any program as directed. (SQI Regional Academy Teams have this undertaken in accordance with their RA requirements)
2. In the event of an injury squad/team members must consult with a Sport Medicine Doctor or a Sports Physiotherapist **IMMEDIATELY**

Note: This means **BEFORE** your next training.

After consultation submit a full report to your Team Manager from your Sports Medicine Doctor or Sports Physio.

Make sure the report contains the following information:

- Exactly what the injury is
 - The treatment being administered
 - The recommended rehabilitation program to be followed
 - The anticipated time frame for full recovery (e.g. how long before you can play a full game without any impediment).
 - What you are allowed to do at training (e.g. running only or batting but no throwing etc).
4. Submit a written report from your doctor or physio to your Team Manager on the progress being made with the treatment of the injury.
 5. In some cases where the injury isn't responding to treatment SQI may request that you seek a second opinion.
 6. Team/squad members must attend all trainings during their rehabilitation period.
 7. A full medical clearance from your practitioner, in writing, is to be submitted to the manager prior to recommencement of full training.

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

Managers may have different expectations with regards to management and recovery from injury. Please consult your child's team manager as to their specific expectations.



ZERO TOLERANCE POLICY

Policy

A registered participant in organised softball within QLD or any spectator will not indulge in any unsportsmanlike behaviour towards another participant or spectator involved in a recognised softball activity including organised training and will adhere to the relevant Code of Conduct/Ethics and Member Protection Policy.

Unsportsmanlike behaviour will include, but not be limited to:

- Verbal abuse and threats
- Physical abuse and/or assault
- Discrimination (as described in Part 6 of the Member Protection Policy)
- Harassment (as set out in Part 5 of the Member Protection Policy)
- Making derogatory statements or gestures
- Cheating
- Visible dissention of a decision of an umpire or official in an unsportsmanlike manner
- Equipment Abuse

(NOTE: Unsportsmanlike behaviour applies to both the instigation of and response to any incident.)

Categories of Offence & Penalty

Unsportsmanlike behaviour has been broken up into a number of categories of violation to determine the most appropriate penalty to be applied for breaches to this policy. These penalties may change from time to time. Applicable penalties (match suspensions) for each category of offence are also shown.

These categories are:

Category of Violation	Incident	Penalties		
		1 st Offence	2 nd Offence	3 rd Offence
P1	Use of audible* foul language Disputing judgment or decision of an umpire Minor Equipment Abuse Frivolous complaints (first incident)	Warning	1 match	2 match
P2	Rough play, barging, pushing etc Displays of inappropriate aggressive behaviour Disparaging or insulting remarks and/or the use of foul language directed toward another player/official/umpire. Answering back an umpire	1 match	2 match	4 match



	Failing to carry out a lawful direction of an umpire			
P3	Answering back an umpire on multiple occasions Abusing an umpire or official Deliberately barging with force Displays of excessive aggressive behaviour Frivolous complaint (second and further incidents) Major Equipment abuse where there is potential to injure participants and/or spectators	2 match	4 match	8 match
P4	Fighting after being provoked Provoking a fight but no further involvement	3 match	6 match	12 match
P5	Provocation and/or involvement in physical violence Threatening an umpire, official or player	6 match	Full year	Refer Judiciary
P6	Physically attacking an umpire, official or player	1 year	Refer Judiciary	Refer Judiciary
P7	Melee*	\$500 fine per club involved and game forfeited	Refer Judiciary	Refer Judiciary
P9	Other as determined by the SQI Commissioner			

Note 1: Melee involves multiple players per team involved in the incident

Note 2: Items P2-P6 shall invoke an automatic ejection from the match involved

Note3: Any suspension applies to the next match/s which the offender would otherwise normally have participated in (i.e. grade registered in) regardless of level of competition including representation.

Note 4: Note special provisions apply in relation to offences involving trainee and club appointed (non-accredited) umpires and junior and /or trainee officials (eg coaches, scorers).

*Note 5: 'Audible' means able to be **clearly** heard by spectators.*

Process and Handling

1. On-Field (The Game) Incidents

Team Members (Players & Officials): The incident is to be reported to the SQI Commissioner and processed as per SQI By-Law 14.3.

Other Official or Umpire: The incident is to be reported to the SQI Commissioner and processed as per SQI By-Law 14.3.

Special Circumstances: Trainee/Club Appointed (non-accredited) Umpires and Trainee and Junior Officials (Coaches, Scorers etc)



SQI does not tolerate abuse of trainee and club appointed (non-accredited) umpires, nor junior and/or trainee officials participating in softball in any capacity. For incidents of abuse involving junior, trainee and Club umpires and officials, the penalties prescribed above are doubled and the first offence for P1 is one **subsequent** match. Teams will be advised at the pre-game meeting or consultation that a trainee or club umpire is officiating at that match.

2. Off-Field (Non-Game) Incidents

Registered Participant: Any person witnessing or aggrieved by any unsportsmanlike acts or alleged breaches of codes of conduct/ethics by any registered participant shall report the incident to:

- (a) The District Association Secretary for incidents at the local level and/or
- (b) SQI General Manager (including incidents relating to SQI personnel including representative team/squad members) and/or
- (c) SQI Representative for incidents at a State Championship or SQI conducted events.

Such report should be lodged immediately in person or in writing to the relevant authority. On receipt of the report, an enquiry will be undertaken by a person appointed by the District Association, SQI General Manager or at a SQI Event, undertaken personally by the SQI Representative. A report is to be provided to the relevant authority and the offending party together with any recommendations and/or penalties to be applied.

Parents and Spectators: Any person witnessing or aggrieved by any unsportsmanlike acts or alleged breaches to the codes of conduct/ethics, by any spectator may report the incident to the SQI or District Association official on duty immediately upon witnessing the incident.

The SQI or DA official will investigate the complaint immediately following the procedures as set out in the Spectator/Parent Policy.

3. Harassment/Discrimination Incidents

A person who is aggrieved by the actions of another person in terms of harassment or discrimination shall lodge a complaint as per the procedures set out in the SQI Member Protection Policy.

Disputing an Umpire's Decision

Disputing an umpire's decision is not permitted in any circumstance. Questions on interpretation should be quickly resolved or a protest entered. Protracted haggling about interpretation is also not permitted.

Special Penalty – Trainee and Club Appointed (non-accredited) Umpires

If a team member disputes the decision of a Trainee or Club Appointed Umpire, a Category P2 penalty is applied.



Querying an Application of the Rules

If a team coach or captain believes a decision regarding an application of a rule is incorrect, he/she may lodge an 'Intent to Protest' in accordance with Rule 11 of the Softball Australia Rule Book and/or the District Association or SQI State Championship Ground Rules. If an umpire is of the opinion that he/she may have made an error, they may seek assistance from the other umpire/s on the game and if necessary, reverse their previous decision.

Process to lodge an 'Intent to Protest':

The Coach/Team Captain must **request** "time" and approach the Plate Umpire for formal notification. The Plate Umpire must grant 'time' at an appropriate time in play and follow the procedures as set out in Rule 11. Another umpire and/or opposition team official must be in attendance to witness the notification of 'Intent to Protest'.

Trainee Umpire - Mentoring

A trainee umpire must have an accredited umpire or DA official (mentor), in attendance at a match either on or off the field to provide the necessary support to enable them to learn and develop without the pressure of being 'left alone' to deal with situations out of their level of experience.

The 'mentor' umpire/official may enter the field of play to assist and/or apply a correct rule/process in the best interests of the game and trainee umpire. This should only be done in circumstances where the trainee umpire is 'out of their depth' and in danger of being overwhelmed by the situation. The trainee umpire may seek advice from the 'mentor' at any time during a match.

Acknowledge and Acceptance

Where a person is reported for an offence under the parameters contained within this document, he/she may desire to accept the automatic penalty (as prescribed within penalties) without a hearing or appeal. The person must acknowledge written acceptance of the incident and the resulting penalty. The SQI Commissioner must receive this notification no later than 24 hours following advice of the Commissioner's decision regarding the offence and accompanying penalty.

In these cases the penalty will be halved with the exception of Category P6 which remains unchanged, P2 which remains at 1 game and P4 the penalty will be reduced to 2 games.

Appeal

Appeals against penalties must be lodged and handled in accordance of SQI Rule 14. A person will remain suspended until the appeal against such finding has been adjudicated upon.

Serving of Penalties

Penalties apply to the next match/s which the offender would otherwise normally have participated in regardless of level of competition. This includes when a person is dual registered within one association, plays in more than one association (*home association and permit association/s*) and includes SQI / District Association representation.



Penalties not completed by the end of the current playing season shall carry over to the next and if necessary, to a subsequent playing season.

Transfer of Penalties

Any penalty invoked by SQI or a member District Association is transferable to another. Where a player clears transfers or permits to another State or District Association, a check must be completed on existing penalties during the clearance / transfer / permit process to ascertain any outstanding penalties/suspensions. Any portion of a penalty NOT served at one association will be deemed to apply to the next association and the person under suspension must not be permitted to participate until the full suspension has been served.

Penalty: An additional eight (8) match suspension, \$500 fine on the District Association and \$500 fine on the club, plus forfeiture of the game/s points, which knowingly permits a person to participate whilst under suspension.

Register of Suspensions/Penalties

The SQI Commissioner, SQI Database Manager and each District Association must maintain a register of penalties or suspensions which is to detail the persons full name and address, the category of offence, penalty invoked, the date invoked and the date penalty will be served out.

A person's record will be cleared after the following time has been served:

- | | |
|-----------------------------------|--|
| 1. Suspension from 0 – 4 matches | 1 year from completion of last penalty served |
| 2. Suspension from 6 – 12 matches | 2 years from completion of last penalty served |
| 3. Suspension for 1 year | 5 years from completion of last penalty served |

If a person re-offends after his/her record has been cleared, it will be reactivated from the time the new penalty is applied.

Note: A person's file on the register will remain active for all time.

Unfair Action

Where an official or umpire has, in the opinion of the coach, team or club official, not adjudicated or administered fairly then a complaint may be lodged with SQI for investigation and, if necessary, further action. The SQI General Manager will appoint an independent person to conduct the investigation.

Frivolous or Malicious Complaints

Upon investigation of a complaint, should the person conducting the complaint find that it is frivolous; a warning will be given in the first instance. If a complaint is deemed to be malicious the person making the complaint shall be brought to appear before the SQI Judiciary Committee