



Australian Teams' Policy and Procedures

Approved by the Board: September 2011
Updated: October 2019
Review date: October 2020



Table of contents

1	Introduction	1
2	Purpose and objective.....	1
3	Scope	1
4	Conflict of interest	1
5	Australian squad and pathway athlete	2
6	Australian teams	2
7	Player selection and selection events.....	3
8	Removal or withdrawal from a team or squad.....	4
9	Player Selection Panels	4
10	Appeals	5
11	Australian Team Staff and technical officials.....	5
12	Umpires.....	6
13	Anti-Doping.....	6
14	Risk management	7
15	Behaviour and discipline	7
16	Uniforms	8
17	Awards and honours	8
18	Communication, marketing, media and sponsorship.....	8
19	Finance.....	8
20	Other policies and procedures.....	9
21	Definitions.....	9
	Appendix 1: Procedure for Selection of an Australian team or squad.....	11
	Appendix 2: Selection Panels	12
	Appendix 3: Appeals	13
	Appendix 4: Australian Team Staff.....	15



1 Introduction

- 1.1 As the national governing body for softball in Australia, Softball Australia is responsible for managing and supporting Australian representative teams and squads to ensure they achieve sustained international success. As such, Softball Australia must ensure the management and governance of these teams and squads is of the highest standard, meets current best practice, and complies with regulatory and related requirements.

2 Purpose and objective

- 2.1 The purpose of this Australian Teams' Policy and Procedures (Policy) is to:
- 2.1.1 Communicate clearly to stakeholders the principles that underpin the governance and management of Australian teams and squads.
 - 2.1.2 Demonstrate clarity and transparency regarding key issues, such as player and Team Staff selection.
 - 2.1.3 Clarify roles and responsibilities in relation to the management of Australian teams and squads.
 - 2.1.4 Clarify the rights and obligations of Australian team and squad members.
 - 2.1.5 Facilitate fair, balanced, equitable and supportive practices that maximise opportunities and success.
- 2.2 The objective is to select national squads, teams and pathway athletes in preparation for competition in line with Softball Australia's High Performance Program and Pathways and provide the best opportunity for national team success in international competition.

3 Scope

- 3.1 This Policy is applicable to all Australian representative teams and squads and covers aspects of Australian team and squad management, including but not limited to:
- 3.1.1 Australian team, squad and pathway athlete selection.
 - 3.1.2 Convener of Selectors, Selection and Scouting Panel appointments.
 - 3.1.3 Australian Team Staff and technical official appointments.
 - 3.1.4 Expectations and conduct of Australian team and squad members, staff, selectors and officials.

4 Conflict of interest

- 4.1 All Team Staff, technical officials, team selectors and selected athletes are required to declare any potential conflicts of interests to the CEO.
- 4.2 In relation to Australian Team Selection, where, in the opinion of the Selection/Scouting Panel, an actual conflict of interest arises for any selector with respect to any athlete under

consideration by the Selection/Scouting Panel, then the selector to whom the conflict attaches will not take part in any exercise with respect to that athlete, official or selector.

4.2.1 Where a selector/scout has a perceived, potential or actual conflict of interest, the selector must immediately notify the Convenor of Selectors or appointed delegate.

4.2.2 Where a disclosure about a perceived, potential or actual conflict of interest is made to the r CEO, the Convenor of Selector or appointed delegate may in the case of a perceived, potential or actual conflict of interest, authorise the selector/scout to continue involvement in the selection process as long as an actual conflict does not materialise.

(a) Require the selector/scout to cease taking part in the selection process, or

(b) Authorise the selector/scout to continue involvement in the selection process but not take part in any exercise with respect to the relevant athlete, official or selector.

5 Australian squad and pathway athlete

5.1 An Australian squad is a group of players selected by Softball Australia for training, development or Australian team selection purposes and will consist of up to 30 players, selected in accordance with [Appendix 1](#) and approved by the CEO. The selection of more than 30 players in a specific squad may be approved by the CEO on a case by case basis, pending review of a written proposal/justification.

5.2 An Australian squad may be selected annually at Open and Age Grade level, both male and female, as deemed necessary by Softball Australia to meet high performance program and pathway strategies.

5.3 A pathway athlete is a player named in a national squad and/or a national team; or a player not named in a specific squad or team but recognised as a potential elite athlete who is included within Softball Australia's athlete depth chart. For example, a player not yet named in the Open Women's national squad who is not age-eligible for an age grade squad, but is deemed as having future potential as an open grade national player. The total number of athletes within the national athlete pathway, in any specific age group at any one time, will be decided on and reviewed annually by the CEO, the National Head Coaches and any specialist coaches associated with Softball Australia's High Performance Program.

6 Australian teams

6.1 An Australian team is a group of players selected by Softball Australia to represent Australia at open-grade and age-grade level, both male and female, as deemed necessary by Softball Australia to meet high performance program and pathway strategies.

6.2 An Australian team, at the discretion of the CEO may consist of up to 17 players and will be selected in accordance with [Appendix 1](#) and approved by the CEO. An Australian team

for a WBSC World Cup or Olympic/Commonwealth Games will consist of the number of players permitted by the WBSC or Games Governing Bodies and will be selected in accordance with [Appendix 1](#).

- 6.3 Reserve players may also be selected in accordance with [Appendix 1](#). The number of reserve players selected will be determined by the CEO in consultation with the Convenor of Selectors. The National Team Selectors must ensure that the number of named reserves provides sufficient player depth to cover playing positions. A reserve list of players must be named as part of team selection for all World Cups and Olympic Games.
- 6.4 **Development or Emerging Players Team** – On occasion, Softball Australia may attend international or domestic events by sending a Development or Emerging Players Team. Players will be selected from national squads and/or the Softball Australia athlete pathway (depth chart). The selection of a development team will be made by the open and age-grade National Head Coaches in consultation with the CEO.

7 Player selection and selection events

- 7.1 To be eligible for selection in an Australian team, squad or athlete pathway, a player must:
- 7.1.1 Be an Australian citizen and a financial member of Softball Australia.
 - 7.1.2 Fulfil relevant age criteria where applicable and demonstrate a positive attitude and potential ability to work with other team personnel.
 - 7.1.3 Declare any current or potential injury or condition which may impair or prohibit performance.
 - 7.1.4 Have participated in no less than one sanctioned selection event within the previous 12 month period.
- 7.2 Softball Australia Primary Selection Events are:
- 7.2.1 National Championships
 - 7.2.2 Australian team and squad training camps
 - 7.2.3 International competition in which an Australian Team/Squad participates.
- 7.3 Softball Australia Secondary Selection Events, reviewed annually and approved by the Convenor of Selectors in consultation with the CEO, may include:
- 7.3.1 Domestic or international events or competitions that are deemed appropriate by the Convenor of Selectors in consultation with the CEO, on recommendation and justification from Head Coaches or Team Selection Panels.
- 7.4 A player unable to participate in a sanctioned selection event in the 12 months prior to the selection requirement may be approved for selection consideration by the Convenor of Selectors in consultation with the CEO, on a case by case basis, under the following conditions or circumstances:
- 7.4.1 Ill health or injury, verified by medical certificate or documentation, prevented participation in a selection event.
 - 7.4.2 Overseas training, work or education commitments prevented participation in a selection event.

- 7.5 Approval by the CEO or must be made in consideration to a written justification from the National Team Selection Panel, explaining in detail reasons for their recommendation.
- 7.6 The selectors may from time to time select a person unable to participate in selection events or play in competition within the previous 12 month period. This may, for example, be due to recovery from illness or injury or newly obtained Australian citizenship, providing such selection is approved by the Convenor of Selectors in consultation with the CEO.
- 7.7 All Australian team or squad selections must be approved by the Convenor of Selectors and ratified by the Chief Executive Officer (CEO).
- 7.8 All members of Australian teams or squads will be required to sign a formal player's agreement and comply with Softball Australia's code of conduct and any policies and procedures included within the player agreement.

8 Removal or withdrawal from a team or squad

- 8.1 Softball Australia reserve the right for a player may be removed from a team or squad under the following circumstances:
 - 8.1.1 They become non-financial or unregistered and do not rectify this status within four weeks of being requested to do so.
 - 8.1.2 They are suspended by Softball Australia or a Member State within the period of their agreement.
 - 8.1.3 They fail to comply with the player agreement, code of conduct or other policies or procedures included in that agreement.
 - 8.1.4 They fail to perform to the required level or attend scheduled activities as directed by the National Head Coach.
- 8.2 Any player who withdraws from a team or squad may be replaced at the discretion of the Selection Panel, with approval from the Convenor of Selectors in consultation with the CEO. A replacement player for a national team must come from the named team reserves for participation in signature international events or from the wider national squad if a reserve list has not been identified. A replacement player for a national squad may be named from the national athlete pathway and associated athlete depth chart.

9 Player Selection Panels

- 9.1 Australian team Selection Panels will be selected and appointed in accordance with [Appendix 2](#), and formally approved by the Convenor of Selectors in consultation with the CEO or appointed delegate.
- 9.2 A Selection/Scouting Panel will consist of between two and four members. The National Head Coach of the team/squad being selected will be appointed as the panel chairperson with the Men's and Women's Convenors of Selectors overseeing each panel. At least two selectors, deemed independent and without conflict of interest, will be appointed in accordance with Appendix 2. These selectors/scouts must meet the following mandatory criteria:



- 9.2.1 Be a registered financial member of Softball Australia.
- 9.2.2 Meet the requirements included in the position description.
- 9.2.3 Be available to attend scheduled selection events.
- 9.3 Appointed selectors/scouts will be required to sign an official agreement and comply with Softball Australia's policies and procedures.
- 9.4 The Selection Panel will have total discretion within the selection parameters and must ensure that a team has a balanced group of athletes and specialist playing positions, enabling development of a team that meets desired program outcomes and strategies.

10 Appeals

- 10.1 A player who is not selected to an Australian team or squad may only appeal against their omission on the basis of the selectors failing to comply with this Policy. The appeal process is set out in [Appendix 3](#).

11 Australian Team Staff and technical officials

- 11.1 Australian Team Staff for an international or domestic competition or tour will consist of Head Coach, Team Manager, statistician and physiotherapist/medical person and up to three other positions, determined by the Head Coach in consultation with the CEO.
 - 11.1.1 The costs for the statistician will come from the budget allocated for the National Scoring Committee and will not impact on the relevant High Performance program budget.
- 11.2 More than seven Team Staff appointments for an international competition/tour may be approved by the CEO or appointed delegate, upon consideration of a written proposal/justification by the Head Coach, at no cost to Softball Australia.
- 11.3 Australian Team Staff for team or squad training and development activities will be determined by the Head Coach or appointed delegate.

Appointments

Team staff

- 11.4 All Team Staff appointments must be approved by the CEO.
- 11.5 To be eligible for appointment to a Team Staff position, an applicant must:
 - 11.5.1 Be a financial member of Softball Australia.
 - 11.5.2 Meet the selection criteria in the relevant position description.
- 11.6 The process for appointing Team Staff is set out in [Appendix 4](#).

Head Coach

- 11.7 A Head Coach will be appointed under employment terms and conditions set by Softball Australia from time to time. The appointment must be approved by Softball Australia's Board (**the Board**).



- 11.8 If a Head Coach has not been appointed at the time of the competition or training and development activities, an Acting Head Coach will be appointed by the CEO in accordance with [Appendix 4](#).

Other Team Staff

- 11.9 Team support staff will be appointed under employment terms and conditions set by Softball Australia from time to time. The appointment must be approved by the CEO or appointed delegate.

Head of Delegation

- 11.10 A Head of Delegation (**HoD**) may be appointed, at the discretion of the Board, to lead Australian teams on international tours. The decision to appoint a HoD, or not, will be made by the Board and will be based on recommendation from the CEO's assessment of risk factors, cost, and WBSC activities during the tournament.
- 11.11 A HoD will be appointed under employment terms and conditions set by Softball Australia from time to time. The appointment must be approved by the Board.

Termination of appointment

- 11.12 Team staff and HoD may be removed from their position if they fail to comply with their appointment terms and conditions and/or Softball Australia's policies and procedures.

12 Umpires

- 12.1 All umpiring appointment recommendations for international tours must be endorsed by the CEO.
- 12.2 All umpiring appointments for domestic competitions must be approved by the National Umpiring Committee.
- 12.3 The process for appointing umpires for international tours, including filling any vacancies that occur during the appointment term, is set out in [Appendix 4](#).
- 12.4 To be eligible for appointment to an umpiring position, an applicant must:
- 12.4.1 Be a financial member of Softball Australia.
 - 12.4.2 Meet the selection criteria in the relevant position description.

Termination of Appointment

- 12.5 An umpire may be removed from their position if they fail to comply with their appointment terms and conditions and/or Softball Australia's policies and procedures.

13 Anti-Doping

- 13.1 All Australian players, Team Staff, HoD and umpires are bound by Softball Australia's Anti-Doping Policy and related procedures, which are in line with governing bodies including WADA and ASADA, including any amendments which may be made from time to time.

14 Risk management

- 14.1 All Australian players, Team Staff, HoD and umpires must comply with Softball Australia's Risk Management Policy and related procedures, including any amendments which may be made from time to time.
- 14.2 All Australian players, Team Staff, HoD and umpires are covered Softball Australia's Insurance Policy, including:
- 14.2.1 Travel insurance – when travelling for domestic and international competition, or training and development activities.
 - 14.2.2 Personal Accident/Injury.
 - 14.2.3 Products and Public Liability
 - 14.2.4 Associated liability, covering officials and coaches for occupational health & safety, defamation and discrimination issues that might arise as a result of their duties.
- 14.3 For all international tours, Softball Australia will:
- 14.3.1 Ensure all Australian players, Team Staff, HoD and umpires are familiar with Softball Australia's Risk Management Policy and related procedures, including any additional information relevant for the management and minimisation of risk for each tour.
 - 14.3.2 Prepare a detailed tour itinerary, in consultation with the Head Coach and Team Manager.
 - 14.3.3 Prepare an Incident Management Plan, in consultation with the Head Coach, Team Manager and HoD, if appointed.
 - 14.3.4 Advise all Australian players, Team Staff, HoD and umpires of the tour itinerary, travel requirements, and the Incident Management Plan at least one month prior to the tour.
 - 14.3.5 Monitor and act appropriately on Department of Foreign Affairs and Trade (DFAT) Travel Advisories.
 - 14.3.6 Provide DFAT with the details of all tours prior to departure.
- 14.4 For all domestic competition or training and development activities, the Team Manager will:
- 14.4.1 Ensure all Australian players, Team Staff and umpires are familiar with Softball Australia's Risk Management Policy and related procedures, including any additional information relevant for the management and minimisation of risk for each activity.
 - 14.4.2 Prepare a detailed program in consultation with the Head Coach.

15 Behaviour and discipline

- 15.1 All Australian players, Team Staff, HoD and umpires will be bound by:



- 15.1.1 The Codes of Conduct, disciplinary measures and other requirements and obligations set out in this Policy, and Softball Australia's Member Protection Policy.

16 Uniforms

- 16.1 Softball Australia will provide Australian players, Team Staff, HoD and umpires with uniforms in accordance with Softball Australia's Apparel and Equipment Guidelines.

17 Awards and honours

- 17.1 Awards and honours that may be conferred on Australian players, Team Staff and umpires are set out in Softball Australia's Member Recognition Policy.

18 Communication, marketing, media and sponsorship

- 18.1 Australian players, Team Staff, HoD and umpires:
- 18.1.1 Are required to participate in promotional activities organised by Softball Australia.
 - 18.1.2 Will not make any comment or representation to the media in relation to:
 - (a) An Australian team, without the prior written approval of Softball Australia.
 - (b) Softball Australia sponsors.
 - (c) Softball Australia Directors, management, staff, policies or procedures.
 - 18.1.3 Will not act as a journalist, or in any other media capacity, without the prior written approval of Softball Australia or the HoD, if travelling and accompanying.
 - 18.1.4 Are bound by Softball Australia's National Sponsorship Policy.

19 Finance

- 19.1 Australian players, Team Staff and umpires may be required to pay levies and other fees to participate in domestic and international competitions, and training and development activities.
- 19.1.1 Levies will be based on a set percentage of the cost for each participant's involvement in the activity.
 - 19.1.2 The levy percentage will be reviewed annually.
 - 19.1.3 Players, Team Staff and umpires will be notified of any levies and fees payable as soon as the cost of each activity is finalised.
 - 19.1.4 Full payment will be due and payable prior to the tour or training and development activity.



19.2 All levies, fees and other financial matters that relate to Australian teams will be managed in accordance with:

19.2.1 Softball Australia's Authority and Delegation Policy.

19.2.2 Softball Australia's Pricing Policy.

19.2.3 All relevant financial policies and procedures.

20 Other policies and procedures

20.1 For the avoidance of doubt, Australian players, Team Staff, HoD and umpires are subject to all Softball Australia policies, guidelines and procedures which can be found on the Softball Australia website which including, but not limited to:

- Softball Australia Constitution
- National Policy on Match Fixing
- Member Protection Policy
- Anti-Doping Policy
- Pregnancy Guidelines
- Risk Management Policy
- National Sponsorship Policy
- Pricing Policy
- Authority and Delegation Policy
- Member Recognition Policy
- eCommunications Policy
- Privacy Policy

21 Definitions

21.1 In this document, the following terms are defined as having the meanings as noted:

Age Grade means any team or squad selected under the criteria of an age restriction, for example, U-18 teams attending World Cups, or U16 squads selected for the International Friendship Series.

Conflict of Interest means a situation where a selector has or is perceived to have a personal interest in or relationship with any athlete, fellow selector or official under consideration for selection.

Head Coach means the principal coach appointed by Softball Australia to coach an Australian team or squad.

Head of Delegation means the individual appointed by Softball Australia to be the off-diamond delegation leader, official representative and international liaison for Australian teams at international events.



Medical Staff means team physiotherapist, masseur, doctor, sport psychologist, performance transition coordinator

Interview /Assessment Panel means a panel appointed by the CEO or representative, to interview or assess Team Staff applicants against specific interview or assessment criteria and to make appointment recommendations to the Softball Australia Team Staff Selection Panel.

Pathway Athlete means a player named in an Australian Squad or Team, or a player identified as having future potential to represent Australia and is included within Softball Australia's athlete depth chart.

Primary Selection Event means specific selection events identified by Softball Australia that will have significant selector attendance.

Secondary Selection Event means an event approved by the CEO, in consultation with the Head Coach, which may warrant selector attendance or athlete performance assessment for consideration in an Australian team or squad.

Selection Panel means a panel appointed to select and make recommendation relating the selection of players or Team Staff.

Team Manager means the person appointed by Softball Australia as the team's manager, the senior Team Staff appointment within the team and primary team point of contact.

Team Staff means the training and support staff appointed by Softball Australia for an Australian team or squad.

An Australian team is a group of players selected by Softball Australia to represent Australia at open-grade and age-grade level, both male and female, as deemed necessary by Softball Australia to meet high performance program and pathway strategies.

An Australian squad is a group of players selected by Softball Australia for training, development or Australian team selection purposes and will consist of up to 30 players.



Appendix 1: Procedure for Selection of an Australian team or squad

- 1 Players for an Australian team, squad or athlete pathway will be selected by the respective Selection/Scouting Panel appointed in accordance with clause 7 of this Policy.
- 2 Players wishing to be considered for selection must complete the online Registration and Nomination Form prior to their participation in a selection event. A copy of player registrations and nomination will be forwarded to team selectors prior to the selection event.
- 3 The Selection/Scouting Panel will select the Australian team, squad or athlete pathway on the basis of the player selection criteria in clause 7 of this Policy.
 - 3.1 A consensus is required by the selectors. If the selectors cannot come to a consensus, the Convenor of Selectors will determine who is selected Subject to these Procedures, the selectors' decision will be final. No reasons need be given for any selection or other decision of the selectors. This will not prevent, limit or restrict the selectors, in their sole discretion, changing the selection of any team, squad, or individual.
 - 3.2 The Selection Panel Chairman will forward the list of names of the selected players with confirmation by all members of the Selection Panel to the Convenor of Selectors within 24 hours of selection for ratification by the CEO.
 - 3.3 All successful and unsuccessful members of the team or squad will be contacted by Softball Australia:
 - 3.3.1 **For announcement of a team** – Softball Australia CEO or appointed delegate or Head Coach will contact all selected players by phone, advising them of their selection, non-selected players will be advised of non-selection prior to formal announcement of the team.
 - 3.3.2 **For announcement of a squad** – Softball Australia will email all selected players, advising them of their selection.
 - 3.3.3 **Players selected as pathway athletes, not named in a squad or team, will be notified of their selection by email from Softball Australia.**
 - 3.3.4 Softball Australia will notify the Member States by email after all players have been notified.
- 4 Unless expressly requested by the selectors, players have no right to make submissions or representations to appear before the selectors. Any right or claim to natural justice in this regard is expressly excluded, except in the appeal process in [Appendix 3](#).
- 5 Any player who withdraws from a team or squad may be replaced, at the discretion of the team Selection/Scouting Panel, with approval from the Convenor of Selectors.
- 6 A selected player or official must notify the CEO or Head Coach of the fact that she is pregnant immediately upon becoming aware of that circumstance. Upon receipt of that notification, the Head Coach or CEO will determine what further action (if any) should be taken in respect of the player's or official's participation in accordance with the Pregnancy Guidelines.



Appendix 2: Selection Panels

- 1 Applications for the positions of selector will be called by Softball Australia at least two weeks prior to the final date of applications closing, except that:
 - 1.1 Where a replacement selector is required on short notice and time precludes the two week notice period, in the lead up to a selection event.
- 2 Softball Australia will notify all Member States and all previous incumbents who are suitably accredited, that applications have been called.
- 3 The call for applications will include:
 - 3.1 Position description.
 - 3.2 Selection criteria.
 - 3.3 The term of the appointment.
 - 3.4 Tentative calendar of events
 - 3.5 Application Form. All applications must be submitted using the online Form, verified by the applicant's Member State. Softball Australia will acknowledge receipt of position applications.
- 4 The Selection Panel for appointment of selectors will consist of the Convenor of Selector (or Softball Australia staff member), the relevant team's Head Coach and one other suitably qualified person approved by Softball Australia.
- 5 The Selection Panel will:
 - 5.1 Receive all applications for the advertised position and prepare a shortlist of applicants to be interviewed.
 - 5.2 Interview the shortlisted applicants, contact referees, conduct Police Checks and Working with Children Checks and forward a recommendation to the CEO.
- 6 The Convenor of Selectors or delegated staff member will contact the successful and unsuccessful applicants by email or phone. Feedback will be provided to the unsuccessful applicants and a record kept of that feedback.
- 7 Public announcement will be made after all applicants have been contacted, and Member States have been advised.
- 8 Softball Australia will confirm the appointment of each official in writing and all successful applicants will be required to sign an agreement.



Appendix 3: Appeals

- 1 Any appeal against a decision of the selectors must be made within two days of the formal public announcement of the Australian team or squad. The appeal must be lodged in writing to the CEO setting out:
 - 1.1 The particular alleged failure of the selectors
 - 1.2 The grounds of appeal, or
 - 1.3 The reasons or circumstances supporting the alleged grounds of appeal.
- 2 The appeal must be accompanied by a non-refundable fee of \$500. An appeal may be withdrawn at any time and must be in writing to the CEO.
- 3 On receipt of an appeal, the CEO will immediately forward the appeal documents to a selection review panel, that will consist of three persons available to hear the appeal and must include the following:
 - 3.1 An independent person, who preferably has had recent international competition experience in the sport
 - 3.2 A Softball Australia representative appointed by the CEO, and
 - 3.3 A barrister or solicitor who will chair the selection review panel.
- 4 No member of the selection review panel may be a party to, or directly interested in the matter under consideration.
- 5 The selection review panel has no power of selection or re-selection. The selection review panel may review the matter(s) set out in the appeal and may refer the matter(s) back to the selectors for consideration.
- 6 The selection review panel will, as soon as practical after receiving the appeal documents, investigate and consider the matter(s) and will, within seven days, determine whether:
 - 6.1 The matter(s) should be dismissed, because in its determination, the matter(s) are trifling in nature or have no merit, or
 - 6.2 The appeal warrants further review and determination in accordance with these Procedures.
- 7 If the selection review panel determines that the matter(s) warrant further review, it will as soon as practicable having regard to the timing of selection and proximity of relevant events, serve a notice on the aggrieved player, the selectors and Softball Australia stating:
 - 7.1 that the aggrieved player, or in the case of an underage player – a parent or guardian – may address the selection review panel at a meeting to be held as soon as practicable, being not earlier than four days from the date of the notice.
 - 7.2 the date, time and place of that meeting and informing the aggrieved player that he or she may do any one or more of the following:
 - 7.2.1 Attend the meeting (personally or by a representative, not being legally trained or qualified).

- 7.2.2 Give the selection review panel, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.
- 8 The selection review panel may conduct a meeting (or any adjournment) in such a manner as it seems fit, but will:
- 8.1 Give the aggrieved player and the selectors every opportunity to be heard.
- 8.2 Give due consideration to any written statement by the aggrieved player or the selectors.
- 8.3 Allow the aggrieved player to be present along with his or her adult representative (not being legally trained or qualified).
- 9 The selection review panel may also request or require the aggrieved player, the selectors or any other witness to attend the meeting and provide such evidence as is available.
- 10 Following consideration of all information, which the selection review panel considers relevant and which is available, the selection review panel will arrive at a finding. A decision of the selection review panel will be by a majority and notified to the CEO as soon as practicably viable.
- 11 If the selection review panel considers the ground(s) alleged by the aggrieved person to be satisfied, it will recommend that the selectors again consider the selection of the relevant team, squad or individual.
- 12 Any further selection decision of the selectors under the direction of the selection review panel will be final, and no further appeal will be available to the aggrieved player in respect of that selection.
- 12 If the selection review panel considers the ground(s) alleged by the aggrieved player not satisfied it will dismiss the appeal.
- 13 Unless the context otherwise requires, the terms used in these Procedures will have the same meaning as in Softball Australia's Constitution, policies and/or procedures.
- 14 No particular selection criteria will be weighted more or less significantly by reason only of the order in which the criterion appears in these Procedures.
- 15 These Procedures may be amended or supplemented by Softball Australia in its absolute discretion:
- 15.1 In order to achieve the objective of selecting the most suitable Australian softball players to represent Australia.
- 15.2 Where matters arise which, in the sole opinion of the Board, have not been provided for in these Procedures.
- 15.3 Where the literal application of this Policy would not achieve the objective in clause 10, any variation or amendment must be given in writing by the CEO. The CEO will use his or her best endeavours to give as much notice as practicable to all persons affected by any amendment or supplement to these Procedures.



Appendix 4: Australian Team Staff

- 1 Applications for the positions of Head Coach, Assistant Coach or other support staff will be called by Softball Australia at least two weeks prior to the final date of applications closing, except that:
 - 1.1 Where a replacement staff member is required on short notice and time precludes the two week notice period, in the lead up to a team commitment.
- 2 Softball Australia will notify all Member States and all previous incumbents who are suitably accredited that applications have been called.
- 3 The call for applications will include:
 - 3.1 Position description.
 - 3.2 Selection criteria.
 - 3.3 Term of the appointment.
 - 3.4 Tentative calendar of events.
 - 3.5 For Head Coaches, a request for a training and competition program including objectives and timeframes.
- 4 Applications will:
 - 4.1 Be in writing on the Application for Position Form provided addressing the required qualifications and experience for the position listed in the selection criteria;
 - 4.2 List qualifications, which will be verified by the applicants Member State; and
 - 4.3 Include a signed copy of the Form which authorises a Police Check and Working with Children Check of the applicant for any team or squad with participants under 18 years of age.
- 5 Softball Australia will acknowledge in writing all applications received.
- 6 The Selection Panels for all Australian Team Head Coach appointments will consist of a Board Member, one Softball Australia staff member, and one other suitably qualified independent person:
 - 6.1 **For the position of Head Coach:** the Selection Panel and one other suitably qualified person will form an interview panel; and
 - 6.2 **For all other Team Staff positions:** the interview/assessment panel will consist of the Softball Australia staff, the Head Coach and one other independent suitably qualified person appointed by the CEO.
- 7 The selection and interview panel for each position will:
 - 7.1 Receive and assess all applications against the position description and selection criteria and prepare a shortlist of applicants to be interviewed; and
 - 7.2 Interview/assessment panels will make recommendation to the Selection Panel for review and submission to CEO, who will make the appointment for Board to approve.



- 8 If a member of the Selection Panel is an applicant for any position for Australian Team Staff, that member will be excluded from the selection process.
- 9 Softball Australia will contact the successful and unsuccessful applicants. Feedback, if requested, will be provided to the unsuccessful applicants and a record kept of that feedback.
- 10 Member States will be advised, and public announcement will be made after all applicants have been contacted.
- 11 Softball Australia will confirm the appointment of each official in writing.
- 12 Softball Australia will prepare a formal contract for each appointee to be signed by the appointee and the Softball Australia staff member.
- 13 The Selection Panel may nominate a second applicant as a reserve in the event that an appointee is unavailable.
- 14 All team officials are subject to all Softball Australia policies and procedures, including but not limited to the policies and procedures listed in clause 20 of this Policy.



Summary of changes

Ownership and Approval	
Responsible Officer:	Softball Australia Governance Committee
Approved By:	Softball Australia Board
Review Frequency:	Annual
Last Reviewed:	October 2019

Version History				
Version	Release Date	Amendment Summary	Author	Approval
	20/09/2015	Conflict of Interest Section	Governance Committee	
		Spelling and grammatical corrections	Governance Committee	
		Summary of changes page included	Governance Committee	
	01/10/2015	Reduction of support staff from 7 to 6 <ul style="list-style-type: none"> • Outcome of financial review of the costs of National Teams travelling to World Championships and the financial impact to player levies • Impact to player levies significant (approx. \$500 per player) • Current Open Men and U19 Men only have 6 staff • Video analysis staff for both Open Men and Open Women's 	Governance Committee	

Version History				
Version	Release Date	Amendment Summary	Author	Approval
		<p>teams paid own costs</p> <p>Provision to include an additional staff member under section 10.2 if required</p>		
		<p>Definitions:</p> <ul style="list-style-type: none"> • Age Grade • Conflict of Interest • Interview Panel • Primary Section Event 	Governance Committee	
	11/11/2015	Removed Appendix 5 as there was no reference to it within the document.		
		<p>Created a new clause 4, Conflict of interest</p> <p>Moved content from Appendix 5 to clause 4</p> <p>Moved text regarding conflict of interest from Other Policies and Procedures to clause 4</p>		
	17/11/2016	Purpose and Objective		
		Definition for Objective		
		<p>Scope to include pathway athlete</p> <p>Australian Squad and pathway athlete</p>		
		CEO amended to High Performance Manager (HPM)		
		Definition of pathway athlete		
		The National Team Selectors must ensure that the number of named reserves provide sufficient player depth to cover playing positions.		

Version History				
Version	Release Date	Amendment Summary	Author	Approval
		A reserve list of players must be named as part of team selection for all World Championship and Olympic Games events.		
		Development or Emerging Players Team – On occasion Softball Australia may attend international or domestic events by sending a Development or Emerging Players Team. Players selected for these teams will be selected from National Squads and/or the Softball Australia athlete pathway (depth chart). The selection of a development team will be made by the open and age grade National Head Coaches in consultation with the HPM		
		Additional wording (highlighted in red) To be eligible for selection in an Australian team, squad or athlete pathway , a player must:		
		Additional wording (highlighted in red) All Australian team or squad selections must be approved by the HPM and ratified by the SA Chief Executive Officer (CEO)		

Version History				
Version	Release Date	Amendment Summary	Author	Approval
		Additional wording (highlighted in red) A replacement player for a national team must come from the named team reserves for participation in signature international events or from the wider national squad if a reserve list has not been identified. A replacement player for a national squad may be named from the national athlete pathway and associated athlete depth chart.		
		Additional wording (highlighted in red) A Selection Panel will consist of four members, comprising the two National Head Coaches, for example: Aussie Spirit and Junior Aussie Spirit Head Coaches for female selection and the Aussie Steeler and Junior Aussie Steeler Head Coaches for male selection. The National Head Coach of the Team/Squad being selected will be appointed as the panel convenor. The third and fourth selectors, deemed independent and without conflict of interest, will be appointed in accordance with Appendix 2. These		
		Amendment to App 3		

Version History				
Version	Release Date	Amendment Summary	Author	Approval
		Amendment to App 4		
		Interview/ Assessment Panel		
		Pathway Athlete is a player named in an Australian Squad or Team, or a player identified as having future potential to represent Australia and is included within Softball Australia's athlete depth chart. include athlete pathway		
		Additional wording (highlighted in red) A consensus is required by the selectors. If the four selectors cannot come to a consensus the HPM will have the final say on who is to be selected		
		Include Players selected as pathway athletes, not named in a squad or team, will be notified of their selection by email from the HPM		
		Include email or phone		
		Include interview/ assessment		
		Include interview/ assessment		

Version History				
Version	Release Date	Amendment Summary	Author	Approval
	18/11/16	Inclusion of Policy Objective		
		Change of appointment Updated to reflect position of High Performance Manager (HPM) Change of reporting and delegated authority from CEO to HPM		
		Pathway Athlete Definition of pathway athlete, overview of selection and process		
		Naming of reserves To ensure selectors name sufficient reserve players to cover all playing positions		
		Development or Emerging Team Inclusion to accommodate the selection process for development or emerging teams selection and event participation.		
		Replacement player Clarification on replacement players, including option to for replacement players to come from within the athlete pathway on specific occasions.		
		Selection Panel Updated to coincide with new selection structure and panel make up, a move from 3 to 4 selectors for each team.		
		Inclusion of pathway athlete definition		

Version History				
Version	Release Date	Amendment Summary	Author	Approval
		Updated to accommodate the new selection structure		
	10/2019	Removed reference to High Performance Manager and replaced it with CEO Included "scout", "scouting", Convenor of Selectors		
		Amendment to Clause 9.2		
		Inclusion of 11.1.1 regarding costs		
		Various minor amendments		

Publishing			
Version	Published date	Published by	Published in
V3	06/04/2017	Helen Davis	Website
V4	29/11/2019	Helen Davis	Website