

MORLEY EAGLES SOFTBALL

INTRODUCTION

Welcome to Morley Eagles Baseball Club Inc. – SOFTBALL SECTION

This Booklet has been designed to acquaint you with some background of the Club's Activities and its Rules.

It will help you understand the complexity of an organisation as large as 'EAGLES', and hopefully will assist you to quickly enjoy the Club's facilities and resources and to understand that your active participation is necessary to ensure the Club's present and future welfare.

OUR VISION

To be a Community Softball Club, promoting the game for all ages and abilities, by giving everyone the opportunity to either play socially, or to advance to the elite level.

OUR HISTORY

We have come a long way since Softball was introduced to the club in 1985.

The Club has one Section administering all levels of the game i.e. State League, Summer, Winter and Vets.

For reference, these 'Guidelines' are divided into the following format:

GUIDELINE FORMAT

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ADMINISTRATION

1. For your reference a Committee Directory is enclosed inside this Booklet.
2. Enquiries regarding Club matters should be directed to the Club Secretary, or to an appropriate Committee Person.
3. **Equipment** - It is expensive! Coaches and team officials are asked to look after and maintain club equipment. Damaged and lost equipment is to be reported to the Property Officer, as are requests for additional equipment, match balls, etc.
4. **Fees** – The club Treasurer or their delegate are to issue a receipt for **ALL** money collected. Original copy of the receipt to the player. Duplicate to the club Treasurer with the money. Triplicate retained as team record. Your co-operation is appreciated in reminding players of outstanding fees and fundraising monies. **No** player is permitted to take the diamond if they have not paid a deposit as set by each season's committee at time of registration. The deposit is non-refundable after the first game is played.
5. **Coaches** - will have receive a 50% discount on their playing fees, and a coaches shirt (every three years if applicable). No further discount applies. The discount applies to the season coached in. The discount applies to one coach per team. Any coach who has a player in their team under 18 years of age will need to obtain a Working With Children Card, which must be sighted by the club secretary. Cards must be produced upon request.
6. **Committee Meetings** - are held monthly. Any problems, queries, grievances etc. can be directed through this meeting, or to any committee member.
7. **Success** -The main measure of success for coaches at Morley Eagles is the number of players from their team who return to the club the following season.
8. **Trophies** - The Club provides the following trophies;
 - **Most Valuable Player, Batting, RBI's or Most Consistent and Coaches.**
 - For Premier Teams, an overall **Club Champion Award** will be presented.
 - Where the club field's winter sub junior teams and summer under 13 teams, a **Coaches Award** will be presented with all other team members receiving a participation trophy.
 - For the Veterans competition, a **Most Valuable Player** and **Coach's** trophy will be awarded.

There will be no deviation in the naming of trophies presented to any competitions at club presentations.

Coaches are to complete MVP voting slips as soon as possible after the game. Voting slips are to be sealed in the envelope provided. Envelopes will be opened on a nominated date. Coaches requested to attend the vote count.

PERPETUAL TROPHIES (To be retained at the club)

Summer – Best Club Person, Best Junior Club Person, Most Promising Junior Female Player, Coach's Trophy (Senior and Junior).

Winter – President's Award (John Rebeck Memorial Award), Helmet Award, Glove Award, Best Junior Player.

State League – Club Champion (Male/Female).

Grand Finals – The Club will award a trophy to the Best Eagles player in all Grand Finals. Where the finals are contested over three games, an overall aggregate will be used to determine the winner. Premiership medals will be presented to successful winning teams (Players and Team Officials).

9. **Milestones** – The club will acknowledge player milestones with a cloth badge at fifty game increments, commencing at fifty games. In addition to badges, commemorative medals will be presented for 200, 300, 400 and 500 games played.
10. **Awards** – The club will acknowledge voluntary service, by presenting the following awards:
 - After Three year's contribution – Certificate of Appreciation
 - After Seven year's contribution – Dedicated Service Award
 - After Ten year's contribution – Life Membership (in accordance with the Club's Constitution requirements)
11. **Accreditation** – Coaches are encouraged to become accredited. Coaches and Assistant Coaches who become accredited and subsequently coach a team in the club will have their accreditation costs refunded, subject to committee approval.
12. **Coaches and Team Officials** - are requested to actively encourage players to support club

activities and club commitments, including umpiring duties.

13. All coaches, team officials and volunteers are expected to abide by their respective Codes of Conduct.
14. The lifeblood of our Club is communication! To assist in this area, the Club has a website and Facebook group. Please email items of interest to the club email for distribution.

PLAYERS

1. Our sport operates in a competitive environment – all players are valuable. NO PLAYER should be told that they are “no good” or that they are “not wanted”. It is easy to send players away, but difficult to recruit them. Refer clause 14 for problem solving procedure.
2. If, in a coaches opinion, a player should be relocated to another grade for whatever reason, before any action is taken the matter is to be raised with the Club Secretary.
3. Players are not to be “poached” from other teams within the club. Where a coach would like to invite another player(s) to train or just “sit on the bench” with another grade, then this **MUST** be with the sanction of the player’s team coach. Areas of conflict are to be raised with the Club Secretary.
4. Requests for “fill in” players are to be via the player’s coach. If nothing else, it is courtesy! This applies to both Senior and Junior players. Fill in players must be club members so that we do not incur irrecoverable Perth Softball League (PSL) fees. **No player(s) are to be played under assumed names.**
5. All Premier League, Senior A grade Teams and Junior A grade must have nine players on the diamond at all times. Players from lower grades must be used to fill these teams in accordance with clause 3 above.
6. Where there is a player movement, the Club Registrar **must** be advised so that club records can be maintained.
7. **Coaches are asked to fill in the Team List sheet provided inside the front cover of their scorebook, including any new players or “fill in” players who go on the diamond. These are to be handed to the Registrar before the Christmas break and at the completion of the season. (Finals included)**
8. **New players!** Details are to be notified immediately to the Club Registrar to ensure that ALL areas of Registration and Club Membership are complied with. No player is to take the diamond if un-financial.
9. Coaches and/or Team Officials are requested to maintain a list of players and their financial status so that every effort can be made to collect playing fees. The Club Treasurer will provide regular Team Lists showing the status of each player.
10. Un-financial players are ineligible to receive Club Trophies.
11. Players joining the Club part way through a season will be required to pay Club Membership, compulsory WASA & ASF Fees and pro-rata Club Fees. Pro rata playing fees apply for any player joining the club six weeks after the commencement of the season.
12. To be eligible for a trophy, a player must have played 50% of the fixtured qualifying games.

13. Dress Standards

Coaches and Assistant Coaches are to abide by the PSL “Rules of Match Play”.

Coaches and Team Officials are to ensure that players on the diamond are properly dressed in a Club Uniform.

The Club uniform consists of:

1. Cap – Blue with a red E outlined in white on the front and Eagles in white on the back.
2. Shirt - White with blue shoulders and sleeves, trimmed in red with Eagles across the front in

- red writing with blue outline and numbers on the back in blue.
3. Pants – navy blue with a white stripe outlined in blue down each side.
 4. Belts are blue. Socks are navy blue.
 5. Walkout shirts which are red – white insert at sleeves trimmed in blue. Blue collar Eagles written in white and trimmed in red.

Any player absent from the Club for more than 3 years forfeits the right to their playing number.

Number 5 and 66 are not to be issued in the Winter Competition.

Coaches and Team Officials are to ensure that all Premier League, A Grade, Junior and Sub Junior players have their shirts tucked in.

14. Disgruntled Players The following procedure will apply:

The disgruntled player(s) should first approach their Team Coach to discuss the matter, to see if the problem can be resolved or common ground reached.

Where the problem still exists the matter should then be raised with the Club Secretary.

Once the matter has been resolved, the Club Registrar is to be advised of any player movement(s), so that Club records can be maintained.

1. Junior players taking the spot of a senior player pay senior fees.
2. All Player Clearances must be directed to the Club Secretary who will liaise with the Registrar and Treasurer (and the Player's Coach if applicable) to ensure everything is in order before granting any clearance.
3. State Representatives – An amount shall be allocated in each year's budget for club state team representatives with players to receive an amount as determined by the club committee.

TRAINING

1. All training will be conducted at Waltham Reserve. Training Sessions are not to exceed two (2) hours duration.
2. Coaches are asked to abide by the Clubs training roster.
3. **Lights.** These are expensive to run. Use them as required. Ensure they are turned off after use. Please ensure that power outlets on light towers are secured after use. **Lights must be out by 8.30pm**
4. **Coaches** are to ensure that the Toilets Change rooms and Store Room are secured and all lights are off after the completion of Training or Games.
5. **Diamond 1** – Where Base/Home Plate Cut Outs are in place.

If the Cut-Outs are not maintained they will fall into disrepair. COACHES ARE ASKED TO RAKE EACH CUT-OUT AFTER EVERY TRAINING SESSION. A rake is provided for your convenience.

6. Coaches are reminded that the Club wishes to maintain an excellent relationship with the residents surrounding the Reserve.

Batting should be conducted with either the use of Back Nets, or in another direction, to ensure balls do not enter resident's gardens, or hinder the safety of motor vehicles using the roads. Foul language is to be discouraged.

7. Back nets are provided for Training. Please secure them after training. **Note – There is to be no batting into the main Diamond Back Net.**
8. **Pitching and Rookie Ball Machines**, these are expensive pieces of equipment and difficult to replace and therefore must be looked after. In particular, the Rookie Ball Machine must be connected correctly to prevent damage. If you are in doubt please ask the Property Officer.

Safety screens must be used when operating the machines, other-wise insurance cover is

negated.

Please ensure that the machines are secured away after use.

9. Please advise the Secretary of any changes of Training Venue or location of any scratch matches or other organised sessions. These must be noted for insurance and club management purposes.

MATCH PLAY

1. Ground Rules are those that are listed in the PSL website. **PLEASE** take time and **READ THEM**. Game results are to be lodged online to the Perth Softball Leagues NO later than 5.00pm the following Monday or as advised in the ground rules.
2. Umpiring Commitments - Coaches are reminded of the Club's responsibility to umpiring commitments. The Club **WILL NOT** be responsible for umpiring fines. Players not meeting their umpiring commitments will be levied with the PSL fine, and if not paid, will be deemed unfinancial, with both the Club, and PSL.
3. Forfeited games are simply not acceptable. Alternative arrangements should be able to be made to avoid the situation of a forfeit. If a Team does forfeit a game, the Coach MUST ADVISE the Club Secretary within two (2) days of the event.
4. **Injuries.** Any player injury is to be recorded in the Score Book and the Club Secretary notified via the Injury Report Form.

Registered players are covered by insurance for any injuries sustained during any game, Club organized training sessions or events. A claim must be lodged with V Insurance within 30 days of the incident.

Coaches and Team Officials are asked to let the Team and its supporters know who the club sponsor/s are and encourage them to support them where possible.

5. **Injuries.** Any player injury is to be recorded in the Score Book, on the score sheet and the Club Secretary notified via the Injury Report Form.

Registered players are covered by insurance for any injuries sustained during any game, Club organized training sessions or events. A claim must be lodged with V Insurance within 30 days of the incident.

6. Team Scorebooks are to be returned to the Club Registrar at the end of the season.
7. The Club endorses the "Harassment-Free Sport Guidelines for Coaches" as issued by the Australian Sports Commission, 1998.
8. The Club endorses the "Pregnancy in Sport Guidelines for Coaches" as issued by the Australian Sports Commission, 2001.

SPORTS SAFE POLICY PLAN

VISION

To be a progressive Softball Club, promoting the game for all ages and abilities, by giving everyone the opportunity to either play socially or advance to the elite level.

POLICIES

1. Recommend the use of custom fitted mouth guards.
2. Advise players and coaches that the wearing of protective clothing and footwear is compulsory.
3. Promote warm up, stretching and cool down exercises before and after all training and competitions.
4. Encourage players to provide their own water and advise them to replace fluids before, during and after games.
5. Request players to advise of any medical problems that may affect them during the course of games or training and to provide this information to the team coach.
6. A First Aid box, appropriately stocked, will be made available at all training sessions and all games.
- 7. Consideration will be given to environmental conditions such as heat and playing surface when conducting training sessions and home games.**

PEOPLE

1. We require an active Committee who, to encourage more people to take up Softball.
2. We support being a 'Healthy Club'.
3. We support the SmokeFree WA Policy.
4. We promote safe and enjoyable participation for all and provide ongoing education and training for members through various programs.
5. We actively encourage Coaches through financial incentives to undertake and maintain accreditation.
6. We request Coaches, Players and Officials to be aware of their Roles and Responsibilities, and they are encouraged to act as Sport Safe role models at all times. This message is reinforced in the PSL Ground Rules.

PROPERTY/FACILITIES

1. We recognize the need to provide quality playing equipment.
2. We have the following safety/practices in place:-
 - 2.1 Grounds are kept in good order by the Local Authority.
 - 2.2 Change rooms are kept clean, hygienic and well maintained by the Local Authority.
 - 2.3 Playing surfaces are to be inspected by Team Officials prior to play commencing.

ALCOHOL/DRUG POLICY

Alcohol

1. Lower strength alcohol will be available and promoted.
2. Non-alcohol beverages will be available and potable water will be supplied free of charge.
3. Alcohol will be served in accordance with the requirements set out in the Liquor Licensing Act. This includes requesting proof of age from any person suspected of being under the age of eighteen years.
4. Responsible server training will be provided to volunteers who serve alcoholic drinks when available.
5. Safe transport options will be encouraged.
6. The irresponsible use of alcohol will not be glamorised.
7. Coaches are not permitted to allow players to participate in any training session or game, if suspected of being under the influence of alcohol.

Other Drugs

1. The use of illicit and/or performance enhancing drugs will not be promoted or glamorised.
2. The use of illicit and performance enhancing drugs will not be allowed at Training or any Home Games controlled by the Club.
3. Coaches – Are not permitted to allow players to participate in any Training Session or Game, if suspected of being under the influence of drugs or alcohol.

SOFTBALL COACH'S CODE OF CONDUCT

1. Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability. Refrain from any discriminatory practice on the basis of age, gender, religion, ethnic origin or ability of players.
2. Endeavour to ensure the player's time spent with you is a positive experience. Respect the talent, developmental stage and goals of each individual player.
3. Treat each player as an individual and help them reach their full potential. Provide training programs that are planned and sequential and suitable for the age, experience and ability of the players.
4. Be fair, considerate and honest with players. Be reasonable in your demands on your player's time and ensure there is an appropriate balance between sporting involvement, education and career objectives. Implement clear rules for players in training and general conduct.
5. Be professional in your appearance and manner and accept responsibility for your actions. Display high standards in language, manner, punctuality, preparation and presentation. Display control, respect, dignity and professionalism to all involved with softball (including opponents, coaches, officials, umpires, scorers, administrators, the media, parents and spectators) and encourage your players to demonstrate the same qualities.
6. Make a commitment to providing a quality service to your players, your Affiliated Club, State/Territory and Softball Australia, by continually improving your coaching knowledge and skill. Maintain and improve your NCAS accreditation. Seek continual self-improvement through performance appraisal and ongoing education.
7. Operate within the rules and spirit of the sport. Abide by and respect the regulations governing softball and sport generally and the organizations and individuals administering those regulations. Reject the use of performance enhancing drugs in sport and abide by the regulations of the relevant national and international sporting organizations and government regulatory bodies.

8. Ensure physical contact with players is appropriate to the situation and necessary for the player's skill development. Inappropriate physical contact is a form of sexual harassment.
9. Refrain from any form of personal abuse towards your players. This includes verbal, physical and emotional abuse.
10. Refrain from any form of sexual harassment towards your players. This includes explicit, implicit, verbal and non-verbal sexual harassment. Refrain from initiating a relationship with a player and also discourage, in a sensitive manner, an attempt by a player to initiate a sexual relationship with you.
11. Provide a safe environment for training and competition. Ensure that equipment and facilities meet safety standards and are appropriate for the age and ability of the players.
12. Show consideration and caution towards sick and injured players. Provide modified training program where appropriate. Allow further participation in training and competitions only when appropriate. When necessary, follow the advice of a reputable doctor or physiotherapist when determining when a sick or injured player is ready to recommence training or competition.
13. Be a positive role model for softball and your players.
14. **Breaches of any of the above rules may result in an appearance before the club's disciplinary committee. They will be addressed in accordance with the club's Constitution.**

PARENT/GUARDIAN CODE OF ETHICS

In addition to Softball Australia'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, a Member 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 General Code of Ethics, as a spectator in any activity held by or under the auspices of Softball Australia, a Member 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. Be fair, considerate and honest with players. Be reasonable in your demands on your player's time and ensure there is an appropriate balance between sporting involvement, education and career objectives. Implement clear rules for players in training and general conduct.
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 (ie 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.

PLAYER'S CODE OF ETHICS

In addition to Softball Australia's General Code of Ethics, as a player or participant in any activity held by or under the auspices of Softball Australia, a Member Association or an 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 a player, coach's or other participant's ability.
11. Refrain from making derogatory or demeaning remarks about any players, coaches or participants.
12. Refrain from using profane, insulting, harassing or otherwise offensive language.
13. Refrain from making sexual innuendoes towards any players, coaches or participants.
14. Do not tolerate 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 Softball Australia in a mature, fair and professional manner.
17. Refrain from engaging in any behaviour as listed under the definitions of harassment, outlined in Softball Australia's Member Protection Regulation.

CLOSE

A Community Club is an organization that is well managed, and provides and promotes a safe environment for Players, Coaches, Officials and Spectators.

These Guidelines are issued to achieve all of the above. However, our primary objective, is the commitment to strong administration, and an ongoing process to achieve, and **sustain** all of these objectives.

These Guidelines are under constant review. We welcome your feedback and invite you to comment on any matter that you feel should be considered by the Club’s Committee.

Please forward them to P O Box 350, Morley, WA 6943, or hand them to any of our Committee Members.

MORE ABOUT US

You can find out more about Morley Eagles Softball by visiting us at our website: www.morleyeaglessoftball.com

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I..... acknowledge receiving a copy of Morley Eagles Baseball Club Inc – Softball Section Guidelines.

SignatureDate