

BWA REGISTRARS INFORMATION

The procedures below are to be followed in order to minimize duplication. Included are the procedures for:

1. Club Database Official
2. Registration
3. Temporary Residents & Dispensation
4. Clearances

If you have any questions email the Baseball WA Operations Support Manager: support@baseballwa.asn.au

1. CLUB DATABASE OFFICIAL

All clubs are required to select a Club Official/s. The ideal person for this task would be the Club Registrar or person handling Club registrations. Club Database Official forms are required to be sent to the Baseball WA Operations Support Manager (OSM).

- a. They are required to complete the Privacy Agreement and return it to Baseball WA.
- b. Once forms are received by the Baseball WA OSM, they will then be issued access to the Club Database.
- c. Assistance and training will be available to them in this area on request.

2. REGISTRATION

Clubs are required to follow these procedures to registering players for their respective clubs:

- a. Clubs are required to use the online Registration process.
- b. Players must register themselves on the GameDay database and pay the Affiliation fees for Baseball Australia and Baseball WA.
- c. Clearances are to be completed on the GameDay database.
- d. If a player requires a clearance who is not on the database, DO NOT have them register on the database. Use the clearance form and follow the instructions.
- e. Ensure players are on the database before they play.
- f. Submit Team Nomination form by the 31st August.
- g. Inform Baseball WA well in advance of any withdrawals or re-grading of teams; Penalties apply.

3. TEMPORARY RESIDENTS – (Senior Players Only) & DISPENSATIONS (To play in senior divisions only)

Email: competitions@baseballwa.asn.au

Clubs seeking registration of a Temporary Resident player will be required to comply with the following procedures:

A player who is not an Australian Citizen or Permanent Resident shall be deemed to be a Temporary Resident.

Clubs must nominate any such player before the person plays their first game;

- Please send all the VISA and passport info.
- The contact for Import players and senior dispensations is to be sent to Jes Fitzgerald, BWA Senior Competitions Manager or Caroline Adamson OSM.
- The Competitions Manager approves Import Players and Senior Dispensations.
- **Import players must be registered on the database.**
- Should an import require a clearance, you MUST obtain the clearance before nominating for an import.

4. CLEARANCE

- a. All Clearances must be completed on-line using the GameDay Database.
- b. All Clearances from players who played prior to 2022-2023 must complete a BWA Clearance form and submit it to the BWA Operations Support Manager. Email OSM : support@baseballwa.asn.au