



# **BWA Travel Policy for Programs, Tournaments and Events**

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## **Forward**

On behalf of Baseball Western Australia, I would like to congratulate you on your selection to a representative team.

Baseball Western Australia engenders a culture that supports the development of players through an array of strategies which facilitates both individual and team progression. Being afforded the opportunity to represent your community is a privilege and honour that has clear expectations regarding your conduct, behaviour and professionalism as an athlete. It is important that you are always seen, as both a role model and ambassador for Baseball. A high level of commitment, effort, respect and adherence to the policies and procedures is an expectation for all players in all instances.

Selection and representation in a representative team is a significant achievement which is a culmination of training, dedication, knowledge and skill development. As such, this is the pathway to potential opportunities within baseball. Participation in State teams, Australian teams, programs and potentially a collegiate or professional baseball career are all achievable goals.

All players are required to read and sign the respective policies contained within this manual.

I would like to take this opportunity to again congratulate you on your achievement and I wish you every success in your participation at your respective event.

Lachlan Dale

CEO Baseball Western Australia

## **Document Scope and Purpose**

This document is aimed to educate each player, parent, coach, executive officer (EO), umpire and scorer (referred in this document as 'members') about the behaviour expectations and policies of the program. The expectation is that each person will read, understand and comply with what is required to participate in a Baseball Western Australia event or team.

If you have any questions regarding the information enclosed, please contact Baseball Western Australia.

## **Program Mission Statement**

Baseball Western Australia recognises that representative baseball is an important part of a well-rounded baseball journey. The organisation and its programs are committed to fair play—defined as integrity, respect, and sportsmanship—alongside teamwork, leadership development, and community engagement.

Baseball Western Australia will continue to emphasise responsibility, strong work ethic and a positive attitude to help our members succeed on and off the field.

All individuals involved, directly or indirectly, in the program must maintain and foster the values and goals associated with the Baseball Western Australia Mission and Vision Statements.

## **Program Objectives**

1. The assurance that members will be held to the highest level of accountability and understand that it is a privilege to represent Baseball Western Australia and not a right.
2. Commitment and acknowledgement that health and safety play a major role in the success of our programs.
3. Understanding and implementing equitable opportunities for all participants and members.
4. Recognise that excellence in baseball may bring local, state and national exposure to Baseball Western Australia.
5. Recognise that education, employment and family exceed all other baseball responsibilities

## **Program Leadership**

Baseball Western Australia follows a hierarchical management structure to ensure its smooth operation. In all cases the CEO and Program Manager shall maintain the highest level of decision-making authority and as such all decisions by people in these positions shall be respected.

The Head Coach and Executive Officers shall be given frameworks from which to leverage their decision-making capabilities. These are based around day-to-day decisions for the team, usually when present at an event.

Any member found to be in violation of a direction or decision made by a higher authority will be subject to disciplinary action, which shall be determined by the CEO or Program Manager in accordance with the severity of the violation, the member's record of past conduct, and Baseball Western Australia policies.

## **Communication**

Open, constructive and regular communication is encouraged between all levels of the program, particularly between each hierarchical level.

## **Codes of Conduct**

To participate in activities for Baseball Western Australia, the member will not engage in conduct that reflects negatively on him/her, any fellow members, or Baseball Western Australia.

Each member understands that if he/she is charged with violating public law, he/she will be suspended from his/her activity pending resolution of charges, unless and until, an exemption is granted by Baseball Western Australia.

### **The Code of Conduct is made up of four parts.**

1. Player's Code of Conduct
2. Coach's/Executive Officer's Code of Conduct
3. Member Protection Declaration
4. Parent and Supporter Code of Behaviour

## **Player's Code of Conduct**

### **BASEBALL WESTERN AUSTRALIA PLAYER CODE OF CONDUCT**

The BWA Player Code of Conduct has been developed for all players participating in tournaments or events.

A player's behaviour will be closely observed by others as he/she represents at special events. Any behaviour that is unlawful or disrespectful to others is a slur on everyone associated with the team. Any breach of this code or any behaviour detrimental to the game of baseball must be notified to the Tournament/Event Management Team.

If, in the opinion of officials, there is a serious breach of Code of Conduct the player will be banned from the remainder of the Championship or program, the State Association notified, and the player sent home by the first available transport. Any additional expense incurred will be the responsibility of the player or their family.

#### **Code of Conduct**

1. Compete by the competition conditions and rules.
2. Verbal abuse against umpires, opposing players or fans will not be tolerated.
3. Control your temper - no criticism by words or gesture.
4. Co-operate with your coach and teammates.
5. Show respect for your teammates and opponents and their skills.
6. No drug use of any kind will be tolerated unless prescribed by a licensed physician.
7. Refrain from profanity at all times.
8. The use or possession of any form of tobacco, tobacco products, vaping, illegal drugs, drug paraphernalia, vaping products and instruments or alcohol of any description while in team uniform or venue is banned.
9. The team officials shall have the right to conduct a search of a player's room, bags, clothing or personal belongings if he or she has a reasonable suspicion that a breach of the code of conduct has occurred or in the execution of providing adequate supervision. This must be conducted in the presence of the player and an additional adult witness.
10. Any activity likely to result in loss or willful damage to private property or to cause a disturbance will not be tolerated.
11. All press statements and interviews of players must have BWA approval.
12. No jewellery (e.g. earrings or studs) at all times.
13. Music on planes and buses is to be confined to individual headphones.
14. Report all injuries to a coach or trainer and schedule proper treatment with the physiotherapist when necessary.
15. No cameras will be allowed in the dugouts during games.
16. No one other than team personnel are allowed in locker rooms unless permission is obtained from the management.
17. Promptness for meetings, training sessions and games is mandatory.
18. Comply with instructions from security staff, airline staff, transport agents, hotel staff and any other service provider. Refrain from making statements that may be interpreted as security threats – especially within airports and on airlines.

19. Uniformity and sharpness in proper on-field dress is a must. This applies for practice sessions as well as games.
20. Proper off field walk-out dress will be worn as designated for flights and functions.
21. Adhere strictly to all house rules stipulated by any accommodation provider.
22. Adhere strictly to any curfews applied.
23. Refrain from entering any hotel room that is not your own.
24. Personal hygiene is the player's responsibility. It is essential that showers are taken after each game or practice.
25. Players are responsible for cleaning and maintaining their equipment.
26. Abuse of equipment such as throwing helmets or bats will not be tolerated.
27. Present BWA in a positive image in accordance with the BWA Member Protection Policy.

## BASEBALL WESTERN AUSTRALIA PLAYER CODE OF CONDUCT CONSENT FORM

I .....

(print name)

have read the BWA Player Code of Conduct and fully understand the responsibilities and conditions disclosed.

I will to the best of my ability, abide by the Player Code of Conduct during all BWA endorsed events.

Player's signature: .....

Date: .....

Parent's or Guardian's signature: .....

Date: .....

## **Coaches/ Managers / Executive Officers Code of Ethics**

### **BASEBALL WESTERN AUSTRALIA COACHES / MANAGERS / EXECUTIVE OFFICERS CODE OF ETHICS**

The Coach/EO of a team may be the second most influential person in a player's life. Coaches, through their own behaviour (on and off the field) have an enormous impact on the development of young players.

In establishing a solid foundation of character building with players, the key responsibility of any coach is to lead by example. This holds true at all levels of development.

For these reasons and many more, in addition to the Coach/EO Code of Conduct above, the Code of Ethics to encompass all coaches and EOs representing Baseball Western Australia in any endorsed and organised tournaments, development programs and special events.

These principles are considered practicable and are within the aims and objectives of the baseball in Western Australia.

1. Always provide Supervision of the behaviour of the team.
2. Do not criticise players in front of spectators, parents and other teams. Review constructive criticism with a player in private or in the presence of the team.
3. Accept decisions of the umpire as being fair and called to the best of their ability. Do not abuse or ridicule an umpire or allow your team members to do so.
4. Develop team respect for opponents, spectators and officials. Do not criticise other teams, supporters, or officials by words or gestures.
5. Set a good example in personal appearance and behaviour.
6. Encourage sportsmanlike behaviour among players.
7. Whenever possible, ensure all players have equal time on the field.
8. Encourage players to work together as a unified group (teamwork).
9. Keep yourself informed of sound coaching principles and seek more skilled advice when required.
10. Encourage your team to always hustle on and off the playing field.
11. All press statements and/or interviews must be within the guidelines of Baseball Western Australia.
12. Place the welfare and development of the individual above a winning or losing record.
13. Do not embarrass your opponents.
14. Do not use any form of tobacco, vape or alcohol of any description on the field, in the dugouts or bullpens, or whilst in uniform.
15. Abide by the tournament's rules and regulations.
16. Be aware of any player with a medical problem.
17. Strive to develop a positive image and self-sufficient attitude with each player.
18. Enforce the Players Code of Conduct.
19. Present BWA in a positive image in accordance with the BWA Member Protection Policy.
20. Abide by the WA State Government Working with Children legislation and hold a valid WWC card as required.
21. Hold any appropriate Coaching or 1st Aid Certificates as agreed in each program/event/tournament.

22. Complete and maintain current and all relevant Sports Integrity Australia certificates including but not limited to.

- a. National Integrity Framework
- b. Annual Update of the current year
- c. Safeguarding Children and Young People in Sport
- d. <https://elearning.sportintegrity.gov.au/login/index.php>

Note: In cases where there are breaches of this code of ethics, the breaches can be reported to the Tournament Management Team. If the breach(es) are found proved, then the matter(s) will be referred to the Tournament Judiciary for adjudication of penalty.

Please complete and sign

Team: .....

Age Group: .....

I have been provided with a copy of the BWA Coaches, Managers, Executive Officers Code of Ethics and am aware of and fully understand the responsibilities and conditions disclosed. I acknowledge that I am bound by that Code, and that any breaches can be reported to the Tournament Management Team for their deliberation. If the breach(es) are found proved, then the matter(s) will be referred to the Tournament Judiciary for adjudication of possible (further) penalty.

Name: .....

Signature: .....

Date: ..... Position: .....



## BWA Member Protection Declaration

### BASEBALL WESTERN AUSTRALIA MEMBER PROTECTION DECLARATION

BWA has a duty of care to all those associated with the sport at the State level and to the individuals and organisations to whom our national Member Protection Policy applies. As a requirement of our State Member Protection Policy, BWA must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I ..... born ...../...../.....

(print name)

(date of birth)

of.....

(address)

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences; offences related to children or acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that the ABF may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Declared in the State/Territory of ..... on ...../...../... (date)

Signature .....

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every regard.

Name: ..... Signature: .....

Date: .....

## PARENT AND SUPPORTER CODE OF BEHAVIOUR

All parents, supporters and spectators must abide by the BWA Parents and Supporters Code of Behaviour as well as codes or policies of host organisations, venues and local authorities' policies. As a parent/supporter/spectator associated in or attending any activity held by or under the auspices of the BWA, a member association or an affiliated club, these policies and codes of behaviour is binding.

### Requirements:

A Parent or Supporter must meet the following requirements regarding your conduct during any baseball activity or event:

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young player for making a mistake.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
4. Show respect for your team's opponents.
5. 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).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
7. No obscene or indecent messages on signs or clothing.
8. Not to be intoxicated or unruly during pre-game and game activities.
9. Not interfere with the play of the game in any manner. This includes running onto the field or throwing objects onto the field of play.
10. Respect the rights and decisions of the BWA appointed staff of Championships and Teams, charged with the supervision and wellbeing of players and the game.
11. Parents, guardians or family members are not permitted to reside in the same accommodation as the players.

### Process:

Spectators or supporters seen to be conducting themselves in an inappropriate manner, breaching the Parent and Supporter Code of Behaviour and/or bringing the team and game into disrepute, appropriate person/s have a responsibility to report such incidents to BWA or correct authority and for BWA to exercise its rights to take appropriate action.

**Penalties:** Supporters violating the Parent and Supporter Code of Behaviour may be ejected from the game and the boundaries of the Championship/Event venue immediately and/or for an appropriate length of time at the discretion of the Tournament Manager. They also may lose future privileges for repeat offences or severe infractions.

### Parent/Guardian Consent:

I have read and understood the BWA Parents and Supporters Code of Behaviour.

Name:..... Signature: ..... Date: .....

## **Sportsmanship**

All members bear the responsibility of displaying good sportsmanship during games and competition. Behaviour always must reflect the high standards of honour and dignity that should characterise participation in competitive sports. Members shall conduct themselves in a manner reflecting positively on the reputation of Baseball Western Australia both on and off field, in pre-game and post- game comments to the public and media, and when traveling and participating at other institutions.

Members are expected to maintain an attitude of dignity and respect toward opponents. The following are examples of unsportsmanlike behaviour are fighting, taunting opponents, inappropriate “celebrations” with the intent to demean opponents, disrespectful attitude toward opponents, inciting crowd hostility toward opponents and profane and vulgar language.

We are committed to establishing great sportsmanship and developing healthy environments for competition through five core values, being Integrity, Respect, Responsibility, Sportsmanship and Leadership. These character values help young people and those associated with their development make good choices in all aspects of their life and reflect the true spirit of competition.

Members displaying unsportsmanlike behaviour will be subject to disciplinary action as determined by Baseball Western Australia.

## **Personal Presentation**

A member’s physical presentation reflects Baseball Western Australia. While representing Baseball Western Australia, athletes must be well groomed and presentable as determined by the coaching staff and Baseball Western Australia.

Logos, body art and tattoos deemed inappropriate by coaches or Baseball Western Australia must be covered when representing Baseball Western Australia or an affiliate.

Players and team staff may also be subject to additional presentation standards issued by their specific team and coaching staff.

## **Equipment/Uniform Apparel**

All players, coaches and team staff must only wear the official and approved clothing, always when at the field, on the field, during travel and during official functions.

All equipment supplied by BWA remains the property of Baseball Western Australia and must be returned at the end of each event or program.

Equipment/apparel provided by Baseball Western Australia should only be used in conjunction with the programs and events as specified by Baseball Western Australia. Failure to follow this policy could result in suspension, loss of eligibility or loss of other privileges determined by the CEO.

No apparel using BWA or partner logo’s may be reproduced for any use unless written approval by BWA CEO.

## **Practice Facilities**

Baseball Western Australia provides and/or hires practice facilities to aid in the pursuit of athletic excellence. Practice facilities, including the field, weight rooms, locker rooms, swimming pools, recovery centres and other athletic facilities, are only to be used under the supervision of a coach or another authorised member of the program.

Under no circumstances is a member to use a practice facility for recreational purposes or to aid persons not approved by the program in accessing practice facilities, except as authorised by BWA.

Failure to follow these rules could result in loss of eligibility, suspension or other consequences.

Often practice facilities are used under agreement with a baseball club. Every effort should be taken by all members to ensure the facilities are returned to a “better than found” condition. This includes the repair of the field, cleaning of rubbish, return of equipment and consideration towards residents and other facility users.

## **Payment of Levies and Expenses**

All teams will incur costs as part of their participation within the various events. In recent times, Baseball Australia (BA) have employed a Registration Participation package for all National Championships. When possible, BA shall include accommodation, tournament day meal and ground transport arrangements within the package.

Included within this, BA has installed a ‘Fare Equalisation Policy’ that attempts to ensure each player, regardless of their geographical location, pay an identical amount for their travel costs to attend Nationals.

Any costs that BA request Western Australia Teams to pay to participate in a National Tournament shall be portioned between the players without additional margins other than costs incurred directly by Baseball Western Australia outside of the activities within the BA package.

BWA also implement a Fare Equalisation Policy where possible for events like the various State Titles.

Events that are not managed by BA may not have a ‘Fare Equalisation Policy’ and we recommend you check with the relevant organising committee or Program Manager.

## **Conditions of Levy Payment**

As a condition of participation over and above those set within this document and those set by BA (or event organiser), players must have completed the following by the date set out in the invoices sent out by BWA.

1. Paid their nominated levy to Baseball Western Australia in full, or
2. In extenuating circumstances only, paid a deposit and entered a repayment arrangement with Baseball Western Australia to ensure the levy is finalised no later than the date agreed with the CEO.
3. Participants are required to pay a minimum of 25% non-refundable deposit upon registration subject to each program/event/tournament and determined by BWA.
4. No refunds are provided after the agreed cut-off date which is subject to each program/event/tournament and determined by BWA.

5. Any remaining funds at the conclusion of a program, event, or tournament will be reconciled by BWA in consultation with the Executive Officer and BA. BWA reserves the sole discretion to determine if a refund to players and/or families is appropriate based on the below considerations.
  - Administrative costs. Non-refundable expenses. Timing of withdrawal. Unforeseen circumstances. Additional expenses. Other.
6. BWA recommends all players and parents refer to the travel insurance policy provided by the tournament organiser and determine if they need additional coverage at their own expense.

## **Academic Policy**

Junior players have a responsibility to pursue academic excellence, as well as athletic excellence. It is the responsibility of players to seek out and use appropriate resources, develop time management skills, develop effective study skills and understand the requirements of their studies and ensure that they are not using baseball as an excuse not to perform well academically. Coaches and team staff are to be considerate of players' academic needs, especially during highly important stages such as exams periods.

## **Medical Policy**

All players, coaches, EOs and officials are required to disclose all injuries, illnesses and conditions, as well as their level of medical expense cover (i.e. additional private health insurance) every time they are selected to participate for or represent Baseball Western Australia.

From time to time, players, coaches, EOs and officials may require medical assistance in cases of illness or injury whilst under the care of Baseball Western Australia. Parents are requested to allow appointed Baseball Western Australia officials to obtain medical assistance and treatment from a qualified medical officer/practitioner as deemed necessary.

In these cases, Baseball Western Australia will not meet the cost of any medical or hospital service incurred. This will be the responsibility of the injured or ill person. As such, Baseball Western Australia strongly recommends that each member have adequate health insurance and extras cover always.

Baseball Western Australia shall not be deemed responsible or liable, whether in contract or in tort or under any statute, for any injury, illness, loss or damage or other mishap to person or property sustained in, arising from or out of, or in any way directly or indirectly connected with participation in a Baseball Western Australia team or program.

## **Drug and Alcohol Policy**

The Baseball Western Australia Drug and Alcohol Policy applies to on field facilities, such as the field, dugout, bullpens, spectator areas, and clubhouse, as well as off field facilities, such as accommodation, airports, and vehicles provided by Baseball Western Australia.

All on and off field facilities noted above are to remain Drug and Alcohol Free always for each player, parent, coach, executive officer, umpire and scorer. All members need to recognise and abide by these policies along with any other sanctions, rules, or disciplinary actions that are described in this policy or any other policies from all affiliations we are members of.

Baseball Western Australia expects all members to adhere to all Federal, State, and City laws, which include but are not limited to the consumption of Alcohol under the legal age of 18 or the distribution of Alcohol to a person(s) under the legal age of 18.

It is against this policy for any player, coach, executive officer, umpire and scorer to participate in possession, distribution or the use of alcohol 24 hours prior to any practice or a game.

Any violation may receive reprimand through the Judicial Process and will be under review and may receive further disciplinary action for any player, coach, executive officer, umpire or scorer with guidance from the Program Manager.

In any circumstance that Baseball Western Australia feels obligated to refer the member's violation to the appropriate authorities it will, and the member may be subject to criminal charges.

The member will be responsible for any fees related to counselling, public service units called to the on or off field facilities, and any other expenses incurred due to the violation.

Substance abuse is not limited to "social drugs" (i.e. marijuana, cocaine, alcohol). In the best interests of each player, parent, coach, executive officer, umpire, scorer, and Baseball Western Australia "performance enhancing" drugs (e.g. steroids) are also prohibited under BA and WADA Anti-Doping Codes. If there are questions or concerns regarding the use of any drug or medication, please contact the CEO prior to using such substance.

Please visit the WADA website for a list of prohibited drugs and to download a "Therapeutic Use Exemption" form or TUE form. BA and ASADA could test in or out of competition for the use of both "social" and "performance enhancing" drugs. Baseball Western Australia will accept no responsibility should a player, coach, executive officer, umpire or scorer test be positive.

## **Taking Images of Children**

There is a risk that Images of children may be used inappropriately or illegally. BWA requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure the parent/guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our sport.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the parent/guardian. We will not provide information about a child's hobbies, interests, school or the like, as paedophiles or other persons to "groom" a child can use this.

We will only use images of children that are relevant to our sport, and we will ensure that they are suitably clothed in a manner that promotes participation in the sport. We will seek permission from the parents/guardians of the children before using the images. We require our member associations and clubs to do likewise.

## Harassment

Harassment is any type of unwelcome behaviour, which has the effect of offending, humiliating or intimidating the person harassed. Unlawful harassment can be based on any of the personal characteristics covered by anti-discrimination law, such as a person's race, sex, pregnancy, marital status or sexual orientation (see the list under "Discrimination").

## Discrimination

Discrimination occurs when someone is treated unfairly or less favourably than another person in the same or similar circumstances because of one of the personal characteristics covered by anti-discrimination laws.

This is known as direct discrimination. Indirect discrimination occurs when there is (or is proposed) an unreasonable requirement, condition or practice that seems to treat everyone equally, but which has or is likely to have the effect of disadvantaging persons with a personal characteristic covered by anti-discrimination laws.

In Australia, it is against the law to discriminate against someone because of:

- Age
- Sex or gender
- Gender identity
- Intersex status
- Race, colour, descent, national or ethnic origin, nationality, ethno- religious origin, immigration
- Disability, mental and physical impairment
- Family/carer responsibilities, status as a parent or carer
- Marital status
- Pregnancy, potential pregnancy, breastfeeding
- Sexual orientation and gender identity
- Physical features
- Irrelevant medical record
- Irrelevant criminal record, spent convictions
- Political beliefs or activities
- Religion, religious beliefs or activities
- National extraction or social origin
- Lawful sexual activity
- Profession, trade, occupation or calling
- Member of association or organisation of employees or employers, industrial activity, trade union activity
- Defence service
- Personal association with someone who has, or is assumed to have, any of the above characteristics

Examples of discrimination are available on the Play by the Rules website: <https://www.playbytherules.net.au/>

## **Bullying**

BWA is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable in our sport.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or a group.

Whilst generally characterised by repeated behaviours, one-off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- Verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism.
- Excluding or isolating a group or person.
- Spreading malicious rumours; or
- Psychological harassment such as intimidation.

Bullying includes cyber-bullying, which occurs using technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments.

BWA will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at a referee, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written or verbal statement or a complaint – to the relevant controlling club, league, association, State body or Baseball Australia.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint.

## **Social networking**

BWA acknowledges the enormous value of social networking to promote our sport and celebrate the achievements and success of the people involved in our sport.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the Internet. This includes social networking websites such as Facebook and Twitter.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

Social media activity including, but not limited to, postings, blogs, status updates, and tweets:



- Must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.
- Must not contain material, which is inaccurate, misleading or fraudulent.
- Must not contain material, which is in breach of laws, court orders, undertakings or contracts.
- Should respect and maintain the privacy of others; and
- Should promote the sport in a positive way.

### **What is a breach of this policy? (Extract from BWA MPP section 8).**

It is a breach of this policy for any person or organisation bound by this policy to do anything contrary to this policy, including but not limited to:

1. breaching the codes of behaviour (see Part B of this policy).
2. bringing the sport and/or Baseball Western Australia into disrepute, or acting in a manner likely to bring the sport and/ or BWA into disrepute
3. failing to follow BWA's policies (including this policy) and our procedures for the protection, safety and well-being of children.
4. discriminating against, harassing or bullying (including cyber-bullying) any person, organisation or another person for making or supporting a complaint.
5. engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over.
6. verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport.
7. disclosing to any unauthorised person or organisation any BWA information that is of a private, confidential or privileged nature.
8. making a complaint that they know to be untrue, vexatious, malicious or improper.
9. failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; and
10. failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

### **Disciplinary Measures (Extract from BWA MPP section 9).**

BWA may impose disciplinary measures on an individual or organisation for a breach of this policy.

Any disciplinary measure imposed will be:

1. Fair and reasonable as determined by BWA.
2. Applied consistent with any contractual and employment rules and requirements.
3. Be based on the evidence and information presented and the seriousness of the breach; and
4. Be determined in accordance with our constituent documents, by- laws, this policy and/or the rules of the sport.

## **Individual**

If a finding is made by a Tribunal that an individual has breached this policy, one or more of the following forms of discipline may be imposed.

1. a direction that the individual makes a verbal and/or written apology.
2. a written warning.
3. a direction that the individual attend counselling to address their behaviour.
4. a withdrawal of any awards, scholarships, placing's, records, achievements bestowed in any tournaments, activities or events held or sanctioned by Baseball WA.
5. a demotion or transfer of the individual to another location, role or activity.
6. a suspension of the individual's membership or participation or engagement in a role or activity.
7. termination of the individual's membership, appointment or engagement.
8. a recommendation that Baseball Australia terminate the individual's membership, appointment or engagement.
9. in the case of a coach or official, a direction that the relevant organisation deregisters the accreditation of the coach or official for a period of time or permanently.
10. a fine.
11. any other form of discipline that the Disciplinary Committee considers appropriate.

## **Factors to consider**

The form of discipline to be imposed on an individual or organisation will depend on factors, such as:

1. The nature and seriousness of the breach
2. If the person knew, or should have known, that the behaviour was a breach of the policy
3. The person's level of contrition
4. The effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences
5. If there have been any relevant prior warnings or disciplinary action
6. The ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy)
7. Any other mitigating circumstances.

## RECORD OF FORMAL COMPLAINT

|   |   |  |
|---|---|--|
| Complainant's Name  | <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18  | Date Formal Complaint<br>Received: /   / |
| Complainant's contact details   | Phone:<br>Email:  |  |
| Complainant's role/position   | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent<br><input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator<br><input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other<br><input type="checkbox"/> Official .....   |  |
| Name of person complained about (respondent)  | <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18  |  |
| Respondent's role/position  | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent<br><input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator<br><input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other<br><input type="checkbox"/> Official .....   |  |
| Location/event of alleged incident  |   |  |
| Description of alleged incident   |   |  |
| Nature of complaint<br>(category/basis/grounds)<br><br>Tick more than one box if<br>necessary | <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination<br><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods<br><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse<br><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse<br><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation<br><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision<br><input type="checkbox"/> Other ..... |  |
| Methods (if any) of attempted informal resolution   |   |  |

|                                       |  |
|---------------------------------------|--|
| Formal resolution procedures followed |  |
| If investigated:                      | Finding  |
| If heard by Tribunal:                 | Decision<br>Action recommended   |
| If mediated:                          | Date of mediation:<br><br>Both/all parties present<br><br>Agreement<br><br>Any other action taken  |
| If decision was appealed              | Decision<br>Action recommended   |
| Resolution                            | <input type="checkbox"/> Less than 3 months to resolve<br><input type="checkbox"/> Between 3 – 8 months to resolve<br><input type="checkbox"/> More than 8 months to resolve |
| Completed by                          | Name:<br>Position:<br><br>Signature:      Date    /      /   |
| Signed by:                            | Complainant:<br><br>Respondent:  |

### Revision and Approval History

| Date | Revision No. | Author and Approval | Description of changes |
|------|--------------|---------------------|------------------------|
|      |              |                     |                        |
|      |              |                     |                        |
|      |              |                     |                        |

## MEDICAL AUTHORITY & RELEASE FORM

FULL NAME OF PLAYER/OFFICIAL .....  
DATE OF BIRTH:..... MEDICARE NUMBER..... LINE:.....  
ADDRESS:.....

### PRIVATE HEALTH FUND DETAILS (IF APPLICABLE)

NAME OF FUND:.....TABLE:.....

1. I/We (the parent(s)/guardian(s) of the above-named player (or any underage person) participating with the team hereby authorise BWA (which term for the purposes of this authorisation clause and subsequent clauses shall severally and jointly mean and include Baseball Western Australia, its Directors, employees, agents and contractors) to:
  - a) In case of illness or injury which may occur in connection with the participation in the Baseball Western Australia Events and all aspects of the team's program, and also all aspects of any involvement with a Representative Team program have a medical officer provide medical assistance and treatment to the player as deemed necessary.
2. I/We understand that this action is to provide prompt medical treatment and assistance and that only qualified practitioners will be engaged in such treatment in emergency.
3. I/We advise of any known allergies or pre-existing conditions (e.g. Asthma, etc.):  
.....  
.....
4. I/We advise details of any stabiliser, drug, asthmatic, heart and/or other out of the ordinary physical or medical concerns appropriate to the above player/participant:  
.....  
.....
5. I/We undertake to disclose to BWA and BA full details of all injuries, illnesses and conditions as provided for in Clauses 3 and 4 above.
6. I/We acknowledge that BWA and BA will not meet the cost of any medical or hospital service incurred and that it is my/our responsibility to ensure that I/we have adequate health insurance and extras cover at all times.
7. Exclusion of liability for damage to players/participants person or property:

I/We hereby agree that BWA (which term for the purpose of this indemnity clause shall severally and jointly mean and include Baseball Western Australia, its Directors, employees, agents and contractors) shall not be deemed responsible or liable, whether in contract or in tort or under any statute, for any injury, illness, loss or damage or other mishap to me or my property sustained in, arising from or out of, or in any way directly or indirectly connected with my participation in the Baseball Western Program or Competition, or with any travelling, match, competition, practice, training or function of whatsoever nature held during the period of my participation or with any medical or scientific examinations and tests conducted on me during the period of my participation in the Baseball Western Program or Competition, or for any disciplinary or other action ordered, taken against or directed at me by the CEO of BWA, any person authorised or directed by him or the Program Manager - BWA, or the Head Coach or Coaches or Executive Officer of any participating team in the Baseball Western Program or Competition, or any persons appointed by BWA and hereby indemnify and will at all times thereafter well and sufficiently indemnify and keep fully indemnified BWA from and against all actions, suits, causes of action, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against BWA or incurred or become payable by BWA in connection with, or arising out of any such injury, illness, loss, damage or other mishap to me or my property or any disciplinary or other action ordered, taken against or directed at me and hereby agree (without in anyway imposing or attaching any liability or obligation upon BWA to do so) that BWA or Affiliated Association of BWA may act as my agent in incurring such expenses as, and/or doing whatsoever is reasonably necessary for the benefit of me in connection with or arising out of any such injury, illness, loss, damage or other mishap.

(Parents will be notified in cases of serious illness or injury as quickly as possible, but this consent will make immediate treatment possible)

THIS FORM IS NOT TO BE AMENDED OR ALTERED IN ANY WAY

Parent/Guardian Confirmation and Declaration (in respect of a person under the age of 18 years)

I have read and understood the declaration provided about my child. I confirm and warrant that the contents of the declaration provided about my child are true and correct in every regard.

Player's signature: .....

Date: .....

Parent's or Guardian's Name and Signature (if player is under 18)

Name: ..... Signature: .....

Date: .....

## Media Release

I, the parent/guardian (circle one) of the below listed minor; or adult participant listed below,

.....

(Name of Player)

of, .....

(Address)

I hereby give my permission to Baseball Western Australia to use photographs, images and audio-visual media taken in the lead up to; and during the Tournament of the above listed person in any publication, media release, promotional announcement, or advertisement, electronic or otherwise, worldwide.

I agree that neither the above listed minor, nor I, will receive any compensation if such image appears in such publication, media release, promotional announcement, or advertisement, electronic or otherwise.

I understand that such image is the property of Baseball Western Australia. I understand that Baseball Western Australia will not supply such images for use in any commercial venture or advertisement not published/produced for/by Baseball Western Australia or its affiliates without my permission, unless such publication or production is by a Corporate Sponsor or Licensee of Baseball Western Australia and only if the publication or production is directly related to and in support of Baseball Western Australia.

Player's signature: .....

Date: .....

Parent's or Guardian's Name and Signature (if player is under 18)

Name: ..... Signature: .....

Date: .....