



REPRESENTATIVE TEAMS SELECTION POLICY

Endorsed by the Softball ACT Board

7 March 2019

Contents

PREAMBLE.....	4
1 INTRODUCTION.....	5
1.1 Purpose	5
1.2 Definitions.....	5
1.3 Application	6
1.4 Responsibility	6
2 TEAM OBJECTIVES.....	7
2.1 State Teams.....	7
2.2 Regional Teams	7
3 APPROVAL FOR SELECTION	7
4 SELECTION OF TEAM OFFICIALS.....	8
4.1 General.....	8
4.1.1 Positions	8
4.1.2 Priorities	8
4.1.3 Meetings	8
4.1.4 Behavior and Expectations.....	8
4.1.5 General Requirements	9
4.2 Head Coach	10
4.2.1 Primary Role.....	10
4.2.2 Appointment.....	10
4.2.3 Selection Criteria.....	10
4.2.4 Key Deliverables	11
4.2.5 Key Performance Indicators.....	11
4.3 Assistant Coaches.....	12
4.3.1 Primary Role	12
4.3.2 Appointment	12
4.3.3 Selection Criteria.....	12
4.3.4 Key Deliverables	12
4.3.5 Key Performance Indicators.....	13

4.4 Team Manager 14

 4.4.1 Primary Role 14

 4.4.2 Appointment 14

 4.4.3 Selection Criteria 15

 4.4.4 Key Deliverables 15

 4.4.5 Key Performance Indicators 15

4.5 Team Statistician 16

 4.5.1 Primary Role 16

 4.5.2 Appointment 16

 4.5.3 Selection Criteria 16

 4.5.4 Key Deliverables 16

 4.5.5 Key Performance Indicators 16

5 SELECTION OF PLAYERS 17

 5.1 Player Nominations 17

 5.2 Player Eligibility 17

 5.2.1 Multi-team selection 17

 5.3 Squad Selection 18

 5.4 Team Selection 18

 5.5 Draft and International Players 19

6 SELECTION PANEL 20

 6.1 Members and Process 20

 6.2 Confidentiality 20

 6.3 Conflicts of Interest 20

7 SELECTION PROCESS 21

 7.1 Assessment 21

 7.1.1 Selection Process 21

 7.1.2 Selection Events 21

 7.1.3 Extenuating Circumstances 22

 7.2 Approval and Announcement of Softball ACT Teams 22

 7.3 Replacement of Selected Players 23

 7.4 Procedure for Replacement of Selected Players 24

8 APPEALS 25

8.1 Request for Appeal 25

8.2 Consideration of Appeal 25

8.3 Appeal Process 25

 8.3.1 Timing..... 25

 8.3.2 Mediation..... 26

 8.3.3 Hearing..... 26

9 SELECTION CRITERIA 28

 9.1 General Principles 28

 9.2 General Criteria 29

 9.3 Specific Skill Requirements 29

10 SELECTION MATRIX 32

 10.1 Purpose of Selection Matrix..... 32

 10.2 How to Use Selection Matrix 32

PREAMBLE

Softball is a complex, multi-faceted game, with a variable game environment which impacts on performance. Although attributes that affect performance can be defined (as selection criteria), it is impossible to objectively define a set 'standard' for these criteria, relative to successfully performing in a specific event.

Consequently, the process of selection requires a selector to subjectively weigh up, assess and define what they believe the standard of an individual player is against the criteria. This is a decision tempered by the experience and expertise of the selector.

Subjectivity will always remain an unavoidable element of selection. However, the processes and procedures outlined in this document aim to help overcome any of the more undesirable elements of subjectivity in selection, such as bias, prejudice or lack of expertise.

This Policy and adjoining schedules may be amended or supplemented by Softball ACT at any time.

Where matters arise, which are not provided for in this policy, or whereby there is conjecture as to the application of the policy, Softball ACT will make a determination at their sole discretion, including any requests for exemption to components of this policy.

Softball ACT will not be responsible or liable in any way to anyone as a result of any amendments, supplements, interpretations or determinations.

This document will be reviewed annually by Softball ACT executive staff members and the Board.

1 INTRODUCTION

1.1 Purpose

The purpose of this document is to outline the general approach of Softball ACT to the conduct of the various representative teams that compete for the ACT, and to outline the policy and operational processes that apply to the selection of officials and athletes within those teams.

These principles complement the specific selection criteria for individual teams and do not override Softball ACT policies such as codes of conduct, specific agreements, etc.

Consistent and conscientious application of the policy outlined in this document will help ensure the following:

- a) transparency for all individuals who are involved in the selection process;
- b) improved communication and understanding between members;
- c) improved planning and execution associated with all aspects of selection;
- d) flexibility to respond to selection situations in a fair manner; and
- e) facilitation of analysis and review of the selection process to ensure quality, consistency and stability between all the selection events that are undertaken by Softball ACT in a given season.

Softball ACT is committed to providing its players the opportunity to compete at National Championships and recognises the importance of selecting those players who will be able to best contribute to the continued success of softball in the ACT, and who will be of enough standard to represent the ACT at national events.

The primary selection objective is to select the best available team for the campaign, having regard for skills and ability, teamwork, work ethic and commitment.

The secondary selection objective is to recognise the potential of players to participate at national competition level standard and to identify and prepare players for the transition into national programs/squads.

Softball ACT also understands the need to provide development opportunity for our junior players, and offers ongoing developmental activity through our development brand, the Canberra Pride.

1.2 Definitions

For purposes of simplicity, references in this document to 'Softball ACT Teams' means a reference to all Softball ACT State Teams, all Softball ACT Regional Teams and any other team selected to represent Softball ACT in some capacity.

For the purposes of this document, the distinction between a Softball ACT State Team and a Softball ACT Regional Team and the divisions and age groups available is per the requirements set out in the Softball Australia Australian Championship Regulations.

The word 'selection' refers to the process that is undertaken and the procedures that are followed within the constraints of the policies outlined in this document, which allow Softball ACT to identify:

- a) the most suitable officials to lead and manage a Softball ACT Team to ensure both team harmony and achieve the optimum results at the National Championships or other tournaments; and
- b) a limited number of individual players, capable of performing to a certain standard, and capable of performing in the team-based environment of softball.

The word 'best' is often used with respect to selection; for example 'the best player'. Please be aware that in this example the word 'best' is a subjective estimation of the worth of a player, against a set of criteria that relate specifically to softball. It may also relate to a player's ability to undertake or fulfil a specific role in a team environment, or to perform to a specific standard, at a specific event.

'Selection Event' refers to any formal softball event that is observed by a member of the selection panel, which can be utilised for the purpose of making an informed selection decision. Where possible, selection events should be identified prior to the commencement of the formal selection process.

Where 'Softball ACT' is referred to as the decision maker, this refers to the Chief Executive Officer or any other delegated officer acting on behalf of the Softball ACT Board.

1.3 Application

The selection policy, process and procedures outlined in this document apply to all Softball ACT officials and athletes who are participating in any selection process undertaken to select an ACT squad or team, and any other individual or group specifically targeted to represent Softball ACT in some capacity.

Unless otherwise stated, the selection policy, process and procedures outlined in this document apply to all Softball ACT representative teams.

1.4 Responsibility

It is the responsibility of each individual official and athlete to read and understand this Policy document, and to ensure that they are relying on the most recent version of the Policy located on the Softball ACT website.

2 TEAM OBJECTIVES

2.1 State Teams

The primary goal for all Softball ACT State Teams is to win the National Championship event in which it is entered.

The secondary goal for State teams is to develop players through the program to enable participants the ability to compete at an Open State level (ie ACT Diamonds or ACT 89ers) or to challenge for positions within Australian squads and teams.

Players should be aware when selected that they are participating in a high-performance environment, and that 'diamond time' may be minimal at a National Championship event.

2.2 Regional Teams

The primary goal for Softball ACT Regional teams is to provide a development atmosphere and environment for aspiring State team players and provide the opportunity to learn about a high-performance environment.

The secondary goal for Regional teams is to win the tournament in which they are entered.

Players in Regional teams should expect to receive relatively equal diamond time during round games only, to achieve the primary goal of a development atmosphere. Note that injury or positional limitations may result in an inability to achieve this expectation at times, and finals games will not be subject to any such player restrictions.

3 APPROVAL FOR SELECTION

The official approval of each official and athlete will be confirmed by Softball ACT, having regard for the recommendations of the selection panels, suspension status and financial status.

Note that no official or athlete will be permitted to join a representative program if they are carrying a suspension or debt to Softball ACT or any affiliated organisation/program.

4 SELECTION OF TEAM OFFICIALS

4.1 General

4.1.1 Positions

Softball ACT will appoint the following positions to Softball ACT Representative teams:

- Head Coach
- Assistant Coach
- Team Manager
- Team Statistician

In addition, Softball ACT may choose to appoint additional coaches, sports trainers/physiotherapists and/or bat persons to each team.

All team officials appointed to Softball ACT representative teams become pseudo staff members and are expected to promote and continually demonstrate the core values of Softball ACT and Softball Australia.

4.1.2 Priorities

The safety of the athletes under care is the absolute priority of all officials involved Softball ACT representative programs.

In addition, all officials are expected to adhere to Softball ACT and Softball Australia policies, including but not limited to Softball ACT Representative Teams Selection policy, Anti-doping Policy, eCommunications Policy, Member Protection Policy, Zero Tolerance Abuse Policy, Privacy Policy, Sponsorship Policy, and Website Terms of Use

4.1.3 Meetings

All persons appointed to a team official's position, will be required to attend a meeting organised by Softball ACT, prior to commencing duties as Head Coach or Team Official. The purpose of the meeting with Softball ACT is to outline expectations from Softball ACT as outlined in the "Softball ACT State Team Handbook".

This meeting may be coordinated as an 'officiating team' (eg all U17 Girls officials attend the meeting), or by the relevant individuals' appointed positions (eg all team managers to attend the same meeting).

4.1.4 Behavior and Expectations

All team officials are expected to comply with the requirements as set out in the "Softball ACT State Team Handbook" and any directives from the Softball ACT Chief Executive Officer (or equivalent) and staff.

All appointed team officials will be held to the same heightened standards of performance and behavior as Softball ACT staff members and may face disciplinary action or be removed from any team role at Softball ACT's discretion for failure to act appropriately.

4.1.5 General Requirements

Holding a current Working with Vulnerable People (ACT) clearance is a compulsory requirement of being appointed to a Softball ACT State Team.

Softball ACT has a preference that officials appointed to representative teams do not have a familial link with any of the players within that team, however there is an understanding that due to our limited population, that this may occur.

Whilst it is the preference of Softball ACT for familial links to not be present, the existence of these links will not preclude an individual being appointed to a representative team officials' position.

Failure to perform all of the duties contained in this section, along with any roles mentioned within the specific job description for an individual may result in suspension or removal from the team position, a period of time whereby the individual is not appointed to any representative roles, or in the worst cases, judicial action and code of conduct breach charges.

4.2 Head Coach

4.2.1 Primary Role

A key element of the players experience is the team Head Coach. Softball ACT prioritises the respectful engagement of quality coaches and will rely on their expertise, integrity and discretion to fulfil their duties in accordance with best practice and to represent Softball ACT appropriately.

The Head Coach delivers coaching and other benefits to selected players through a training program which may include a series of domestic competitions, regional games and national tours.

The Head Coach will be supported by an Assistant Coach, Team Manager and Team Statistician, and Softball ACT may appoint other team staff members including additional Assistant Coaches, Specialist Coaches or Technical Officials to assist with the team preparation.

The role of the Head Coach includes:

- Preparing programs, attend and supervise training for the squad or team to succeed at the tournament
- Providing an advanced training program appropriate for long-term development of players
- Provide input into the selection of peripheral team officials
- Liaising with the Team Manager on all matters concerning program schedule for the squad or team
- Acting as the convenor on the Selection Panel for the selection of players for the squad or team
- Utilising the resources of the appointed team officials in preparing the team
- Managing the on-diamond performance and activity of the team during tournaments.

4.2.2 Appointment

Softball ACT will call for nominations for the Head Coach position for each Softball ACT representative team annually in February (or as close as practicable).

Softball ACT will appoint a panel of selectors to review the individual applicants and make a recommendation for the Head Coach for each team to Softball ACT's Chief Executive Officer, who will make the appointments on behalf of Softball ACT.

Unsuccessful applicants will be notified and provided feedback by Softball ACT.

4.2.3 Selection Criteria

The primary requirements in selection for the Head Coach position are:

- Demonstrated success as a Head Coach in a softball program
- Demonstrated application of suitable leadership skills, and
- Competent program management experience

In addition to the primary criteria, the following criteria will be persuasive for any appointment:

Sport Delivery and Performance

- Graduate Diploma of Coaching, Level 3 NCAS (Softball) or equivalent, or evidence of current study towards these levels
- A minimum of three (3) years' coaching experience at club level within the last five (5) years
- Knowledge of contemporary trends in softball
- A high level of specialist knowledge within a high-performance sporting environment
- Understanding of the standards and demands of high-performance sport
- Understanding and empathy for the needs of elite athletes
- Understanding of the concepts and application of sports science/sports medicine

Personal

- Effective time management and administration skills
- Appropriate experience in the holistic long-term development of young people
- An ability to work effectively in a team environment
- Well-developed interpersonal skills

4.2.4 Key Deliverables

- Attend Softball ACT meetings as requested to receive information and advice
- Prepare a full report to Softball ACT at the conclusion of each tournament
- Attend a Tournament Review meeting
- Participate as a coach in the Softball ACT Winter Academy
- Participate as a coach in the Softball ACT "Canberra Pride" Development Travel Program

4.2.5 Key Performance Indicators

The Head Coach should expect to negotiate a set of Key Performance Indicators with Softball ACT. These would be reviewed regularly and will be a principal basis for any review of the Head Coach's performance in the role.

They may be expected to cover, but are not limited to:

- podium finish at national events
- improvements of players' skill, strength, fitness and technical/tactical appreciation of softball
- holistic development of players (sporting, personal, career and educational)
- identification and use of innovative initiatives in the program
- feedback from Softball ACT Clubs, players and officials relating to long-term player development and positive attitudes to training, competition and lifestyle

These Key Performance Indicators will be set at the initial meeting between the Head Coach and Softball ACT after appointment.

4.3 Assistant Coaches

4.3.1 Primary Role

A key supporting element of the players experience are the Assistant Coaches for each team. This role may include Assistant Coaches and Development Coaches, with the primary difference being that the Development Coach rarely travels with the team to the tournament and provides assistance only during training.

The primary role of any Assistant Coach is to provide support to the Head Coach in delivering the high-performance program. This role is likely to be variable depending on the Head Coach and may include a wide variety of tasks.

4.3.2 Appointment

Softball ACT will call for nominations for Assistant Coach positions for each Softball ACT Representative team annually in April (or as close as practicable).

Softball ACT will appoint a panel of selectors to review the individual applicants and make a recommendation to Softball ACT's Chief Executive Officer, who will make the appointments on behalf of Softball ACT.

The Head Coach of each program will have input into, but no right to veto, appointments.

Unsuccessful applicants will be notified and provided feedback by Softball ACT.

4.3.3 Selection Criteria

The primary requirements in selection for the Assistant Coach's position are:

- Demonstrated success as a Coach in a softball program
- Demonstrated application of suitable leadership skills, and
- Ability to work well as part of a team

In addition to the primary criteria, the following criteria will be persuasive for any appointment:

- NCAS Softball Coaching course qualification (or other Sport Mgt tertiary qualification)
- A minimum of two (2) years' coaching experience at club level within the last five (5) years
- Understanding and empathy for the needs of elite athletes
- Well-developed interpersonal skills

4.3.4 Key Deliverables

- Attend Softball ACT meetings as requested to receive information and advice
- Attend a Tournament Review meeting if requested
- Participate as a coach in the Softball ACT Winter Academy
- Participate as a coach in the Softball ACT "Canberra Pride" Development Travel Program

4.3.5 Key Performance Indicators

Assistant Coaches will be reviewed post-tournament under KPIs including, but not limited to;

- Head Coach appraisal of performance
- Athlete feedback on appraisal of performance
- Identification and use of innovative initiatives in the program
- General feedback received by Softball ACT as to performance

4.4 Team Manager

4.4.1 Primary Role

The role of Team Manager is to ensure that things run smoothly for all team members when off-diamond by providing a fun, enjoyable, and most importantly, safe environment where they can perform at their very best.

Constructing a safe environment is the responsibility of all SACT-appointed officials, however there is an additional requirement of the Team Manager to ensure that coaching staff have proper consideration for players' safety above the pursuit of success.

Some key roles include:

- Act as the contact point for Softball ACT for the representative team
- Provide administrative support to the Head Coach in all areas of off-field activities
- Inform Softball ACT of the Captain and Vice-Captain (if any), and players within the team;
- Implement and champion any policies and procedures of Softball ACT
- Liaise with Softball ACT regarding travel and accommodation (Softball ACT to book), and manage processes whilst on tour
- Liaise with the Softball ACT regarding uniform orders (Softball ACT to order), and manage any issues whilst on tour
- Ensure that all members of the team (including officials) have signed and submitted the appropriate Code of Conduct form, as well as any other required documents
- Provide appropriate meals for all players, or the opportunity to access them, having regard for dietary requirements, allergies and intolerances.
- Manage any breaches of the code of conduct, disciplinary issues, and medical (or other) incidents that occur whilst on tour, and submit a report to Softball ACT upon return for each incident
- Ensure that adequate procedures are implemented for the care of Softball ACT equipment whilst on tour
- Ensure that Softball ACT equipment is returned in line with expectations
- Consult with the Head Coach in planning activities on free time while on tour
- Ensure all team members are aware of daily schedules while on tour
- Monitor closely all expenditure for domestic and interstate trips to ensure that it remains within approved budget limits

4.4.2 Appointment

Softball ACT will call for nominations for Team Manager positions for each Softball ACT Representative team annually in April (or as close as practicable).

The Head Coach of each program will have input into, but no right to veto, appointments.

Unsuccessful applicants will be notified and provided feedback by Softball ACT.

4.4.3 Selection Criteria

The primary requirements in selection for the Team Manager position are:

- Demonstrated ability to effectively manage a representative team of youth athletes
- Demonstrated application of suitable leadership skills,
- Empathy and understanding of the needs of youth athletes, and
- Ability to work well as part of a team

In addition to the primary criteria, the following criteria will be persuasive for any appointment:

- Knowledge of the sport of softball
- Understanding of the standards and demands of high-performance sport
- Well-developed interpersonal skills

4.4.4 Key Deliverables

- Attend Softball ACT meetings as requested to receive information and advice
- Attend a Tournament Review meeting if requested

4.4.5 Key Performance Indicators

Team Managers will be reviewed post-tournament under KPIs including, but not limited to;

- Head Coach appraisal of performance
- Athlete feedback on appraisal of performance
- Review of communication methodology with Softball ACT staff
- Consideration of performance in managing logistics of the team from Softball ACT perspective
- Successful adherence to the role description and reporting requirements.
- General feedback received by Softball ACT as to performance

4.5 Team Statistician

4.5.1 Primary Role

The role of Team Statistician is primarily actionable during the tournament.

The Team Statistician is required to attend all games and keep accurate records, to be used by the Coaches for analysis as required. Should any official meeting occur, the Team Statistician is expected to attend and contribute to any discussions, and report back to the coaching staff any developments.

Team Statisticians are also required to assist the Team Manager in caring for and preparing the team across a range of their functions and roles, and if not otherwise engaged, should endeavour to help with team processes.

4.5.2 Appointment

Softball ACT will call for nominations for Statistician positions for each Softball ACT Representative team annually in August (or as close as practicable).

Softball ACT will liaise with the ACT Chief Statistician in relation to the appointment of statisticians for all teams.

The Head Coach of each program will have input into, but no right to veto, appointments.

Unsuccessful applicants will be notified and provided feedback by Softball ACT.

4.5.3 Selection Criteria

The Team Statistician will generally be required to hold a Level 2 Statisticians Certificate or provide evidence that attainment of the appropriate statistician's standard is in course.

4.5.4 Key Deliverables

- Attend Softball ACT meetings as requested to receive information and advice
- Attend a Tournament Review meeting if requested
- Participate as a statistician at the ACT Women's SKINS tournament
- Participate as a statistician in other tournaments if practicable

4.5.5 Key Performance Indicators

Statisticians will be reviewed post-tournament under KPIs including, but not limited to;

- Head Coach appraisal of performance
- Chief Statistician appraisal of performance
- Team Manager appraisal of performance
- Softball ACT satisfaction with performance of role

5 SELECTION OF PLAYERS

5.1 Player Nominations

Softball ACT will call for player nominations annually in March (or as close as practicable).

Late nominations (outside the nomination period) may be accepted where:

- Insufficient nominations were originally received;
- A player is new to the sport or state;
- A player who did not originally nominate is sourced by Softball ACT or the Head Coach to address a skill deficiency within the team; or
- There are other reasonable grounds as to why the player did not nominate in time, with Softball ACT the sole arbiter of permissible inclusion.

Late nominations will not be accepted once the selection process has been completed and team announced unless there were insufficient numbers to name a full team.

5.2 Player Eligibility

All players that wish to be considered for Softball ACT Representative teams must:

- Complete the appropriate nomination form;
- Attend any trials or selection events held;
- Not be carrying a debt to Softball ACT;
- Be registered with Softball ACT in the upcoming softball season, or the season immediately preceding the upcoming season;
- Participate in the Softball ACT State League (or similar) competitions where applicable; and
- Conform to any requirements within Softball Australia's National Championship Regulations.

A player may be eligible for more than one (1) Softball ACT Team; however, in the first instance Softball ACT will select the player in their correct age division. Players must make themselves available for selection and participation in their own age division prior to being considered for alternate Softball ACT representative teams.

5.2.1 Multi-team selection

Where a player is selected in multiple teams, Softball ACT expects the player and coaches to work towards an amicable solution to allow the player to train with both teams. Where clashes are unavoidable, players should prioritise training in the following way:

- Open Age preferred over Age-Specific division;
- Age-eligible division preferred over the second selection

Within the last four (4) weeks of preparation, players should prioritise the National Championship that occurs first.

5.3 Squad Selection

Softball will hold trials to select a squad for each team, with squads selected annually by June each year.

Players must attend selection trials as scheduled by Softball ACT in order to be eligible for selection in any representative team.

If a player is unable to attend their age group selection trials or selection events and wishes to stand for selection, they must request an exemption from Softball ACT in order to remain eligible for consideration in the selection of the squad/team. The request must be received prior to the selection event.

If unforeseen circumstances cause a player to miss a selection trial or event, within 5 days of the selection trial/event, but as soon as possible, the player should notify Softball ACT of these circumstances with a request for exemption.

Requests for exemption must include evidence of the reason for the absence, for example:

- in circumstances where a player is injured or suffering an illness, a doctor's certificate is required;
- in circumstances where a player has previously booked interstate or international travel at the time of the relevant trial/event, documents evidencing the dates of their travel will be required;
- in circumstances where a player has an extenuating work commitment, a letter stating such from the employer is required;
- in circumstances where a player has exams during the selection trial/event, evidence would need to be provided of these compulsory exam responsibilities; or
- in the event of bereavement or other extenuating circumstances, Softball ACT will make a decision on an individual case basis.

All players who are unable to attend the relevant selection trial/event due to a commitment with a National Softball Program will be granted an automatic exemption.

The squad will work with the coaching staff until such time as a team is named.

5.4 Team Selection

Teams up to a maximum of 16 players may be selected. The number of players selected in a team may be less than 16 where:

- insufficient players who meet the required standard are available; or
- the Head Coach requests a smaller number of team members due to the limited number of games to be played at the National Championship (e.g. only one (1) round of competition).

Players not selected in the Softball ACT Team may be offered the opportunity to continue to train with the Softball ACT Team at the discretion of the Head Coach.

A final team of up to 16 players will be selected 12 weeks prior to the start of the National Championships.

Softball ACT may decide to send more than one (1) team to a regional championship event.

Where more than one (1) Softball ACT Regional Team is selected:

- the first team shall be selected as the best available team and the second team shall be selected on the basis of the second best available or development team;
- each team will require sufficient pitchers to enable them to adequately compete in the championships.

5.5 Draft and International Players

It is the intention of Softball ACT to select players in Softball ACT Teams who are of the required standard; and live and play in the ACT.

The development and selection of locally based players is a priority to Softball ACT however it is acknowledged that the relatively small population base of the ACT may restrict the available base of “local talent” and at times, particularly in crucial positions, Softball ACT Teams will have to incorporate players from other jurisdictions.

This will be done on a case by case basis, but considerations include:

- circumstances where supplementing local talent may enhance the experience of the overall team;
- maintaining linkages with previous residents of the ACT who wish to continue playing for the ACT;
- the type of tournament including age group;
- the length and/or location of a tournament and anticipated ability of the playing cohort to navigate the tournament (e.g., enough pitchers); and
- competition rules.

Softball ACT reserves the right to participate in the draft conducted by Softball Australia or to approach international players to supplement the selected ACT players when required.

These instances may include:

- where a specific skill set is required and there are insufficient ACT players capable of meeting the skill set at a suitable standard; or
- where a trial squad does not have the required number of capable and suitably skilled players to select a full Softball ACT Team.

Pick-up or international players are exempt from attending selection trials or selection events.

6 SELECTION PANEL

6.1 Members and Process

The Selection Panel for each Softball ACT representative team will be determined by Softball ACT, and will contain relevant Softball ACT Team Head Coach and up to three (3) other suitably qualified individuals.

Selection Panel members are expected to be either:

- a current or past State team or National team member or coach within the last 15 years, or
- a NCAS Level 2 (or higher) softball coach who has coached at club level in the last 3 years

If after reasonable efforts Softball ACT is unable to arrange a Selection Panel comprising members with those particular qualifications, Softball ACT will have the discretion to appoint any person to act as a member of the Selection Panel.

The Selection Panel will provide a recommended team list to Softball ACT with respect to players selected for a Softball ACT representative team, along with feedback for those players that may miss out on selection.

6.2 Confidentiality

Selectors and coaches will not discuss selection matters outside official selection meetings, without the express permission of Softball ACT. Contravention of this requirement will lead to removal from the Selection Panel, and from the list of selectors.

Where a player requests feedback during the selection process on their specific development needs, this may be provided by the team Head Coach at any time during the course of the trials. Any feedback provided should be specific to that player and should not include any commentary around their selection/non-selection.

6.3 Conflicts of Interest

Selection Panel members will be required to declare any conflict of interest in relation to the player selection process they have been assigned to. A register of conflicts will be kept by Softball ACT

Where there is a selection deadlock, the Head Coach will have the final approval on team selection (except where there is an acknowledged conflict of interest).

Any conflicted individuals shall take no part in discussions on the merit or otherwise of that player being included in the Softball ACT Team.

7 SELECTION PROCESS

7.1 Assessment

7.1.1 Selection Process

The selection of Softball ACT Teams is based on:

- Assessment by State Team coaches and Softball ACT selectors; and
- Performance at identified selection events and at team selection trials.

At the discretion of the Head Coach and Softball ACT, selection may also be based on:

- Feedback from previous State Team coaches in relation to both on field and off field performance;
- Proven performance during the preceding competition season;
- Performance at academy programs, squad sessions and camps, State League or similar events;
- Commitment, enthusiasm, high standards of presentation and preparedness for training/play; or
- Input from other individuals with varying degrees of expertise and knowledge

7.1.2 Selection Events

The selection process may be conducted over a number of events, and performance at a number of events may be taken into consideration by the Selection Panel.

Attendance at selection trials, all nominated team training events and participation in the State League (or other Softball ACT endorsed competitions, where offered) is compulsory, unless otherwise advised, and players must attend selection trials as scheduled by Softball ACT in order to be eligible for selection in any representative team.

Trial dates and times for all age groups will be set through liaison between Softball ACT and the Softball ACT Team Head Coach.

Information regarding trial dates, times and venues will be made available as soon as practicable to all participants via the Softball ACT website and Facebook page. It is the individual's responsibility to monitor this for announcements regarding Softball ACT Team selection processes.

Softball ACT, in consultation with the Head Coach will organise for a list of players registered for the trial to be provided to selectors prior to each trial.

Elimination of players during the trial period may be made, if necessary, at the discretion of the selectors and players will be notified that they have not met the selection criteria. This should be completed via a face to face meeting between the player and the Head Coach.

In the circumstances where a selection event is cancelled it will be left to the discretion of Softball ACT, after consultation with the Selection Panel, to determine if another selection event will be scheduled or if the team will be selected based on the trials already conducted.

The Selection Panel retains the ability to select a player subject to certain conditions being met. Further conditions may consist of the player meeting further fitness requirements, meeting behavioural or attendance requirements, or any other condition that, in the opinion of the Selection Panel, are reasonable in the circumstances of the particular player. Any further conditions will be communicated to the player in question prior to the team being announced and must be accepted by the player.

7.1.3 Extenuating Circumstances

When considering the selection or non-selection of a player into a Softball ACT representative team, the Selection Panel may, at their discretion, give weight to extenuating factors or circumstances not specifically outlined in this document. If something unforeseen does arise, the Selection Panel will make recommendations to Softball ACT for consideration and if warranted, an exemption.

Extenuating circumstances means an inability to compete, attend selection events or training camps, or perform at an optimum level arising from but not limited to:

- Injury or illness;
- Travel delays;
- Bereavement or personal misfortune;
- Attendance at a National program; and
- any other factors reasonably considered by Softball ACT to constitute extenuating circumstances.

A decision in each case of extenuating circumstances will be made by the Selection Panel in consultation with Softball ACT on an individual basis. It should be noted that extenuating circumstances do not form part of the selection criteria.

If a player has not been selected in a squad due to unforeseen or extenuating circumstances and it becomes apparent that the player has been unduly disadvantaged, and an exemption has been granted, Softball ACT in discussion with the Head Coach reserves the right to add that player to the appropriate squad, for the duration of the selection period, even if the maximum number of players has been filled.

7.2 Approval and Announcement of Softball ACT Teams

Teams as selected by the Selection Panel are subject to ratification by Softball ACT.

The following process will apply to all representative teams of Softball ACT:

- Selection Panel provides finalised team to Softball ACT for ratification
- Softball ACT reviews, suggests amendments, and finally ratifies team
- Head Coach notifies all squad members that missed out on selection and offers feedback

- Head Coach contacts all squads members that successfully made the team
- Team formally announced on the Softball ACT website

The teams may be announced and include a number of reserves. These players will be invited to train with the team up to the tournament as cover should a named player withdraw from the team, or be injured, prior to the tournament.

Softball ACT squad players not selected for the Softball ACT Team may have the opportunity to participate and gain experience playing at National Championships as a member of another State or Territory team that is in need of players for a particular tournament by entering the Softball Australia Draft.

Players will not be granted exemptions from any of the Softball ACT selection eligibility conditions to attend selection trials with another State or Territory.

7.3 Replacement of Selected Players

A selected player may be replaced due to:

- **Injury or Illness:** A player who is injured or ill may be assessed by a doctor nominated or agreed to by Softball ACT, who will provide advice to be assessed by the Softball ACT Team Head Coach and Softball ACT
- **Loss of Form:** A player being considered for replacement due to loss of form shall be counselled by the relevant Head Coach to give them the opportunity to rectify the situation. Softball ACT will be advised of the situation and a mutually agreed time frame will be set by the Head Coach and player for the situation to be reassessed.
- **Breach of Discipline:** A player being considered for replacement due to a breach of discipline, including failure to observe any relevant Softball ACT selection policy, the Softball ACT Code of Conduct or any other Softball ACT Policy or Guidelines, will be counselled by the relevant Head Coach to give them an opportunity to rectify the situation. Softball ACT will be advised of the situation and a mutually agreed time frame will be set by the Head Coach and player for the situation to be reassessed. Softball ACT will report such breaches to the Softball ACT Board in a timely manner.
- **Breach of Anti-Doping Policy:** Any player who breaches the Softball Australia Anti- Doping Policy will automatically be removed from the relevant Softball ACT Team or squad. All penalties relating to these breaches will be as per the Softball Australia guidelines.
- **Missing Training:** Attending training sessions is deemed to be compulsory by Softball ACT. Any player missing Softball ACT Team or squad training sessions without approval may be removed from the relevant Softball ACT Team or squad.
- **Missing Compulsory Events:** Any player missing compulsory events, including competitions and briefing sessions, without approval may be removed from the relevant Softball ACT Team or squad.

- Unfinancial: Any player who is unfinancial or does not pay team fees and levies by the due date may be removed from the relevant Softball ACT Team or squad.
- Ineligibility: Any player who is deemed ineligible or becomes ineligible for the Softball ACT Team or squad will automatically be removed. The Head Coach will report such breaches to Softball ACT in a timely manner.

7.4 Procedure for Replacement of Selected Players

If a selected player is unable to continue or is removed as a representative of a Softball ACT Team, the procedure for a replacement player is as follows:

- The Head Coach/Chief Selector will be consulted.
- Consideration will be given first to any identified Softball ACT squad players who have been named as non-travelling reserves.
- Consideration will then be given to other identified players from the selection process should this be necessary.
- The selectors will then fill this position with the player judged most suitable; possessing the required degree of skill and showing consistent performance.
- Where no suitable ACT player is available the Head Coach may request permission from Softball ACT to participate in the draft conducted by Softball Australia.

8 APPEALS

8.1 Request for Appeal

If a player wishes to discuss their non-selection in a Softball ACT Team, they should arrange to discuss the matter with the team Head Coach or the Chief Selector in order to review considerations taken into account during the selection process and factors that contributed to their non-selection.

If the player (or their legal guardians) believes the selection process as outlined in this Policy was not followed to the extent that it materially impacted the player's chances of selection, an Appeal may be lodged by submitting a notice in writing to Softball ACT within 72 hours of the Softball ACT Team being formally announced.

Such notice should clearly state:

- The particular areas of this Policy the player considers have not been followed, and
- The material impact of those actions on the player's chances of selection.

Requests for appeal can only be made by players who participate in the selection process set out in this Policy for a Softball ACT Team but who are ultimately unsuccessful.

8.2 Consideration of Appeal

An appeal will only be considered if the selection policy was not adhered to, or the player was not given 'fair' and 'equal' opportunity during the selection process.

An appeal will not be heard just because a player or a representative of the player thinks that the player is better than, or more deserving than a named player.

8.3 Appeal Process

A member of the Softball ACT Board or a delegated representative will act as the Appeal Coordinator.

Upon receipt of an Appeal, the Appeal Coordinator will review the application and if they consider it meets the requirements set out in this Policy, they will convene an Appeal Tribunal consisting of at least two members.

8.3.1 Timing

If required the Appeal Tribunal shall endeavour to conduct a hearing to review the Appeal within one (1) week, but in any event, no later than two (2) weeks from the date of receipt of the formal Appeal. In doing so, the Appeal Coordinator will endeavour to schedule a hearing at which both the player (or guardian or representative) and the Head Coach/Chief Selector will be able to be present, either in

person or via teleconference, to enable both parties a reasonable opportunity to speak to the matters raised as part of the Appeal.

8.3.2 Mediation

In the days prior to the scheduled start of the Appeal Tribunal hearing the Appeal Coordinator shall mediate a meeting either in-person or via teleconference between the player (and if requested by the player, their guardian or representative) and the Head Coach/Chief Selector to try to resolve the matters that are subject of the Appeal. If the mediation meeting:

- resolves those matters, the Appeal Tribunal hearing will not be held and the matters will be addressed in accordance with the resolutions agreed by the parties during the mediation meeting; or
- does not resolve those matters, the Appeal Tribunal hearing shall occur as scheduled.

8.3.3 Hearing

During the hearing, both the player (or guardian or representative) and the Head Coach/Chief Selector will be provided with an opportunity to present to the Appeal Tribunal and speak to the matters raised in the Appeal. The Appeal Tribunal may also consider any other evidence they consider relevant in making their determination in accordance with this Policy.

The role of the Appeal Tribunal is to clarify whether this Policy has been followed, and whether the Softball ACT Team Selection Panel has reasonably considered material issues relating to the non-selection of the player in the Softball ACT Team. The Appeal Tribunal cannot decide to over-rule the decision of the Softball ACT Team Selection Panel.

For example, the outcome of the Appeal Tribunal may result in one of the following determinations:

- affirm that the Selection Panel did correctly apply this Policy, reasonably considered material issues relating to the non-selection of the player in the Softball ACT Team, and there is no basis to reconsider the player's possible selection in the Softball ACT Team, or
- the Selection Panel did not correctly apply this Policy which acted to the material detriment of the player, or this Policy was correctly applied but there were extenuating circumstances not covered by the Policy that were unfavourable to the player.

If the Appeal Tribunal determines the Selection Panel did not correctly apply this policy, the Appeal Tribunal may direct the Selection Panel to re-consider their decision. If appropriate, additional selection events may be requested by the Appeal Tribunal to assist the Selection Panel's reconsideration.

Where additional selection events are to be held all Softball ACT Team and squad members will be notified that the assessment process is to be extended. The reason for the re-assessment and the initiation of an Appeal is to be kept confidential and shall not be disclosed by any member of the Selection Panel or the Appeal Tribunal.

Following the additional selection events and after re-considering the player's merits for being selected to the Softball ACT Team, the Selection Panel will take a formal vote on whether the affected player should be included in the Softball ACT Team. The result of this vote will be communicated to Softball ACT who will notify the player of the result. After notification by Softball ACT, the Head Coach will notify any players affected by the amended team list explaining that the change was due to additional selection events being conducted.

The ruling of the Appeal Tribunal is final, and no further appeal of that determination is permitted. In the event an additional selection event is held as a result of the Appeal, there shall be no further Appeal permitted of any determination resulting from the additional selection events.

If the affected player is not satisfied with the Appeal process, a further Appeal may be raised to Softball Australia in accordance with Clause 7.2 of the Softball Australia Constitution. Appeals to Softball Australia should only be considered for extreme situations and would only be expected for decisions that affected a player's opportunity for national team representation.

9 SELECTION CRITERIA

9.1 General Principles

Selection into a Softball ACT Team will necessarily be based on some subjective criteria. The Selectors may also measure player performances in objective areas (speed, agility, strength, endurance) throughout the selection events and the squad/team preparation.

The positive well-being of each player is always the fundamental priority. By necessity this will be considered in the context of the playing group of each team and within the reasonable boundaries of sport.

The experiences of the playing group in each team, as well as the experience of each individual player or potential player, will be taken into consideration by selectors and coaches when selecting teams for Softball ACT Teams or squads and when coaching the team.

Full squads may not be selected if enough talent is not available or if Softball ACT considers that the advantages of a smaller playing group at a competition outweighs selection of the maximum number of players allowed.

Providing opportunities for players to develop skills and have appropriate experiences for the enjoyable playing of softball is a key priority. Where the available talent exists Softball ACT will seek to ensure that players are selected, and teams participate in appropriate competition.

While the broader focus is on providing opportunities for all players to develop the skills and experiences to reach their potential, it is also recognised that a positive well-being is not necessarily supported by the selection of a player who does not have a skill level that matches a potential team or competition level. Players should not be selected that the coach would struggle to adapt to play at the National Championships.

Where it is reasonable and possible to do so, players not selected to participate in a team, may be added to a training squad to provide them with an elevated level of coaching and advance their skills in the long term. This is at the discretion of Softball ACT in consultation with the Head Coach.

It is recognised that every player's developmental pathway will be unique and impacted by a range of factors including their relative age, experience in the sport, growth and maturation, etc. These factors make talent selection very difficult and as players move through the age groups their strengths relative to their peers may ebb and flow.

The selection criteria and selection benchmarks are determined by the Selection Panel in consultation with the Head Coach and the national program criteria where appropriate.

9.2 General Criteria

The following criteria may apply in the selection process used by the selectors and coaching personnel appointed by Softball ACT in respect to Softball ACT Teams:

- Performance at specific events – these events may include previous Softball ACT Teams, State League or other competitions / tournaments, trials.
- Physical Capabilities – includes speed over a variety of distances, aerobic fitness, strength, and agility. Formal testing for all these attributes may not necessarily be performed during the trials although these traits however are observable during training and games. Players may be fitness tested during squad training for Softball ACT Teams as part of the overall selection process. Aerobic capacity may be tested using the “beep test” or similar programs.
- Technical Competence – core skills include fielding, throwing, hitting, bunting, base running and positional play.
- Tactical Ability – includes reading the play, involvement in the game, on-field decision making and positional flexibility. Ability to apply and utilise information provided by coaching staff and related to team or individual performance.
- Potential to Improve – demonstrated attitude to become an exceptional player, be highly receptive to coaching, present performance level relative to past performances.
- Competitive Ability – mental toughness, competitiveness, temperament, determination, commitment, performing in adverse conditions, coping with setbacks/criticism and persistence.
- Attitude – individual application in training and competition; attendance, availability, enthusiasm, diligence and ability to rehabilitate from injury.
- Team/Squad Orientation – an individual’s ability within a team sport, to ‘fit in’, display sense of team ethic and influence the squad/team in a positive manner.
- Communication – the ability of the player to communicate positively with staff and be open to accept suggestions from coaching staff regarding performance improvement. Players should be able to verbalise concerns regarding coaching and team issues in a calm and non-emotive manner to allow for positive discussion to resolve problems.
- Behaviour – individual application and behaviour in training and competition, including reports of any misconduct at any event sanctioned by Softball ACT or in previous Softball ACT Teams.

9.3 Specific Skill Requirements

As a recommendation to selectors, players considered for a Softball ACT Team should have shown evidence of a high standard of development in the following skill areas.

The expected standard will need to be adjusted to cater for the skill levels of each age group.

Skills are common to all positions. Specific skills have also been listed.

- Developed Hitting Technique
- Offensive Skills
 - hits through the ball with power
 - discipline in batter’s box

- selects good pitches to hit
- performs a sacrifice bunt consistently
- able and prepared to slide
- hits to all areas of the field off all pitchers
- over arm throw – elbow above shoulder (no sidearm)
- Defensive Skills
 - easily throws 30 metres with strength and speed
 - receives thrown ball correctly- fingers up or down
 - assumes good set fielding position
 - fields ground balls with both body and glove down
 - good lateral movement to both ground and fly balls
 - anticipation – known play before pitch
- Base Running
 - speed from home to first
 - speed from home to home
 - running technique – rounding bases, runs through first
- Game Sense
 - can act independently
 - understands covering bases and backing up on all plays e.g. bunt defence
 - aggressive, vocal and enjoys playing the game
 - looks for every opportunity to make an out or advance a base
 - plays for team not self
- Aerobic Ability
 - beep test or similar program
 - the fartlek running
- Attitude
 - shows respect for team mates and opposition
 - team involvement if on field or not
 - general response to game is positive at all times
- Specific Positions
 - Pitcher - rhythm and sound technique; 70% strike rate; speed
 - Catcher - sets well to receive pitch; soft hands when receiving pitch turns glove over in low zone; good mobility; attempts to block low pitches on ground
 - First base - receives all throws with ease and confidence; “A” fielder; communicates well
 - Third base - quick reactions; strong arm; reads bunt situation and reacts quickly
 - Pivots - good, quick range of movement; continuous rhythm with receiving ball and releasing; knows game where and when to cover bases
 - Outfield - sees themselves as an outfielder; covers large area quickly; correct glove work on catching fly balls – fingers up, looking at back of glove; catches fly ball to both sides and while moving forward; knows when to back up or cover a base; throws balls to pivots not pitcher

Not all players will have all skills. It is not necessarily true that the Selection Panel selected Softball ACT Team third base will be playing third at the National Championships. The selectors will judge which player(s) have the skills necessary for each position regardless of where they play at the National Championships. It will then be up to the Head Coach to work with the players to create the best team.

Players should be ranked against each criterion with both a score and comments as to how they meet each criteria and areas requiring improvement. This information should be used as the basis for selecting the Softball ACT Team and for providing feedback to players that failed to make the team.

Players should be provided with their individual feedback on their strengths and areas of improvement following the final selection assessment session.

10 SELECTION MATRIX

10.1 Purpose of Selection Matrix

A Selection Matrix is recommended for use by selectors to help them decide which players to select and which not to select. The Selection Matrix is an aid to help selectors make the best overall decision when selecting a Softball ACT Team.

The Selection Matrix also provides an opportunity to provide considered feedback to players who have not been selected because the reasons for non-selection will be documented.

The Selection Matrix can also be used to gauge improvement in players by comparing assessment (scores) over a period of time.

10.2 How to Use Selection Matrix

The Selection Matrix should:

- Specify the skill to be assessed – each “skill / criteria” is recorded on a separate matrix
- Individually number each skill
- Allocate a weighting to that skill
- List all players being assessed for the skill and their preferred position
- Numerically rate each player against the selection criteria based on performance at trials or other selection events, each criterion is scored between 1 and 10
- The criteria scores for each player are then multiplied by the weighting
- Each player should have both a numerical rating and comments about the player’s performance against the criteria
- The scores after the weighting are then added together to give the final tally for each player
- The individual ratings and comments and final tally should be used to assist in:
 - ranking all players for a specific skill
 - using all the skill ratings to calculate each player’s overall ranking; and
 - providing feedback to each player.

The numerical ratings should be along the following lines:

- 10 = Excellent
- 8 = Very good
- 7 = Good
- 6 = Above average
- 5 = Average
- 4 = Below average
- 3 = Poor
- 2 = Very poor
- 0 = Did not complete assessment

The selection criteria may be weighted if the Selection Panel believes that one or more criteria are more important than others. For example, the Selection Panel may decide that the batting criteria should be weighted at 60%, catching at 30% and throwing at 20%, with all other criteria having an equal weighting.

Therefore, to calculate the final score achieved by each player – multiply the batting score by 1.6, the catching score by 1.3, the throwing score by 1.2 and all other scores by 1.0.

The scores, after the weighting, will be added together to get a final tally that is used to rank each player and assist in choosing the team. The higher the weighted score the higher the rank.

The final ranking is a guide only for selecting the team as there may be other factors, for example, ensuring specialist positions are covered, which will need to be taken into consideration.