



Policies & Procedures

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Appendix “A” – Meeting Minutes
 Appendix “B” – Code of Conduct Form

Version Control:

Version	AGM Approval Date	Summary of Changes
V2	13 May 2023	Inclusion of 15 - Life Membership Policy
V1	31 May 2018	Adoption of initial Policies and Procedures

INTRODUCTION

The following By-Laws have been drafted to assist with the administration of the Alkimos Ball Club Inc ("the Club") and should be read in conjunction with the Club's Constitution and assorted policies.

DEFINITIONS

In these By-Laws, unless the context requires otherwise, the following terms shall have the following meaning:

CLUB AFFILIATION

A club that you have paid fees to by means of being a player, coach, registered umpire, committee member or other direct involvement and is registered to participate during the winter and/or summer competition at BWA and SWA.

ASSOCIATE MEMBER

An Associate Member is any person who is interested in promoting the Association who is not covered under the terms of affiliation as described above. Associate members must pay a fee each year to BWA or SWA as detailed in the fees and charges schedule.

INFORMAL MEMBER

- (a) An individual and/or club whose affiliation with the Association is of a period of less than twelve consecutive months will be an Informal Member.
- (b) An Informal member has the rights and privileges of an Individual Member Rule 7.2 and shall be entitled to notice of, attend and participate in all General meetings, but shall have no right to debate or vote.

ASSOCIATION

If you are not already a member of BWA or SWA in your own right (for example: an associate member, affiliated coach, player, umpire or other official) and your affiliated child is under the age of 18 and registered as playing at BWA or SWA in the winter and/or summer season, you are deemed to be a member only of their club and not automatic membership with BWA or SWA.

DECLARED INTEREST

A member of the board or committee of an incorporated Association who has any vested interest in a club or a pecuniary interest in a matter set down for discussion shall not take part in any deliberation or decisions of the board with respect to that club or matter.

LIST OF ABBREVIATIONS

ABCi	Alkimos Ball Club Inc
COW	City of Wanneroo
BWA	Baseball WA
ABL	Australian Baseball League
PSL	Perth Softball Leagues
SWA	Softball WA
SA	Softball Australia

1. ANNUAL GENERAL MEETINGS & SPECIAL MEETINGS

- a) Annual General Meetings of the Club are to be held within the first 2 weeks of May following the commencement of the new financial year
- b) Special General Meetings can be called as required
- c) Both types of meetings must be called and conducted in accordance with Part 6 of the Club's Constitution
- d) The format for the Annual General Meetings shall be:
 - i. Notice goes out 28 days prior to meeting requesting nominations with Job Descriptions
 - ii. Nominations are to be received by Secretary no later than 14 days prior to meeting
 - iii. Declaration that the meeting has opened and welcome by the Club's President
 - iv. Attendance taken and apologies noted by the Club's Secretary
 - v. Proxy Forms entered into the records
 - vi. Confirmation of the Minutes of the previous AGM, which must be moved, seconded and carried
 - vii. Presentation of the reports of the Executive Committee, in the following order:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Registrar
 - Other Reports (All other reports from committee members will be tendered, in writing, to the Club's secretary no later than 7 days preceding the actual meeting, for publication and circulation at the meeting)
 - Such aforementioned reports must be moved as accepted, seconded and carried.
 - Business as per the Agenda
 - General Business
 - Election of the new committee :
 - viii. Reading of nominations of committee members
 - ix. Nominees are asked if they accept nomination. Non acceptance of nomination will then go to the floor
 - x. Voting of committee members (if required)
 - xi. Reading of elected committee
 - xii. Confirmation of the newly elected committee members must be moved, seconded and carried
 - xiii. Handover of the meeting to the new committee
 - xiv. Other Business
 - xv. Meeting closed

2. ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

- a) Our Club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.
- b) Our Club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the Club.

3. CODE OF CONDUCT

- a) The club shall ensure that every member registered with BWA or SWA completes and returns an appropriate Code of Conduct Form in the manner as requested by the Committee. **(Appendix B)**
- b) Forms for all junior teams shall contain the names and signatures of 1 parent or guardian for each player registered in addition to the team coach and team manager (if applicable.)
- c) Forms for senior teams shall contain the names and signatures of each registered player
- d) No registrations will be accepted without a completed Code of Conduct for each player.

4. COMMITTEE POSITIONS

- a) The Committee shall be made up of the following positions:
 - i. President
 - ii. Vice-President - Baseball
 - iii. Vice-President - Softball
 - iv. Secretary
 - v. Treasurer
 - vi. Registrar - Club
 - vii. Registrar - Baseball (this may also be the Club Registrar)
 - viii. Registrar – Softball (this may also be the Club Registrar)
 - ix. Communications and Events Officer – coordinates social media, website, fundraising events etc)
 - x. City of Wanneroo Representative – coordinates facility usage
 - xi. Up to 5 x General Committee
- b) Sub-committees will be voted on as required during the season.

5. COMMUNICATION POLICY

- a) Electronic communication is essential for sharing Club news and information with our members.
- b) The Club expects our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.
- c) A Communication and Events Officer will be appointed to provide accountability and control over material published on our Club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.
- d) Our communication will be appropriate and related to Club business only at all times in accordance with the following:
 - i. Our website will include current information on social events, committees, policies, constitution, rules and by-laws.
 - ii. No offensive content or photos will be published.
 - iii. We will seek feedback from members to improve the information available on the site.
 - iv. Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business
 - v. SMS messages should be short and about club/team matters only.
 - vi. Email communication will be used when more information is required.
 - vii. Communication involving children will be directed through their parents.
 - viii. We treat all social media postings, blogs, status updates and tweets as public 'comment'.
 - ix. Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
 - x. No personal information about our members will be disclosed.
 - xi. No statements will be made that are misleading, false or likely to injure a person's reputation.
 - xii. No statements will be made that might bring our club into disrepute. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation. Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.
 - xiii. Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

6. EXPENDITURE ON BEHALF OF CLUB

- a) Each committee member may be required, from time to time, to outlay personal funds to cover minor expenses incurred on behalf of the Club.
- b) Any committee member that is required to spend more than \$100.00 on behalf of the Club, must consult two members of the executive committee (President, Vice-President, Secretary or Treasurer) to seek approval prior to the expense being incurred.
- c) Any committee member incurring any expense on behalf of the Club is entitled to reimbursement of the expense.
- d) Any request for reimbursement must, wherever possible, be accompanied by a receipt for that expense.
- e) Any committee member seeking reimbursement (accompanied by the receipts for the expense) is entitled to reimbursement within 72 hours of making their claim to the Club's Treasurer, unless such claim is queried by the Treasurer.
- f) If the Treasurer denies or queries a claim, they must do so within 72 hours from the date of receipt of the claim and must advise the President and one other executive committee member the reason that the claim has been queried or denied.

7. FIRST AID

- a) First aid equipment is available for each team and should be in the possession of the team coach or manager.
- b) Updating and replenishment of first aid kits are the responsibility of the club and should any item be replaced by the team coach or manager, a receipt is required for reimbursement of goods.

8. FUNDRAISING

- a) During the season, either winter or summer, there will be a number of fundraising events and drives held to raise money for the club. Members are encouraged to take part in these events by volunteering their time to help out at the event or sell items that will give the club an end profit.
- b) It is important for the club's survival that funds are raised on a regular basis to ensure the operations of the club can run smoothly.

9. GRADING/TEAM SELECTION

- a) Teams, regardless of the competition type, must be selected first and foremost based on the skill set of the players. Where possible, consideration should be given to the social aspect of the Club to permit socially bonded players to play within the same team.
- b) Teams will be selected after two pre-season training sessions have been completed by a sub-committee made up from the successfully elected coaches.
- c) Players will be graded on the discretion of the coaches.
- d) Players will be notified of the team selections in the following order:
 - i. In person at the training session that is conducted immediately following the team selection
 - ii. Via email issued by the Club's secretary immediately following the training session in item 1
 - iii. Via email and/or telephone contact from the player's nominated coach
- e) Team selection is not fixed for the season and can be subject to change.

10. HEALTHY CLUB POLICY

a) Mental Health

- i. The Alkimos Ball Club Inc strongly promotes the ACT, BELONG, COMMIT campaign whereby we encourage members to keep active in as many ways as they can (physically, socially, mentally, and spiritually) and by having a sense of belonging and a purpose in life, all contribute to happiness and good mental health.

b) Sun Protection

- i. Our Club will actively seek to promote, encourage and support sun protection during organised competitions and training.
- ii. Where possible, the club will take measures to ensure sun protection for our members as follows:
 - a) provide or encourage participants and officials to wear sun-protective clothing as part of the team uniform and during training sessions by covering as much skin as possible
 - b) promote the use of SPF30 (or higher) broad-spectrum, water-resistant sunscreen. If possible, consider having a supply on site
 - c) schedule training times, competitions and outdoor events outside the daily sun protection times when possible – especially those normally scheduled for the middle of the day
 - d) promote sun protection habits/practices during the course of the event or game
 - e) plan and provide shade and encourage players and spectators to take advantage of shade from buildings and trees.
 - f) encourage players and spectators to come to events with sunscreen, clothing, shade, hats and sunglasses
 - g) encourage club 'sports stars', coaches and club officials to be sun protection role models.

c) Smoking

- i. The health of members and supporters is of primary concern to our Club. We recognise that passive smoking is hazardous to health and that non-smokers should be protected from the involuntary inhalation of tobacco smoke.
- ii. The following policy applies to all venues and functions of our Club:
 - a) Smoking is prohibited within all indoor areas of the Club.
 - b) All functions held by our Club will be smoke free and no ashtrays will be placed anywhere in the buildings.
 - c) Smoking is prohibited in the vicinity of the playing or training areas within a distance where it would be reasonable to expect that players and spectators could be affected by tobacco smoke. Tobacco users must be mindful of wind conditions when determining what a reasonable distance for the circumstances is.
 - d) No tobacco products will be sold on the premises or at any function.
 - e) Appropriate non-smoking signage will be displayed within club premises.
 - f) The policy will be actively promoted in club newsletters and website(s)
- iii. Coaches and other officials are encouraged to act as positive role models for the smoke free message, particularly whilst with juniors.

d) Alcohol

Alcohol-free social events will be provided for young people and families.

i. Serving Alcohol

- a) Alcohol will be served in compliance with the requirements of our Club's liquor licence and in accordance with the safety and wellbeing of patrons.
- b) We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.
- c) Our Club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.

- d) Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- e) The liquor licence will be displayed at the licenced area.
- f) Excessive or rapid consumption of alcohol will be discouraged.
- g) A person aged under 18 will not be permitted to be behind the bar under any circumstances.

ii. **Intoxicated Patrons**

- a) Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behaviour.
- b) Servers will follow procedures, provided in their training by the Department of Racing, Gaming, Liquor, for dealing with and refusing alcohol to intoxicated patrons.
- c) Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

iii. **Underage Drinking**

- a) People aged under 18 will not knowingly be served alcohol.
- b) Staff will request proof of age, where appropriate, and only photo ID will be accepted.

iv. **Safe Transport**

- a) We will prominently display taxi phone numbers in the venue.
- b) Club members and bar staff will encourage intoxicated patrons to take safe transport home

v. **Food and Other Drinks**

- a) A range of snacks and meals will be available when alcohol is served.
- b) The club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
- c) Tea and coffee will be provided at the bar during social functions.

vi. **Promoting the Responsible Use of Alcohol**

- a) Posters about responsible drinking and standard drinks measures will be prominently displayed.
- b) We will not advertise, promote or serve alcohol at junior events or activities.
- c) We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.
- d) All members and sporting personnel are required to comply with the following.
- e) Drink and behave responsibly at all club functions, events and away trips.
- f) Do not supply alcohol to team members if they are aged under 18.
- g) Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- h) Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- i) Do not encourage others to drink alcohol excessively.
- j) Do not encourage or take part in team bonding activities that involve alcohol.
- k) Do not spike another person's drink. Our Club will take action for breaches of behaviour and responsibilities outlined in this policy.

vii. **Non-Compliance**

- a) If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Conduct and can result in disciplinary action (e.g. suspension or termination of membership).
- b) Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of members.
- c) Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of children.

- d) Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
- e) Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Conduct.

viii. **Other Drugs**

- a) The use of illicit drugs and performance enhancing drugs is not permitted by our Club members.
- b) Team managers must be made aware of the use and administration of prescribed medications during training and games. Breaches of the policy will be addressed through our Club's Sub Committees.
- c) Adult players, coaches and club members are expected to set appropriate examples and act as role models for junior club members.

11. INCLUSIVE PRACTICES

Our Club is welcoming and we will seek to include members from all areas of our community.

- a) **People with a disability** – Where possible we will include people with a disability in our teams and Club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation
- b) **People from diverse cultures** – We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms)
- c) **Sexual & Gender Identity** – All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behavior
- d) **Pregnancy** – Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation
- e) **Girls playing in boys teams** – If there is not a separate sex competition, our Club will support girls playing in boys' teams in accordance to the playing rules of BWA, SWA, ABL and SA. Our Club will consider each request on an individual basis including looking at the nature of our sports and other opportunities to compete.

12. INJURIES

- a) When members sustain an injury during the season, whether it be during a game, training or outside of club activities, the following process must be adhered to:
 - i. Report the injury to the Club, coach or manager as soon as possible.
 - ii. Provide written confirmation from a doctor that the member is unable to take part in activities at the club and the length of time that they are estimated to be out of action.
 - iii. A list of activities that the member is able to partake in.
 - iv. A written confirmation that the member is cleared to participate in full activities of the club.
- b) The Club will not approve a player to participate in games or training without a clearance from a doctor. The Club will not enter into any discussion with the player regarding their fitness for the game or training without this written confirmation.

13. INSURANCE

- a) Fees paid to ABCI (in turn to BWA and SWA) include insurance cover for players, coaches, umpires, and officials for non- Medicare expenses incurred as a result of an injury received during a game played at PSL and BWA.
- b) For further details please contact the Insurance Broker for BWA or SWA through their websites.

14. JEWELLERY

- a) It is at the discretion of the coaches, managers and umpires whether or not players are able to wear any kind of jewellery during games and training.
- b) The Club feels strongly about the safety of their members and encourages the following:
 - i. No jewellery or sharp adornments should be worn, with the exception of a Wedding band and/or a Medical Alert Bracelet, which must be taped with clear tape or worn under a sweatband.
 - ii. No body jewellery is permitted i.e. eyebrow rings, nose studs, tongue studs, navel rings etc.
- c) The Club takes no responsibility for any injury to players that has directly occurred by the wearing of jewellery and who have been advised against it prior the commencement of any game or training session.

15. LIFE MEMBER POLICY

Alkimos Ball Club Incorporated may confer Life Membership on a person under the Constitution (*Part 3, Division 1, subsection 8*). The Constitution takes precedence over this Policy in the event of any inconsistency.

Life Membership of Alkimos Ball Club Inc ('The Club') is awarded for those who have demonstrated outstanding service and contribution, above routine performance of any role, to the club and/or sport of baseball and/or tee-ball over an extended period.

- a) The Club has two categories of Life Membership:
 - i. **Founding Life Member** – individuals who meet life member criteria, as prescribed in this policy, with the additional criteria of being integral part of the development, creation and/or activation of the Alkimos Ball Club Incorporated and/or associated subsidiaries.
 - ii. **Life Member** – individuals who meet the criteria as prescribed in this policy.

b) Life Member Criteria:

The awarding of a Life Member is a prestigious honour, and the following criteria **must be met in its entirety**:

- i. Minimum of 5 years in specific roles that contribute to the benefit of the club and/or the sport of baseball or tee ball in Western Australia. These roles may include, but are not restricted to; service on committees, fund raising activities, participation in scoring, coaching or any regular activities that help the successful operation and/or growth of the club.
- ii. Demonstrated attitude and demeanour that reflects dedication to the values and culture of the club, TBAWA, Baseball WA and the community, including good sportsmanship.
- iii. Demonstrated significant, sustained, and high-quality activities that serve the enhancement of the reputation and future sustainability of the club.

c) Policy Conditions:

- i. There is no requirement that Life Memberships will be awarded every year and there is no limit to the amount awarded each year.

- ii. Life Members have voting rights consistent with a General Committee Member.
 - iii. The committee may, by special resolution, revoke a granted life membership if matters arise or come to light which indicate that the person has substantially brought the club and/or sport of baseball/tee ball into significant disrepute.
- d) Governance Factors:
- i. Each Nominee will be considered individually on their personal attributes and achievements and not in competition with other nominees.
 - ii. The decision to award a new Life Member (regardless of category) will be granted through a unanimous decision by the current Alkimos Ball Club Executive Committee. Engagement with other committee members is encouraged, however feedback received is for input into Executive Decision only and all nominations are confidential.
 - iii. In the instance where a current Executive Committee member is being considered for life membership:
 - 1. The Executive Member in question is ineligible to vote.
 - 2. A full voting rights proxy will be appointed (by the most senior executive member still able to vote).
 - iv. Nominations can be done at any time and proposed by anyone, however the formal tabling of a nominated party must be done by a supporting member of the Executive. Nominations must be received 6 weeks prior to the awards ceremony, for consideration at the upcoming awards night. Those received after this time will be considered for the following year's awards process.
 - v. The announcement and presentation of any Life Membership will be made at the annual Presentation Night.
 - vi. Life members will have the same voting rights as a General Committee Member. Where a life member is also a Committee (or Executive) Member, they will only be allocated a single vote.

16.MEETINGS

- a) Committee meetings are to be held on a monthly basis at a time, date and venue convenient to the committee members.
- b) The format of the meeting shall be:
 - i. Declaration that the meeting has opened
 - ii. Attendance and apologies
 - iii. Confirmation of the previous Minutes which must be moved, seconded and carried
 - iv. Correspondence received by and issued on behalf of the Club
 - v. Update on the progress of Action Items arising from the previous meeting
 - vi. Reports from each committee member (reports must be moved as accepted, seconded and carried)
 - vii. General Business
 - viii. Arrangements made for the next committee meeting as to time, date and venue
 - ix. Meeting closed

17. MEMBERSHIP

Any person wishing to join the Club must:

- a) Apply for membership in accordance with Part 3 Division 1 of the Club's Constitution
- b) Pay the appropriate membership fees (as set by the committee), in accordance with Part 3 Division 2 of the Club's Constitution

- c) Fees are to be paid preferably by the first game, with time extension considered by the committee under special circumstances.

18.MEMBER PROTECTION POLICY

a) Purpose of this policy

- i. The main objective of our Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by participants in our Club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our Club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our Club's activities.

b) Who this policy applies to

- i. Our policy applies to everyone involved in our Club including committee members, administrators, coaches, officials (umpires/scorers), players, parents and spectators.

c) Extent of this policy

- i. Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of conduct and conduct that occurs at practice, in the club rooms, at social events organised or sanctioned by our club (or our sport), and on away and overnight trips. It also covers private conduct where that behaviour brings our Club or sport into disrepute or there is suspicion of harm towards a child or young person.

d) Club Responsibilities

Our Club will:

- i. implement and comply with our policy;
- ii. promote our policy to everyone involved in our club;
- iii. promote and model appropriate standards of behaviour at all times;
- iv. respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- v. review this policy every 12-18 months; and
- vi. seek advice from and refer serious issues to appropriate State or National Associations

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

e) Individual Responsibilities

Everyone associated with our Club must:

- i. comply with the standards of behaviour outlined in our policy;
- ii. treat others with respect;
- iii. always place the safety and welfare of children above other considerations;
- iv. be responsible and accountable for their behaviour;
- v. follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about

possible child abuse, discrimination, harassment or other inappropriate behaviour.

19. MINUTES

- a) Minutes and Action Items Schedules as a result of all meetings are to be prepared by the Secretary or when the Secretary is unable to prepare such documents, a person duly appointed by the committee
- b) Minutes and Action Items Schedules resulting from all meetings must, where possible, be prepared and distributed to the committee or membership (depending on the meeting type) within one week from the meeting
- c) Minutes for general and special meetings must be prepared and issued in accordance with the Part 6 Section 60 of the Club's Constitution.

20. PLAYER WITHDRAWAL

- a) Any member who wishes to withdraw or terminate their membership due to illness, injury or pregnancy may make application to the Club to seek a refund of part or all of their fees
- b) Such application must be made in writing, stating the reason for the requested withdrawal, to the Club's Secretary as soon as practicable
- c) The member making the application for the refund will not be reimbursed for any BWA or PSL (or other organisation's) registration fees, that have been outlaid by the Club on the member's behalf
- d) No refunds will be given after 5 played games.

21. PREGNANCY POLICY

The Club encourages all pregnant players to discuss their decision to continue playing during their pregnancy, including the benefits and risks, with their medical practitioner.

In Australia, Commonwealth, State and Territory Legislation exist in relation to discrimination. This anti-discrimination legislation makes it unlawful to discriminate against a female on the basis of pregnancy, subject to specific exemptions.

There are a number of legal issue to be considered in relation to pregnant players, these include:

- Providing reasonably safe playing environments.
- Privacy of the pregnant participant.
- Responsibility of the pregnant player for inherent and obvious risks.

The following guidelines may assist clubs when a pregnant player is involved. A pregnant player should:

- a) Be aware that her own health, and the wellbeing of her unborn child, is of utmost importance in her decision about whether to continue playing sport.
- b) Obtain expert medical advice as to the risks associated with playing sport when pregnant. She should ensure she understands this advice and where necessary question the advice until she is sure she understands the risks taken in participating in Baseball or Softball.
- c) Have regular antenatal reviews with her doctor, including ongoing review of her exercise participation.
- d) Take into account her changed physical condition, use common sense and not take unnecessary risks.
- e) Remember that the ultimate decision to participate in Baseball or Softball will always be hers, whilst having regard to all the circumstances.

22. PROTECTION OF CHILDREN

a) Child Protection

- i. Our Club is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child's safe

environment is maintained at all times. We also support the rights and wellbeing of our volunteers and environment for all participants.

- ii. Our Club acknowledges that our members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Our Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport.

b) Identify and Analyse Risk of Harm

- i. Our Club will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of a volunteer or another person.

c) Develop Codes of Conduct for Adults and Children

- i. Our Club will ensure that the Club has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the Club's care. The Club will also implement a code of conduct to address appropriate behaviour between children.

d) Choose Suitable Employees and Volunteers

- i. Our Club will ensure that the Club takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).
- ii. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.
- iii. Our Club will ensure that Working with Children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.
- iv. If a criminal history report is obtained as part of their screening process, the Club will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

e) Support, Train, Supervise and Enhance Performance

- i. Our Club will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

f) Report and Respond Appropriately To Suspected Abuse and Neglect

- i. Our Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm
- ii. Our Club will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected
- iii. In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code of conduct set out they may make an internal complaint. Please refer to our complaints procedure outlined in Section 6 of these policies. This will explain what to do about the conduct and how our Club will deal with the problem.

g) Supervision

- i. Members under the age of 18 must be supervised at all times by a responsible adult. Our Club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If an adult member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found
- ii. **Parents must turn up on time to collect their child for reasons of courtesy and safety. If a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.**

h) Taking Images of Children

- i. Images of children can be used inappropriately or illegally. Our Club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets. (See Image Consent on Registration Form)
- ii. If the Club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

23. TRAINING GROUND ALLOCATIONS

- a) Training ground allocations are subject to approval from the City of Wanneroo and are organized through the Club's COW Representative
- b) The Club, wherever possible, will endeavor to keep club training at one location to assist with all aspects of a social sporting club, however, this may not be always possible depending on ground availability
- c) Location of training may change during the season due to change of ground availability or facility maintenance but appropriate notification will be given to members to ensure they are able to attend.

24. TROPHIES

Each coach must:

- a) Submit their scorebook to the Club's Registrar as soon as is practicable, at the end of the season so that the games can be tallied and the statistics can be prepared for each player
- b) Provide the Club Registrar with a tally of the number of games played by each player
- c) Is required to make a submission for the trophy recipients for their respective teams to Club Registrar, for the following awards:
 - ❖ **Most Valuable Player** which is an award given to an individual player based on the statistics for their overall performance in both batting and fielding
 - ❖ **Batting Average** is an award given to an individual player that has the highest batting average for the team for the season. They must have had at least 35 "at bats" to qualify
 - ❖ **Coaches Award** is an award given solely at the discretion of the coach and may be given based on performance (that may not be as strong as the Most Valuable Player or Fairest and Best), attitude, sportsmanship, commitment to the team and Club or improvement throughout the season
 - ❖ **Best Club Person** is awarded to the individual (player or non-player) who has contributed to the club by fundraising, volunteering for events, helping at games and training and generally being an overall, consistent attendee to club operations.

25. UMPIRES

a) Softball

- i. Plate umpires are supplied by PSL and are to be paid \$15.00 per game per team
- ii. 2 base umpires are to be supplied by each team for the fixture that PSL have set out
- iii. Each team for the Club will be provided with a roster for base umpiring and as such, each player is responsible for attending their rostered day. Failure to do so will incur the full cost of the fine which is set by PSL
- iv. Should a player not be able to attend their rostered umpiring day, it is that player's responsibility to organize a replacement for that day.

b) Baseball

- i. If no official umpire is supplied by BWA, the Club is to supply 2 umpires – 1 Plate and 1 base

- ii. Each team for the Club will be provided with a roster for base umpiring and as such, each player is responsible for attending their rostered day. Failure to do so will incur the full cost of the fine which is set by BWA
- iii. Should a player not be able to attend their rostered umpiring day, it is that player's responsibility to organize a replacement for that day.

26. UNFINANCIAL PLAYERS

- a) Any Player that owes money (either to BWA or SWA) shall be considered unfinancial. Money owing can be in the form of fees, fines or other penalties
- b) Unfinancial players are not permitted to take the diamond until all fees are up to date or an approved payment plan is in place as agreed by the Treasurer
- c) ABCI reserves the right to refuse further membership applications from these players in the future.

27. UNIFORMS AND LOGO

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

- a) Colours of uniforms shall consist of black, teal, white and grey
- b) All playing uniforms shall be the same and consist of the following:
 - i. Approved playing top for baseball and/or softball
 - ii. White baseball pants for baseball and black baseball/softball pants for softball
 - iii. Black hat with "T" logo embroidered on front
 - iv. Black undershirt (player's choice)
 - v. Black socks for baseball and teal socks for softball
- c) All hats worn by teams and officials are to be the same, no exceptions
- d) Shoes worn by players are to be appropriate for relevant playing surfaces. It is the coaches and/or managers discretion as to whether the footwear is deemed safe for the player to participate
- e) All non-playing uniforms (team wear) are voted on and approved by the Committee only
- f) Any alternative team wear that is requested by players or officials must be done in writing for the Committee to vote on and approve
- g) All uses of the Club's logo are to be approved by the Committee for team wear, advertising or merchandise and must not be misused in any way. Appropriate disciplinary action will be taken for any member who fails to comply
- h) Code of Conduct – Rule 17 – Uniformity and sharpness in proper on-field dress is a must.

Appendix "A" – Meeting Minutes

Appendix “B” – Code of Conduct Form



Alkimos Ball Club Inc



Code of Conduct

The Alkimos Ball Club Inc (ABCI) Code of Conduct applies to all ABCI Committee members, players, coaches, umpires, spectators as well as to individuals using ABCI facilities.

1. Play by the rules – the rules of your Club and the laws of the game.
2. Verbal abuse toward players, managers, coaches, officials or spectators will not be tolerated.
3. Never argue with an umpire, opposition umpire or official. If you have a problem, discuss it with your coach and allow him to take the necessary action.
4. Control your temper - no criticism by word or gesture.
5. Co-operate with your coaches, team mates and umpires. Show respect for the participants and their skills.
6. Accept that at times you may be required to take a turn on the bench. When on the bench encourage your team and be prepared to play at all times.
7. Respect the equipment provided for your use. Baseball & Softball equipment is very expensive and should be used responsibly. Abuse of equipment such as throwing helmets or bats will not be tolerated.
8. Any activity likely to result in the loss or wilful damage to private property or to cause a disturbance will not be tolerated.
9. No drug use of any kind will be tolerated unless prescribed by a licensed physician.
10. Refrain from profanity at all times.
11. Be friendly to all participants.
12. The uses of any form of tobacco or alcohol of any description on the field, or while in uniform, are banned.
13. No smoking in the clubrooms and on or around the baseball/softball field.
14. Chewing gum on the baseball/softball field is at the players own risk and drinking shall be limited to non-alcoholic beverages. All gum and rubbish is to be disposed of appropriately.
15. Report all injuries to an coach or official and schedule proper treatment with the doctor or physiotherapist when necessary.
16. Promptness for meetings, training sessions and games is mandatory.
17. Uniformity and sharpness in proper on-field dress is a must.
18. Always think safety to avoid injury to yourself and others.
19. Dress and act like a baseball/softball player at all times. Remember you are all ambassadors for our sport as well as our Club.
20. Do not use remarks based on race, religion, gender or ability as many such comments are politically incorrect and it is your coach, team-mates, Club and family that are let down with such remarks.

I _____ have read the Alkimos Ball Club Inc Code of Conduct and fully understand and accept the responsibilities and conditions disclosed.

I will, to the best of my ability, abide by the Code of Conduct during all Alkimos Ball Club Inc games, training sessions and events.

Signature (Player or Parent/Guardian)

Date