



NSW Country Baseball

Procedure Manual

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1. ADMINISTRATION PROCEDURES

I. Association Affiliation Procedure

Associations are to be affiliated with NSW Baseball by 30 April each year. This is done by entering all details on the myClub database on the Baseball NSW website. www.nswbaseball.com.au

2. RECEIVING ASSOCIATION REGISTRATIONS

- a. Winter Registrations are due by 30 April each year. Winter memberships expire midnight 31 March each year.
- b. Summer Registrations are due by 31 October each year. Summer membership expires midnight 30 September each year.
- c. If Association registrations are not received after 7 days of the due date that Associations players are considered to be unregistered for the current season. Any new players are considered to be unregistered and uninsured for the current season.

3. LATE REGISTRATIONS

- a. Any registrations received after the due date should be Entered on the MyClub database as soon as is possible and before the end of the month that the player registered.

4. PLAYER PLAYING OUT OF THEIR AGE GROUP

In seeking approval for a child to play outside their age classification you should be satisfied, that a reasonable person would accept, that the child is appropriately matched in physical size and abilities with the proposed team members.

Each request should be treated separately on the merits of that situation; there must be no attempt to group players to obtain a joint concession.

If the player seeks to play outside their age group at CBNSW. Championship Representative Level then the process continues through the Head Coach and is subject to Board approval.

5. WAIVER AND RELEASE FORMS

- a. Waiver and Release Forms must be signed by all members acting under the auspices of CBNSW.
- b. Waiver forms are to be returned as per the registration details i.e. 30 April (winter) 31 October (Summer). Late registration waivers are to be returned to the office by the end of each month they are received.

6. BOARD MEMBERS

a. Election

Procedure for nomination, election and replacement of board members to Country Baseball NSW is per the constitution.

b. Role

The board is bound by the constitution of Country Baseball NSW. Following each annual general meeting the board members elect one of them to be chairman for the ensuing year. The chairman allocates roles, responsibilities and portfolios to each board member.

7. DEVELOPMENT OFFICER

The development officer is employed by New South Wales Baseball League and then engaged by Country Baseball NSW. This position is responsible to a designated board member of Country Baseball NSW.

Role of the Development Officer

- Develop and administer school programs that will recruit players and expose the sport of baseball.
- Develop and administer programs that will recruit players and expose the sport of baseball to the community in general.
- Develop and administer programs to develop and identify talented players and coaches.
- Recommend talented players and coaches to the HPM for inclusion in talented athlete programs.
- Assist with CBNSW representative teams and talented athletes as directed by the Board.
- Assist associations as required.
- Complete any reasonable request from the Board that may arise from time to time.

8. BOARD APPOINTEES

c. Coaching Coordinator

The board will ratify a written nomination from interested applicants to fill the position of Coaching Coordinator.

Role of the Coaching Coordinator

- Conduct coaching accreditation courses for affiliates.
- Communicate with the HPM regarding the CBNSW managers' appointments.
- Assist the Development Officer with the formulation of programs.

9. HIGH PERFORMANCE MANAGER

Role of the High Performance Manager

Liaison to Australian Baseball Federation (ABF)

The HPM will actively advise and negotiate with the ABF regarding,

- Walk on players for Australian teams
- National Selector representation from CBNSW
- National Coach representation from CBNSW
- Elite/Academy program participation for players and coaches
- Any overseas opportunities for players and coaches.

Liaison to Member Associations

The HPM will actively advise and negotiate with the CBNSW Board and CBNSW Affiliates regarding,

- The development and operation of Youth programs
- The development and operation of Talent Identification programs

Elite Development Program (EDP)

The HPM will actively advise and negotiate with the CBNSW Board regarding

- The implementation, maintenance and revision of the overall EDP,
- The recommendation of Coaching Staff for the EDP,
- The establishment of Regional Competitions

Representative Coaching

The HPM will be responsible for

- Identifying Coaching Staff for submitting to CBNSW Board for coaching appointments.
- The development of elite coaches
- Maintain representative coaches knowledge by regularly updating their techniques and philosophies.

10. CBNSW POLICIES

The HPM will assist the Board with the development and maintenance of policies for,

- Youth Programs for Country Championships
- Youth Rules
- Coaches Evaluation
- Player Talent identification
- **Liaison with the Development Officer (DO)**
- The HPM will advise or assist the DO with the formulation of programs.

11. COACHES

d. COACHING STRUCTURE

Australian Championships Coaching Staff

Staff.

The coaching shall consist of 1 Field Manager, 2 Assistant Coaches, and a Pitching Specialist.

Physiotherapist, trainers etc are optional.

Appointment Process.

Written applications invited for receipt prior to end of February. Appointments can be made from either written applications received or from expressions of interest received by selection panel.

e. Selection Process.

The staff shall be selected in March by a panel of three people including the HPM and Chairman of CBNSW. The support staff is to be finalised with consultation of the Field Manager. Final selection is to be ratified by the Board of CBNSW.

f. Duration.

Coaching Staff shall receive a two years appointment.

g. Representative Development Program Coaching Staff

h. Staff (assuming two teams in each age group)

Field Manager of the Australian Championship (AC) Team shall conduct the Program. Assistant Coaches of the AC team shall act as Field Managers of the two development teams. A further two assistant coaches will be appointed for each team.

Physiotherapist, trainers etc are optional.

12. APPOINTMENT PROCESS

Written applications invited for receipt prior to end of February. Appointments can be made from either written applications received or from expressions of interest received by the selection panel. The appointments shall be selected in February following appointment of the AC Staff by a panel of three people including the HPM and Chairman of CBNSW. The extra appointments will be finalised with consultation of the AC Field Manager. Final selection is to be ratified by the Board of CBNSW.

i. Duration

Development Program Coaching Staff shall receive a one year appointment.

j. Regional Coaches

The selection panel shall recommend Regional E.D.P. Managers for representative coaches in consultation with respective associations. The same panel in consultation with the Regional E.D.P. Manager shall recommend support staff. Appointments shall be finalised by June 1 and ratified by the Board of CBNSW.

k. Duties

As per CBNSW Coaching Staff Responsibilities, including liaison with Field Managers of CBNSW representative teams to assist in development of individual players for Australian Championships as requested

13. SCORERS' COORDINATOR

The CBNSW Scorers Association will nominate a representative for ratification by the Board of CBNSW at the AGM of CBNSW

Role of the Scorers Coordinator

- The Scorers Coordinator will be responsible for, but not be limited to the following,
- Coordinate and appoint official scorers to Country Championship games as required.
- Ensure accurate statistics of all games are received and maintained.
- Supply the necessary statistics to selectors as requested.
- Report any infringements of the rules in regard to pitching limits and participation of players.

14. CBNSW REPRESENTATIVE STAFF RESPONSIBILITIES AND DUTIES

The Field Manager has responsibility for all on field organization and management. Assistant coaches are to support the field manager with all duties.

15. THE FIELD MANAGER

Responsibilities and duties include, but are not limited to the following matters

- Pre tournament organisation
- The overall planning for the team locally and interstate
- Development of individual training programs
- Execution of all training programs for all athletes located in their region of residence.
- Liaise with individual's local EDP Regional Manager for implementation of such program.
- Execute Representative development program.
- Liaise with the HPM to co-ordinate training programs.
- Work with selection panel in selection of coaching staff
- Work with selection panel to select team members.
- Be in attendance at all relevant Country Championships.
- Be responsible for disciplinary action for on field misconduct of staff members and players.
- Compliance with general rules of conducts at all major events and programs.
- Enforce the ABF Player Code of Conduct and support the ABF Coaches/Managers Code of Ethics.
- Present yourself and the team in a positive image at all times.
- Submit reports to the HPM on the team's performance, player assessments and recommendations for improvement.

16. ASSISTANT (SPECIALIST) COACH RESPONSIBILITIES INCLUDE

- Collaborate with the Manager and HPM in planning and selection of the team.
- Assistance in general preparations of individual development programs in their specialty areas.
- Attend all relevant Country Championships to assist with the selection process.
- Assistance in development of training camps
- Assistance with administrative tasks as requested by Manager and executive officer.
- Submit a report on the team's performance and player assessments.
- Enforce the ABF Player Code of Conduct and support the ABF Coaches/Managers Code of Ethics.
- Submit reports as required by the Field manager

17. TEAM SCORERS

To score at Australian Championships, scorers are to have a minimum of Level 4 accreditation. Scorers are to apply in writing prior to the end of January, to the CBNSW Scorers Executive for ratification to the Board of CBNSW. The Board of CBNSW will then appoint scorers to teams.

- Attend all trial games as required by the Field Manager
- Attend all games during the tournament
- Supply up to date statistics as required by the Field Manager
- Assist team E.O. with duties as required.

18. EXECUTIVE OFFICERS

Executive officers are to apply in writing to the Board of Country Baseball NSW. This application should include but not be limited to the following details.

- Name
- Previous Experience
- Team in which they are applying

19. COUNTRY BASEBALL REQUIREMENTS FOR EXECUTIVE OFFICERS

I. At the Squad announcement

Receive all documents relevant to the teams commitments

- a) Distribute
 - i) Uniform order forms (*)
 - ii) CBNSW Code of Conduct (*)
 - iii) ABF Medical Release form (*)
 - iv) ABF Code of Conduct (National titles only) (*)
 - v) Country Athlete Scheme form excludes centres Central Coast & Illawarra (*)
 - vi) Letters outlining all known particulars for players, i.e. costing, training etc.

(*) Forms and payment for uniform orders to be returned by the players/staff to CBNSW Office within 2 weeks of receipt.

Team Administrative Package, which includes:

- b) Budget for tournament
- c) Cheque book
- d) Receipt book
- e) Deposit book
- f) Country Baseball Flag
- g) Authority to operate account
- h) Account authority to act on behalf of the team and access funds as approved by BNSW.
- i) A copy of the latest Statement for the account.
- j) Sign out sheet
- k) Accident/Incident report sheet
- l) Host State or Territory tournament information.
- m) Information with regard to flight (if applicable), accommodation and transport (at the tournament).
 - i) Flights – CBNSW is responsible for the bookings for the Coaching Staff, EO, Scorer and Players only. Parents should make their own arrangements.
 - ii) Accommodation – the bookings have been confirmed based on 2 players per room maximum 3 if there are an odd number of players selected. Two staff members per room. If staff requires single accommodation, half the cost of the room will be borne by the particular person concerned.

It is Country Baseball's policy that parents cannot stay at the same motel. Please make all parents aware of this policy. If any parent is staying at the motel they are considered to be answerable to the Field Manager. Therefore the Field Manager must be informed of this situation and sanction it.
 - iii) Transport – Bus and trailer has been booked. License requirements to be determined.

The person to liaise with in regard to any of the above is the CBNSW Representative Coordinator

m. After Team announcement:

The E.O.'s responsibilities:

a) Items to be obtained from team and/or staff:

- i. Birth certificates – National teams only
 - ii. Copies to be collected and retained by EO for the duration of the program.
 - iii. Determine the training schedule and programmed activities leading up to the tournament.
 - iv. Arrange travel and accommodation requirements etc.
- (Speak with the Field Manager)**
- b) Enquire as to whether Coaching staff will have their partner or family attending the tournament so that travel/accommodation can be arranged. Staff are responsible for the cost of any non appointed partners or family
 - c) Make contact with the proprietor/manager of the accommodation venue and introduce yourself and make any preliminary arrangements.

- d) Make contact with Bus Hire Company to confirm arrangements for pickup of bus and trailer at your destination.
- e) Room allocations
(Speak with Field Manager)
- f) Make contact with the accommodation to confirm check-in times.
- g) Take delivery of uniforms and distribute.
(Contact Country Representative Coordinator with any problems re uniforms)

Departure from airport to Host State/Territory (if interstate):

- h) Advise all members of your touring party the arrangements that you require to be followed.

On arrival:

- i) Check in and inspect rooms with motel management for existing damage etc.
- j) Determine availability/proximity of restaurants, entertainment and any potential problem areas that may affect the team in any way. **Avoid eating at the one restaurant (e.g. in the hotel/motel) every night.**
- k) Finalise access to:
 - i. Laundry
 - ii. Ice
 - iii. Breakfast arrangements to suit the draw
 - iv. Any other facilities available.

(Liaise and confirm arrangements with Field Manager)

n. During the tournament:

The policy is that the E.O. is responsible for all off field activities. This means the coaches' are responsible for players as soon as they depart the bus to warm up until they warm down after the game. It is of great importance that you are now liaising extremely closely with the Field Manager. This will prevent any possible disruption to team preparation for games.

- l) Supply
 - i) Regular ice and water to the dugout,
 - ii) Healthy lunch to suit the coaches' game day schedule.
- m) Arrange
 - i) Evening Meals
 - ii) Meetings as required
 - iii) Laundry
 - iv) Room checks i.e. curfews, tidiness of rooms, and condition of rooms.
 - v) Breakfast times
 - vi) Shopping for lunches etc.
 - vii) Functions with supporters as appropriate
 - viii) Collection of the flag at the end of the tournament.
 - ix) Others as required

Protocol for Discipline of Players and Staff

- n) Day-to-Day Discipline to be managed by E.O. as necessary. All incidences and disciplinary measures implemented are to be reported to the Field Manager.
- o) Serious or repeated discipline problems to be referred to the Field Manager immediately.
- p) Serious or repeated disciplinary action must be recorded on an Incident and Accident Form.

Departure from Host State to Home

- q) Final room inspection and check out
- r) Finalise motel account
- s) Finalise bus and trailer hire (arrange pick up or delivery)
- t) Finalise any other outstanding accounts
- u) Upon arrival in Sydney ensure all members further travel arrangements are in order.

o. Final Reconciliation

- v) To be returned to the CBNSW Finance Manager within 30 days from the completion of the tournament.
- w) Reconciliation to contain
 - i) Receipts for goods purchased
 - ii) Balance sheet for the program
 - iii) Any Accident/Incident forms from program
 - iv) Cheque and Receipt book, ATM card
 - v) Deposit Book
 - vi) Written report on the tour for inclusion the Country Baseball Annual Report
 - vii) Country Baseball NSW flag

20. SELECTION PROCESS

p. Appointment of Selectors

The Selection panel for coaches will select a panel of up to five selectors as necessary for each representative age group as soon as possible following the appointment of coaches. The Board of CBNSW shall ratify this decision. The selectors shall include a nominated Chairman of selectors (who shall carry only a casting vote) and Field Manager of the team.

q. Selection Panel

The Chairman of Selectors and Field Manager shall be permitted to request the input of Association Field Managers, EDP Regional Managers, and any of the coaching staff not on the panel. These people are not permitted to sit in on final selections.

r. Confidentiality

Selectors must not discuss or divulge in-house matters involving squad selection. This includes but is not restricted to any matter discussed in a meeting of the selectors or between those mentioned as the Selection Panel in part 2.

s. Selection Criteria

General

The players shall be selected from players in their respective age groups as per Australian Championships requirements. Players shall be selected from players available for selection and involved in either the Country Championships or EDP. Special consideration will be given to players not in either program through illness, sickness or reasonable excuses.

Under 14

The policy is to select the highest quality team available. Such attributes as mentioned in Appendix 4 "[The Whole Ball Player](#)" should be taken into account. In this age group projection of a player's ability should be of prime consideration more so than current performance and knowledge of the game.

Under 16

The policy is to select the highest quality team available. Such attributes as mentioned in Appendix 4 "[The Whole Ball Player](#)" should be taken into account. In this age group projection of a player's ability should be of equal consideration to current performance and knowledge of the game.

Under 18

The policy is to select the highest quality team available. Such attributes as mentioned in Appendix 4 "[The Whole Ball Player](#)" should be taken into account. In this age group

projection of a player's ability should be given equal consideration to current performance and knowledge of the game.

Seniors

The policy is to select the highest quality team available. Such attributes as mentioned in Appendix 4 "[The Whole Ball Player](#)" should be taken into account. Projection of a player's ability should be given equal consideration to current performance and knowledge of the game.

21. CBNSW TEAM DEVELOPMENT PROGRAMS

t. Selection Process

13 and Under

Trials will be conducted to determine the 36 best athletes available in CBNSW. This will be determined by completing tests on

- 60 yard sprint
- Home to First base time
- Arm velocity when fielding a ground ball and throwing it from short stop position to first base.
- Bat power and contact
- Pitching mechanics evaluation

Under 18

Field Managers to discuss with HPM and invite.

- First year players coming from previous Under 16 CBNSW team
- Second year players from previous under 18 CBNSW team
- Other players identified as prospects.

22. TEAM SELECTION FOR AUSTRALIAN CHAMPIONSHIPS

The following procedure will be used for the selection of teams to compete at the Australian Championships.

u. Under 14

Selectors are to select a squad comprising of 30 players at the Country Championships.

The Manager and HPM to reduce the squad to the maximum number of players permitted to participate at the Australian Championships (AC) a minimum of six weeks prior to the start of the AC.

The chairman of the Board of Country Baseball is to ratify the AC team.

If a player withdraws from the final team a replacement will be made from the players cut from the squad. The Field Manager and the HPM will select the replacement player. The Chairman of Country Baseball NSW will ratify this replacement.

v. Under 16

Selectors are to select a squad comprising of 30 players at the Country Championships.

The Manager and HPM to reduce the squad to the maximum number of players permitted to participate at the Australian Championships (AC) a minimum of six weeks prior to the start of the AC.

The chairman of the Board of Country Baseball is to ratify the AC team.

If a player withdraws from the final team a replacement will be made from the players cut from the squad. The Field Manager and the HPM will select the replacement player. The Chairman of Country Baseball NSW will ratify this replacement.

w. Under 18

Selectors are to select a squad comprising of 30 players at the Country Championships.

The Manager and HPM to reduce the squad to the maximum number of players permitted to participate at the Australian Championships (AC) a minimum of six weeks prior to the start of the AC.

The chairman of the Board of Country Baseball is to ratify the AC team.

If a player withdraws from the final team a replacement will be made from the players cut from the squad. The Field Manager and the HPM will select the replacement player. The Chairman of Country Baseball NSW will ratify this replacement.

x. Senior Men

Selectors are to select a squad comprising of 30 players at the Country Championships.

The Manager and HPM are to reduce the squad to the maximum number of players permitted to participate at the Australian Provincial Championships (APC) a minimum of six weeks prior to the start of the APC.

The chairman of the Board of Country Baseball is to ratify the AC team.

If a player withdraws from the final team a replacement will be made from the players cut from the squad. The Field Manager and the HPM will select the replacement player. The Chairman of Country Baseball NSW will ratify this replacement.

y. Senior Women

Selectors are to select a squad comprising of 30 players at the Country Championships

The Manager and HPM are to reduce the squad to the maximum number of players permitted to participate at the Australian Women's Championships (AWC) a minimum of six weeks prior to the start of the AWC.

The chairman of the Board of Country Baseball is to ratify the AC team.

If a player withdraws from the final team a replacement will be made from the players cut from the squad. The Field Manager and the HPM will select the replacement player. The Chairman of Country Baseball NSW will ratify this replacement.

23. ACCREDITATION REQUIREMENTS

To be able to participate at the varying levels for Country Baseball NSW there is a minimum level of accreditation required for all positions.

24. COACHES

Tournament	Age Division	Positions	Minimum Accreditation
Country Championships	Under 10	All Coaches	Level O
Country Championships	Under 12 Under 14 Under 16 Under 18 Seniors	Field Manager	Level 1
Country Championships	Under 12 Under 14 Under 16 Under 18 Seniors	Pitching Coach	Level 1
Country Championships	Under 12 Under 14 Under 16 Under 18 Seniors	Assistant Coach	Level 1
Australian Championships	Under 14 Under 16 Under 18 Senior Men Senior Women	Field Manager Field Manager Field Manager Field Manager Field Manager	Level 2 Level 2 Level 2 Level 1 Level 2
Australian Championships	Under 14 Under 16 Under 18 Senior Men Senior Women	Assistants and Pitching Coach	Level 1

25. SCORERS

Tournament	Age Division	Position	Minimum Accreditation
Country Championships	Under 10	Team Scorer or Official Scorer	Level 0
Country Championships	Under 12 Under 14 Under 16 Under 18 Seniors	Team Scorer or Official Scorer	Level 3
Australian Championships	Under 14 Under 16 Under 18 Senior Men Senior Women	Team Scorer or Official Scorer	Level 4

26. UMPIRES

Tournament	Minimum Accreditation
Country Championships	Level 1
Australian Championships	Level 2

27. ACCREDITATION PROCEDURES

The following outlines the method and requirements to obtain an accreditation in coaching, umpiring and scoring.

z. Coaching Accreditation

Coaches' accreditation has three levels and is controlled by the Australian Coaching Council,

Level 0 (6 hours)

Beginners Level; comprises of six hours of practical training.

Level 1 (19 hours)

Comprises of 16 hours of practical training and 3 hours of theory and sports science.

Course Objectives

1. Students will be able to correctly teach selected baseball fundamentals in the areas of;
 - a. Individual defense and offence
 - b. Team defense and offence
2. Students will be able to correctly give immediate treatment for common baseball injuries
3. Students will be able to effectively demonstrate their understanding of why youngsters participate and give reasons for their own involvement in sports coaching.
4. Students will be able to effectively conduct an organized training session featuring skill acquisition.

Level 2 (60 Hours)

Comprises of 30 hours of baseball specific and 30 hours of Australian Coaching Council General level 2

Course Objectives

1. Explain the basic fundamentals of the baseball
2. Analyse and discuss offensive and defensive strategies and tactics at an advanced level
3. Discuss, examine and apply general pitching strategies and tactics
4. Diagnose common faults in skills technique and propose corrective measures
5. Organise a baseball club with respect to
 - a. Overall policy
 - b. Coaching and teaching programs
 - c. Player development
 - d. Physical conditioning
 - e. Development and coordination of coaching staff
 - f. Coach and administrative relationships
6. Demonstrate a sound knowledge of the rules of baseball and be aware of a positive umpire and coach/player/umpire relationship
7. Further, the coach will have sought information from text books and other materials and will use those in coaching/teaching situations.

Level 3 (100 hours)

Comprises 10 hours instruction in a specialty area, 30 hours work with a State representative team, 50 hours exposure to international coaches, 10 hours specialized sport science.

i. Course Objectives

Updating

All levels except level O require the coaches to maintain a regular record of their coaching commitments and other educational program they may participate in. These are recorded into an Update Log Book and signed off by the relevant person. These points accumulate over a four-year period to allow reaccreditation of the coach. The following is a guide to who should sign for different tasks.

Level of Activity	Signatory
Club	Club President
Association	Association President
CBNSW	CBNSW Event Coordinator

aa. Umpires Accreditation

Umpires' accreditation has five levels and is controlled by the National Umpires Association.

bb. STATE LEVEL

Level 1

Accreditation aimed at preparing umpires to officiate at State League Competition (under supervision of a higher *accredited umpire*.) This level covers Association, Club, High School and Junior Level etc.

Course Content and Requirements

- a. Ten-hour seminar on Rules and Mechanics. Including a video presentation.
- b. Umpires to maintain a log of umpiring over a twelve-month period.

Assessment

- a. A basic examination on Rules and Mechanics

Level 2

Accreditation is aimed at preparing umpires to officiate at Association, State League Games, State Academy Tournaments, and Under 16 and Under 14 National Championships.

Course Contents and Requirements

- a. Must have current level 1 Accreditation or be recognised under the "Fast Track" program.
- b. Must have been active during previous twelve months at Level 1 with a minimum of twenty (20) games recorded at Level 1 in a logbook.
- c. A twenty-hour seminar, (one weekend) which includes instruction and practical demonstration on rules and mechanics.

cc. Assessment

- a. ABF National Accreditation theory examination passed at the required level

- b. Satisfactory attendance and application at seminars and training classes.
- c. On field (games) assessment as determined by SDU. ABF Umpires Development Accredited Instructors should do these assessments.

dd. National Level, National Tournaments

Level 3

Accreditation aimed at preparing umpires to officiate at ABL, National Academy Tournaments, Under 18 National Championships, and Under Age Internationals.

Course Contents and Requirements

- a. Must have current Level 2 Accreditation.
- b. Must have been active during previous 24 months, or umpired a minimum of 70 games at Level 1 or 2.
- c. Forty hours of instruction at Seminars or Schools. This can be cumulative.

Assessment

- a. ABF National Accreditation theory examination passed at the required level
- b. Satisfactory attendance over four separate games as determined by SDU, These assessments should be done by ABF Umpire Development Accredited Instructors.

Level 4

Accreditation aimed at preparing umpires to officiate at international standard games and tournaments.

Course Contents and Requirements

- a. Must have current Level 3 Accreditation
- b. Must have been active during previous 48 months, or umpired a minimum of 150 games at Level 1, 2 and 3, with 60% at Level 3.
- c. Be an accredited Instructor under the ABF Umpire Development Program.

Assessment

- a. ABF National Accreditation theory examination passed at the required level
- b. Satisfactory attendance and application at a seminar as an instructor
- c. On field (game) assessment over four separate games as determined by SDU. These assessments should be done in conjunction with NMUD and SDU.

Level 5

Accreditation aimed at those umpires who have been appointed by the IBA to officiate at IBA International Tournaments.

Course Contents and Requirements

- a. Accreditation lapses after two years.
- b. To retain accreditation umpires must attend and satisfactorily complete the required level Nationally Accredited State Seminar or National School. Meet the required level in the Theory Examination.
- c. The level of accreditation may be removed annually upon the above criteria being met.
- d. Level 5 Accreditation is retained providing the requirements of Level 4 are met.

28. SCORERS ACCREDITATION

Scorer's accreditation has five levels and is controlled by the Country Baseball Scorers' Association. To become accredited, scorers must first be current financial and insured members of Country Baseball NSW Scorers Association. Non-payment of membership after 60 days of the due date (April 1) will mean the scorers will be ineligible to score at Country Championships for that year. If a scorers accreditation lapses or is cancelled they will be required to pass at their previous expired level. If membership lapses or is cancelled they be required to rejoin as a new member.

The five levels are:

Level 0

Accreditation aimed at scoring T Ball games.

Accreditation Requirements

- a. Record the home and away teams correctly
- b. Complete the date, start and finish times of the game
- c. Enter the location of the game correctly
- d. Enter the officials for the game correctly

- e. Enter teams line up correctly
- f. Enter changes to line up correctly as received
- g. To score the game using the correct colours
- h. Keep the correct running score through out the game
- i. Record the correct score at the conclusion of the game.

Level 1

Accreditation aimed at scoring live ball at club level.

Accreditation Requirements

- a. Must meet all requirements of Level 0
- b. Complete the inning pitch count statistics

Level 2

Accreditation aimed at scoring live ball at club level

Accreditation Requirements

- a. Must meet all requirements of level 1
- b. Correctly complete all pitching, fielding and batting statistics in the scorebook.

Level 3

Minimum accreditation needed to score live ball at any Country Championships.

Accreditation Requirements

- a. Must complete all requirements of Level 2
- b. Sit a written examination on baseball averages using player and team data as provided. Pass mark 100%

Level 4

Minimum level of accreditation for CBNSW Accrerator

Accreditation Requirements

- a. Must complete all requirements of Level 3
- b. Sit a written examination containing 30 questions on scoring using the rules of baseball. Pass mark 100%

Level 5

Minimum level of accreditation for CBNSW Educator

Accreditation Requirements

- a. Must complete all requirements of Level 4
- b. Present a structured training program for a minimum of level 2 accreditation. Presentation to be assessed by three (3) Level 5 scorers.

ee. Accreditation Procedure

All associations have a Nominated Accrerator permitted to accredit scorers to a level 2 accreditation. The person being accredited must score a game with the Nominated Accrerator.

ff. Accreditation Process

Level of Accreditation	Person/s Responsible for Marking	Action Required
Level 0 and 1	Association Nominated Accrerator	Scorer's book checked ensuring all requirements have been satisfied.
Level 2	Country Accrerator	Nominated Accrerator and Scorer's score sheets returned to Country Accrerator for marking.
Level 3	Country Accrerator	Examination paper is sent to scorer and returned for marking by the Country Baseball Accrerator.
Level 4	Country Accrerator	Examination paper is sent to scorer and returned for marking by the Country Baseball Accrerator.
Level 5	Panel of three (3) Level 5 Scorers	Present a structured training program for a minimum of level 2 accreditation.

gg. Updating

Update books are provided by CBNSW Scorers. These are to be completed and signed off each for each activity performed. Update books then to be forwarded to CBNSW Scorers Secretary after the completion of 4 years from the date of accreditation. The following is a guide to who should sign for different tasks.

Level of Activity	Signatory
Club	Club President
Association	Association President
CBNSW	CBNSW Event Coordinator

hh. Scorers' Update Criteria

Level	Minimum Points Required (over 4 yrs)	Activity Performed	Points Allocated for Activity
Level 0	None Required	None Required	None Required
Level 1& 2	30	Club Scoring Gaining Level 3	10 per season 20
Level 3	40	Club Scoring Team or Official scorer at C/ Champs Team scorer for Comb High Schools National Titles Assistant Scorers Coordinator CBNSW Gaining Level 4	10 per season 20 per Carnival 20 per Carnival 20 Tournament 15 per Carnival 30
Level 4	50	Club Scoring Team or Official scorer at C/ Champs Team scorer for Comb High Schools National Titles Assistant Scorers Coordinator CBNSW Accreditations	10 per season 20 per Carnival 20 per Carnival 20 Tournament 15 per Carnival 10 per 3 sessions
Level 5	60	Club Scoring Team or Official scorer at C/ Champs Team scorer for Comb High Schools National Titles Assistant Scorers Coordinator CBNSW Accreditations Seminars Scorers Coordinator CBNSW	10 per season 20 per Carnival 20 per Carnival 20 Tournament 15 per Carnival 10 per 3 scorers 20 each

29. ATTENDANCE AT CHAMPIONSHIPS

The attendance of associations at Country Championships requires the association to meet designated time frames and guide lines. The following are the requirements and key dates as set by the Board.

ii. Series Description and Dates of the Championships.

Name of Championship	Age Group	Date of Championship	Duration of Championship
Junior	Under 10, 12, 14,	3 rd Weekend in September	Friday to Sunday
Youth	Under 16, 18	June Long Weekend	Saturday to Monday
Senior	Open with restrictions on ages for any second team nominated.	October Long Weekend	Saturday to Monday

30. LODGING OF ENTRIES

- a. The [Team Entry Form \(Appendix 1\)](#) to be completed and returned to the Admin Officer of Country Baseball NSW along with the entry fee two (2) months prior to the starting date of the championships. This form is in the Country Baseball Rules and Procedures or can be filled in on the Country Baseball web page Library Link (www.countrybaseballnsw.com.au) and printed or emailed.
- b. If for some reason any Association is unable to forward their entry by the due date they will notify the Admin Officer of this by the due date. In the notification they should explain
 - i. Why the form will be late,
 - ii. When the form will be received.

31. TEAM ROSTERS

- a. The [Team Nomination Form \(Appendix 2\)](#) to be completed and returned to the Admin Officer of Country Baseball NSW two (2) months prior to the starting date of the championships. This form is in the Country Baseball Rules and Procedures or can be filled in on the Country Baseball web page Library Link (www.countrybaseballnsw.com.au) and printed or emailed.
- b. If for some reason any Association is unable to forward their nominations by the due date they will notify the Admin Officer of this by the due date. In the notification they should explain
 - i. Why the form will be late,
 - ii. When the form will be received.

32. REPRESENTATIVE AVAILABILITY

The [Representative Availability](#) sheet is to be completed in full and given to the CBNSW Coordinator no later than 12.00pm of the first day of the carnival. Penalty for failure to submit is \$200.00. This form is in the Country Baseball Rules and Procedures or can be found on the Country Baseball web page Library Link (www.countrybaseballnsw.com.au)

33. REPRESENTATIVE FINANCIAL COMMITMENTS

All players selected in representative teams will be levied a fee to participate in the national Championships. This fee will include transport, Accommodation meals and coaches levy which is limited to the cost of the Coaching staff and Executive Officers Travel and Accommodation.

34. UMPIRE FEES

Associations are required to include the agreed contract fee with their [Team Entry Form](#) for the services of an umpire at the tournament they are entering. The NSW Country Umpires Inc. coordinator will then supply all umpires for the tournament. There will be no arrangements made by or between associations and umpires.

35. PICK UP PLAYERS

Any player or players wishing to participate at the Country Championships that cannot do so due to that player's association not participating must be nominated to Country Baseball NSW

Any association wishing to obtain a player or players for the Country Championships shall apply in writing to Country Baseball NSW

The following procedures apply;

- a. Associations requiring pick up players must apply to Country Baseball NSW Inc. on the **Country Baseball NSW Championship [Pick-Up Player Request Form](#)**. This form can also be found on the Country Baseball web page Library Link (www.countrybaseballnsw.com.au)
- b. Association that have players that are eligible to be picked up by competing associations are to nominate those players on the **Country Baseball NSW Championship [Pick-Up Player Nomination Form](#)**. This form can also be found on the Country Baseball web page Library Link (www.countrybaseballnsw.com.au).
- c. If there are no nominations on the database Country Baseball NSW Inc. may canvas any association in an attempt to satisfy requests.

36. CHAMPIONSHIP MEETINGS

- a. Field Manager and Executive Officer.
The Field Manager or the Executive Officer must attend a meeting with the Tournament Coordinator prior to the first time slot of the championships; the following items will form the agenda.
 - i. Late changes to team rosters
 - ii. Clarification of rules
 - iii. Ground Rules
 - iv. Ball Purchases
 - v. Scorers

All scorers must attend a meeting with the Scorers' Coordinator prior to the first time slot of the championships; the following items will form the agenda

- i. Return of statistic/score sheets
 - ii. Any relevant information regarding the championship
 - iii. Score book and line up pad purchases
- b. Umpires

All Umpires must attend a meeting with the Umpires' Coordinator prior to the first time slot of the championships; the following items will form the agenda,

- i. Umpire rosters
- ii. Ground rules
- iii. Clarification of the rules

37. REQUIREMENTS AND PROCEDURES FOR HOSTING COUNTRY CHAMPIONSHIPS

The following has been determined by the board of Country Baseball NSW to be the minimum requirements to host Country Championships.

Age	No. of Fields	Base Path Dimension	Pitching Distance	Foul Line Minimum	Foul Line Maximum	Centre Field Minimum	Centre Field Maximum	Mounds
10's	5	60' (18.29m)	46' (14.02m)	180ft (54.86m)	200ft (60ft)	226ft (68.88m)	246ft (74.98m)	No
12's	6	60' (18.29m)	46' (14.02m)	180ft (54.86m)	200ft (60ft)	226ft (68.88m)	246ft (74.98m)	No
14's	5	80' (24.38m)	54' (16.45m)	220ft (67.95m)	250ft (76.20m)	270ft (82.29m)	304ft (92.65m)	Yes
16's & 18's	8	90' (27.43m)	60'6" (18.43m)	250ft (76.20m)	275ft (83.81m)	300ft (91.43m)	320ft (97.53m)	Yes
Senior	6	90' (27.43m)	60'6" (18.43m)	250ft (76.20m)	275ft (83.81m)	300ft (91.43m)	320ft (97.53m)	Yes

Please Note:

1. All fields are to be on one complex unless sanctioned by Country Baseball NSW.
2. Night games are permitted with adequate facilities.

38. CANTEENS

Adequate canteen facilities must be available at the grounds.

39. FIRST AID

- a. The host association will be responsible for providing first aid attendants for the duration of the championships.
- b. The host association will be responsible for the notification to all competing, the name address and phone numbers of
 - i. Hospital
 - ii. Ambulance
 - iii. Doctor
 - iv. Physiotherapist

c. Country will reimburse up to \$200.00 of the cost of the first aid attendants.

40. SALE OF BASEBALL EQUIPMENT AND MERCHANDISE AT THE CHAMPIONSHIPS

- a. Associations may not appoint a supplier to sell baseball equipment unless,
 - i. The supplier is a preferred supplier in the marketing agreement
 - ii. Country Baseball NSW ratifies the preferred supplier.
- b. Country Baseball NSW must ratify any item for sale that bears the Country Baseball NSW logo or name.

41. CHAMPIONSHIPS SCHEDULING

Two months prior to the Championships the host association will send to Country Baseball NSW a detailed facility layout showing the following,

- a. Layout of the fields. The fields must be fully numbered and indicate which fields will be used for a particular age group.
- b. Coordinators area
- c. Scorers area
- d. Umpires area
- e. First aid area
- f. Canteen outlets
- g. Toilets
- h. Retailers area

42. NOTES TO ASSIST HOST ASSOCIATIONS PREPARATION

jj. Early Planning

- a. Establish effective contact with the Country Coordinator
- b. Establish a planning committee. This committee may include the following members,
 - i. Championship Coordinator
 - ii. Minute Secretary
 - iii. Treasurer
 - iv. Ground Controller
 - v. Canteen Controller

kk. Mid Term Planning

Determine the supply and or availability of

- a. Sheds/tents or rooms for Coordinators, Scorers and Umpires
- b. Electricity to sheds
- c. Championship Program
- d. A large ground crew
- e. A minimum of benches as dugouts
- f. Sufficient bases, home plates and tees
- g. Tarps, tables and chairs for scorers
- h. Nets if required
- i. Ice
- j. PA and communications system
- k. Tourist maps
- l. Others

ll. Last Minute Activities

These may be many and varied the following is an indication.

- a. Check field markings, mounds, base paths
- b. Scorers tables chairs and tarps are there
- c. Ensure all field workers equipment is there
- d. The scorers shed is there including,

- i. Power is on and working with enough power outlets
 - ii. Adequate tables and chairs for scorers
 - iii. Results Board
- e. Umpires tent or room is there
- f. Advise CBNSW of any media/press commitments they may have
- g. Determine from CBNSW a time for a facility inspection on the day prior to the commencement of the championships.
- h. Arrange to distribute contact numbers to competitors of
 - i. CBNSW Coordinator
 - ii. Host Coordinator
 - iii. Medical

43. APPENDICES

[Team Entry Form](#)

[Team Nomination Form](#)

[Representative Availability](#)

[The Whole Ball Player](#)

[The Affiliation Form](#)

[Out of Age Player Assessment Form](#)