

Baseball Victoria

# EXECUTIVE OFFICER GUIDELINES

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### Executive Officer information: What does an Executive Officer do?

**Key Statement:** *The Executive Officer (EO) will be required to manage the best interests of the team within the broader parameters of the best interests of Baseball Victoria (BV). The team travel, meals, daily schedule, accommodation, laundry, ground transport, per diems (if appropriate) and individual player & staff needs are to be managed by the Executive Officer. Simply put, the Executive Officer is responsible for all off-field player and staff management movements and activities across their designated event and/or event schedule.*

The EO will work closely with a designated BV contact throughout their time in the position. However, a lot of the organisation of the events regarding logistics and bookings will occur in the BV office. It is essential that the EO discusses a variety of items regularly with BV to ensure everyone is like-minded.

The EO will be the primary point of contact between the athletes, Head Coach and BV. Communication between the athletes, coaching staff, support staff and BV will be a primary component of the position. Once the initial general information has been communicated by BV, your role will be to keep players and parents informed regularly regarding what they are required to provide (with due dates) and any updates that are relevant to the specific event. Some general guidelines are below allocating various responsibilities for your time in the role.

If you are ever in doubt, you should always discuss this with your BV contact.

### Executive Officer Personal Attributes and Responsibilities

Personal attributes that are required:

- Communication skills: oral, written, and non-verbal
- Professionalism
- Problem solving and decision making
- Organised, self-motivated and takes initiative
- Enjoys working in a team but can step up autonomously when required
- Works well under pressure
- Stakeholder management – managing and liaising with various groups with different types of people involved
  - Understanding of how best to lead and engage junior athletes
  - Understanding of best to work with and support other team officials
  - External Stakeholders – WBSC, Baseball Australia, Local Organising Committee (LOC), Other Teams.
- Ability to prioritize on the run
- Financial management

Personal responsibilities that are required:

- Liaising with BV to ensure that all operational requirements are planned, implemented, and executed for all team trainings, camps, competitions, and events
- Assisting the head coach to carry out the program that has been developed
- With the Head Coach, assist in the development of a consistent culture in the team
- Ensuring the appropriate conduct of athletes and staff at events
- Ensuring all equipment and uniforms required for the team are organised

- Prepare and submit a report on each competition activity, as well as financial reconciliation and acquittal.

## Delegation of Responsibilities

Baseball Victoria and the respective Executive Officer will work together to create an effective and efficient event, helping to outline all tasks the team will encounter, as well as help to mitigate all obstacles that stand in the team's path, to bring about a successful campaign for the team. The following is a brief overview of the delegated list of responsibilities.

	Baseball Victoria		Executive Officer
1	Confirm team (send official letters, official documentation including Therapeutic Use Exemptions (TUE) forms, organise player/official agreements, ASADA (now called Sport Integrity Australia). requirements, match-fixing, gather initial information).	1	Professional communication with parents/players regarding important information required (Assistance from BV)
2	Collection of team member information (passports, head shots, player profiles, uniform size information, visas if required, etc.).	2	Regular communication with Head Coach and Baseball Victoria liaison during the preparation and lead-up to the event to ensure you are across logistics and scheduling.
3	Confirm and announce all Staff and Player Appointments	3	Utilise an <a href="#">Event Booklet template</a> to update for your specific event (Assistance from BV).
4	Confirm Budget for event and camps	4	Review itinerary thoroughly and independently, to familiarize yourself with plan and schedule.
5	Confirm Program Structure	5	Organise wet weather arrangements.
6	Confirm uniforms and clothing required to be used at event	6	Collect and collate Team Uniform Sizing (if required).
7	Travel bookings. Including flights, accommodation, ground transport, Department of Foreign Affairs and Trade (DFAT).	7	Collect copy of Driver's License of Support Staff (if required).
8	Confirm if Visa or ESTA, is required.	8	Collect copy of Passports of players/staff. (Assistance from BV).
9	Preparation of budget and sending of all invoices/payment information to players/officials.	9	Liaise with the LOC and attend Technical and general event meetings at events.
10	Liaison with National or International organising committees prior to departure.	10	Link for Therapeutic Use Exemptions (TUE) Form
11	Confirm officials' roles and responsibilities and sign-off.	11	Review <a href="#">Incident Management plan</a> with staff prior to departing for event.
12	Provide EO event budget and financial templates	12	Collect signed staff roles and responsibilities forms.
13	Provide copies of all flight and other relevant tickets/bookings	13	Understand and inform players and parents how the insurance claim system works.
14	Provide access to resource documentation for use if required on event.	14	Have all players and staff medical information available to you throughout entire time as Executive Officer.



## Important Reminders

1. In case of emergency, how do you respond? who do you call?  
Refer to [Incident Management Plan](#).
2. The needs of the players and support staff come before your own.  
You may miss out on seeing something or going somewhere as you are busy looking after a player and/or an official that requires medical attention, washing uniforms or organising meals.
3. Utilize resources and people around you.  
Working collaboratively with support staff, where appropriate, can increase the efficiency and effectiveness of the event.
4. Long hours will be expected.  
Sometimes you may miss sightseeing or other opportunities on event due to EO duties.

## Key Points for managing a team

1. Communicate (in writing) any concerns or on-event issues immediately with the appropriate BV contact where required, fill out all appropriate – [Incident Management Report](#)
2. Team officials must be aware of what is happening within their team. Team officials must **NOT** permit, encourage or “turn a blind eye” to any behaviors which are in any way demeaning to anyone and particularly to another team member or opposition.
3. Any behavior which can be perceived as bullying, in any form, is strictly prohibited; fill out all appropriate – [Incident Management Report](#) and/or contact BV in a timely manner.
4. The welfare of each team member is of utmost importance.
5. Alcohol is **NOT** permitted to be consumed by any official, coach or player in an Under 14, Under 16 and Under 18 team at any time.
6. Smoking in playing uniform is not permitted at any time.
7. Players must ask permission from the EO if they wish to leave the accommodation or deviate from the team at any time. If they leave the accommodation for any reason, they must go in (at least) a pair. The players must report to the EO when they are going and report to the EO when they come back. This is a safety measure. This should apply to all situations, e.g.: if the players want to go for a walk, get some drinks from the drink machine etc.
8. Make sure that you protect yourselves and the players when dealing with the team members. **DO NOT** be alone with one player on their own at any time especially in relation to entering rooms. Two officials must be in attendance when discussions are held with a player/s especially when discussing performance, behavior etc.

## EXECUTIVE OFFICER EXPECTATIONS: PRE, DURING & POST EVENT

### What is required pre, during and post event?

Please Note: It is expected that the EO will attend training camps and travel with the team on all events as directed unless there are exceptional circumstances where BV may provide a replacement person. In addition, the Head Coach may be required to attend occasional meetings organised by BV and other meetings with the coaching staff or relevant personnel at where appropriate for team activities.

### Administrative Tasks – Pre-Event

Communication	All communication with staff, players, and parents is to be of the highest professionalism.
Information collection, storage & management	<p>Member privacy protection is extremely important to BV, the proper use of Member data is outlined in BV's Privacy Policy available online and <a href="#">here</a>.</p> <p>The following information should be collected and collated by both BV and the EO as per the Privacy Policy's guidelines by either BV or the EO depending on the event schedule and timeline requirements.</p> <ul style="list-style-type: none"><li>• Copies of Passports,</li><li>• Head shots,</li><li>• Completed and coherent player profile information,</li><li>• Medical information – allergies</li><li>• Uniform sizing information - where required</li></ul>
Equipment	A full breakdown of the likely uniform pieces your team will require for your event is listed below. This will need to be altered to fit your team requirements in conjunction to discussion with the Head Coach and Baseball Victoria High Performance Department (now known as BV Performance Pathway).
Uniforms – BV uniform kit to include any or all of the items listed	Playing jersey Undershirts x 2 Slicker T-Shirt Hoodie Cap Backpack/bag
Uniforms – Player Supplied	Playing pants Navy socks Navy belt
Medical requirements	Dietary information, medication, previous medical history that is important, responsibility for medication for juniors
Therapeutic Use Exemptions Application Form	Link to the Therapeutic Use Exemption form <a href="#">HERE</a>

Sport Integrity Australia (previously ASADA)	<p>Ensure Sport Integrity Australia session has been held either at the training camp for the event you are attending or is held prior to the departure of Australia on the event.</p> <p>This is extremely important as for some athletes they may find the Drug Testing Protocols invasive, even though they are extremely standard and above board, it is the EO's duty to prepare them for this protocol and how to handle it professionally.</p>
Rules and regulations	Confirm event/event rules and regulations
International Travel	Consult with BV regarding any DFAT issues and visas if required
Finance	Confirm event funds with BV Finance
Insurance	Gallagher Insurance <a href="#">HERE</a>
Develop event schedule	Complete as soon as Event host releases information
Essential Daily tasks	Develop list of Essential Daily tasks based off the event Schedule
Handbook	Development of Event workbooks. This is to be made in conjunction with BV High Performance Pathway Team and Head Coach. A template has been made and attached in <a href="#">Appendix 3</a> for your benefit that needs minor alteration.
Meals	Plan Meals as thoroughly as possible, communicate with all staff on these decisions once made (organise at field, hotel or in rooms where required)
Accommodation and Ground Transport	Research Accommodation & Ground transport and any activities or amenities, find opportunities to improve the schedule (ensure it is suitable and ready for your arrival - PROACTIVE) - organise laundry facilities prior to departure, etc
Incident Management Plan	Develop and communicate Event Specific Incident Management Plan, with Head Coach and BV Contact.
Roles and Responsibilities	<p>Work with Head Coach in getting roles and responsibilities of all support staff signed off prior to camp/event. A template has been made and attached in <a href="#">Appendix 2</a> for your benefit that needs minor alteration for each staff.</p> <p>Communicate with Support Staff to ascertain phone/internet for requirements and research these for camp other countries, excess baggage requirements.</p>
Contact Lists	Maintain up to date contact lists of player and parent information, inform BV of any updates, and regulated communication with BV Performance Pathway, all athletes and support staff in the program.



## Administrative Tasks - During Event

During travel	Carry basic medical supplies, collection of passports at the airport, wait for all luggage upon arrival, <b>count all of the travel party regularly</b> , etc.
Daily Program Schedule	On a day-to-day basis, the EO will be responsible for working with the head coach to <b>administer and deliver the team's program</b> , which will be determined by the head coach in consultation with BV.
Key Communications	BV office will confirm a LOC and/or BA/WBSC contact for the EO.
Daily Schedule and Essential Daily Tasks	To be completed a couple of days in advance, confirmed the night before to all parties, be as specific as possible and share with support staff so everyone is on the same page as to if/when they can assist your efforts. <ul style="list-style-type: none"> <li>• Organise laundry duties</li> <li>• Allocate eating /free time</li> <li>• Confirmation any Changes to Training and Games schedule</li> <li>• Training field, game times</li> <li>• Rain-delays</li> </ul>
Accommodation and Ground Transport	Allocate rooms and confirm any changes required. Arrange pick-up and drop-off of vehicle(s).
Meals and Activities	Organise at field, hotel or in rooms where required. Organise free time activities.
Team Meetings and Trainings	Assist Head Coach in organising daily team meetings and coordinating transport.
Event Meetings	Ensure you and a coach attend all required event meetings.
Head Coach and Team Officials Communications	Communicate regularly with Head Coach.
Parents and Supporters	Manage parents who are in attendance, keeping them informed, dealing with disputes, provide assistance, organise team dinners, etc.
Finance	Receipts & how to keep - <a href="#">Link to Appendix 4</a> .
Laundry	Everyday. Potentially long hours 3-4 sometimes depending on facilities available.
Critical Incident Management	Refer to Critical Incident plan whilst on event for contingency preparations, (access to template, understanding of when it is required, who to contact etc) <a href="#">Link to Appendix 9</a>
AV, Wi-Fi requirements	Plan internet access requirements and power supply and specific items relevant to the country/event you are travelling to, etc.
Media requirements	Assist the Head Coach whilst on event with media requirements as directed by BV Media contact.
Discipline and behaviour	Maintain with the coaching staff the discipline and behaviour of the team when they are representing Australia in any activity.

Reports	<p>Prepare and submit a report on each competition activity including all honour roll requirements for history purposes, where appropriate. Whilst this is due post-event within one month of the conclusion of the event. It is extremely beneficial to the quality of the finalised report if a detailed journal is kept over the course of your tenure in Executive Officer.</p> <p>These include but are not limited to</p> <ul style="list-style-type: none"> <li>• Training Camp</li> <li>• Pre-Event Event</li> <li>• World Cup or Subsequent Event</li> </ul>
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## Administrative Tasks – Post Event

Event Survey	Ensure players and staff members surveys have been distributed by BV and all event personal complete and return their survey.
Equipment	Collect and organise equipment BV property and return to the BV office (including but not limited to team equipment and First Aid Items borrowed).
Financial	Finalise budget template and return receipts and funds remaining at the end of the event.
Event Report	Complete the EO section of the Event Report document (within one month of completion of event). Please include any final copies of Critical Incident Report or Injury Reports that were created during the event.
Final Debriefing	BV to organize teleconference/meeting with Head Coach, EO, and relevant BV personal to review event report.

## APPENDIX OF ADDITIONAL RESOURCES

### Appendix 1: Child Safety Policy

All staff are to be familiar with the BV Child Safety Policy found [HERE](#)

### Appendix 2: Roles and Responsibility – Support Staff Template

Review the Position Descriptions [HERE](#) with your Head Coach and confirm Baseball Victoria Contact for all support staff roles:

### Appendix 3: Event Booklet Template

The EO Workbook will assist with organisation to ensure the program runs as smooth as possible.

Workbook template [HERE](#)

### Appendix 4: Financial Acquittal Template

Financial Acquittal Template [HERE](#) will be forwarded to you by the finance department prior to the event, which will be used to manage your daily budget as well as the overall financial acquittal required at the end of the event.

This document should be downloaded and saved to your travelling device for you to fill out during your time with the team, in order to stick to the budget that has been allocated to this event.

### Appendix 5: BV Ethics and Expectations Policy

All Representative players and officials are bound by the BV Ethics and Expectations Policy [HERE](#)

## Appendix 6: Team Equipment and Apparel Requirement Template

Item	Number Requested	Equipment Owner	Date Collected	Date Returned

## Appendix 7: Travel First Aid Kit Template

Safe Work Australia, a Government statutory agency, established in 2009, mandates that all workers be able to access a first aid kit in their workplace. Guidelines require kits that contain basic equipment for treatment of various injuries, which may include:

Cuts, abrasions, punctures, or splinters	Muscle strains or sprains
Small burns	Open cuts or bleeding wounds
Broken or fractured bones	Injuries to the eye area
Shock	

While kits may be any physical size, they should be large enough to contain all necessary items and be immediately identifiable. Kits must also contain a list of the contents inside and be made of a material that protects against dust and moisture. According to Safe Work Australia, kits must include:

Instructions for providing basic first aid, including CPR	Ten single use Splinter probes
A notebook and pen	One pair of tweezers or forceps
A pocket resuscitation mask or face shield	One bottle of 50 ml antibacterial spray or liquid (this helps to fight germs)
A minimum of 5 pairs of disposable examination gloves	Six small non-sticky injury dressing/pad (sized 5x5 cm)
Gauze pieces in seven and a half cm length, sterile (three per pack, and a minimum of five packs)	One 10x10 cm-sized injury pad/dressing
Eight bottles of saline solution (15 ml)	Three cotton bandages (5 cm-sized)
Ten injury cleaning wipes	Three 7.5 cm Conforming cotton bandage
One pack of 50 count fabric or plastic band aides (or other form of dressing strips)	One 10 cm Crepe bandage (for serious bleeding and pressure application)
One pair of scissors	One roll of hypoallergenic adhesive tape
One pack of six safety pins	One medium Blood Pressure Control Dressing No. 14, and No.15
One Dressing Combination Pad, sized 9 x 20 cm	One Plastic bag-clip seal
Two triangular bandages (must be sized a minimum width 90 cm)	One emergency rescue blanket (for hypothermia or shock)
Four single-use eye pads	Access to 20 minutes of clean running water or (if this is not available hydro gel)
Instant ice pack (For the treatment of various bug bites or stings as well as soft tissue injuries)	

## Appendix 8: Event Injury Report

### Sports Injury Reporting Form



Name: \_\_\_\_\_ Address: \_\_\_\_\_

Sport: \_\_\_\_\_ Event: \_\_\_\_\_ Venue: \_\_\_\_\_ Team: \_\_\_\_\_

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time : \_\_\_\_ am/pm Gender: ☐ Male ☐ Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Injured person (please circle): Player / Referee / Coach / Spectator

<p><b>TYPE OF ACTIVITY AT TIME OF INJURY</b></p> <p><input type="checkbox"/> training</p> <p><input type="checkbox"/> warm-up</p> <p><input type="checkbox"/> competition</p> <p><input type="checkbox"/> cool-down</p> <p><input type="checkbox"/> other _____</p> <p><b>REASON FOR PRESENTATION</b></p> <p><input type="checkbox"/> new injury</p> <p><input type="checkbox"/> aggravated injury</p> <p><input type="checkbox"/> recurrent injury</p> <p><input type="checkbox"/> illness</p> <p><input type="checkbox"/> other _____</p> <p><b>BODY PARTS INJURED</b></p> <p>circle and name</p> <div style="text-align: center;"> </div> <p><b>NATURE OF INJURY/ILLNESS</b></p> <p><input type="checkbox"/> bruise/contusion</p> <p><input type="checkbox"/> cardiac problem</p> <p><input type="checkbox"/> cold/flu</p> <p><input type="checkbox"/> concussion</p> <p><input type="checkbox"/> dislocation/subluxation</p> <p><input type="checkbox"/> fracture (including suspected)</p> <p><input type="checkbox"/> inflammation/swelling</p> <p><input type="checkbox"/> loss of consciousness</p> <p><input type="checkbox"/> overuse injury</p> <p><input type="checkbox"/> respiratory problem</p> <p><input type="checkbox"/> skin injury e.g. graze/cut/blisters</p> <p><input type="checkbox"/> sprain e.g. ligament tear</p> <p><input type="checkbox"/> strain e.g. muscle tear</p> <p><input type="checkbox"/> unspecified medical condition</p> <p><input type="checkbox"/> other _____</p>	<p><b>CAUSE OF INJURY</b></p> <p><input type="checkbox"/> collision with fixed object</p> <p><input type="checkbox"/> collision with another player</p> <p><input type="checkbox"/> fall from height/awkward landing</p> <p><input type="checkbox"/> jumping to shoot or defend</p> <p><input type="checkbox"/> overexertion</p> <p><input type="checkbox"/> overuse</p> <p><input type="checkbox"/> slip/trip/fall/stumble</p> <p><input type="checkbox"/> struck by ball/object</p> <p><input type="checkbox"/> struck by another player</p> <p><input type="checkbox"/> temperature related</p> <p><input type="checkbox"/> other _____</p> <p><b>Explain how the incident occurred</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Were there any contributing factors to the incident? e.g. unsuitable footwear, playing surface, equipment, foul play</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Was protective equipment worn on the injured body part?</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what? e.g. mouth guard, brace?</p> <p>_____</p> <p>_____</p> <p><b>ACTION TAKEN</b></p> <p><input type="checkbox"/> none given (not required)</p> <p><input type="checkbox"/> CPR</p> <p><input type="checkbox"/> dressing</p> <p><input type="checkbox"/> immobilization</p> <p><input type="checkbox"/> RICER</p> <p><input type="checkbox"/> sling/splint</p> <p><input type="checkbox"/> strapping/taping</p> <p><input type="checkbox"/> stretch/exercises</p> <p><input type="checkbox"/> transport from field/court</p> <p><input type="checkbox"/> other _____</p>	<p><b>ADVICE GIVEN</b></p> <p><input type="checkbox"/> immediate return to activity</p> <p><input type="checkbox"/> return to play with restriction</p> <p>_____</p> <p><input type="checkbox"/> unable to return at present</p> <p><input type="checkbox"/> referred for further assessment before returning to activity</p> <p><b>NOTICE</b></p> <p>The injured person told that if injury/illness does NOT improve in the following 24 hours they MUST seek further advice from their own medical professional.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>REFERRAL</b></p> <p><input type="checkbox"/> no referral</p> <p><input type="checkbox"/> medical practitioner</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> ambulance</p> <p><input type="checkbox"/> hospital</p> <p><input type="checkbox"/> other _____</p> <p><b>PROVISIONAL SEVERITY ASSESSMENT</b></p> <p><input type="checkbox"/> mild (1 - 7 days modified activity)</p> <p><input type="checkbox"/> moderate (8-21 days modified activity)</p> <p><input type="checkbox"/> severe (&gt;21 days modified or lost)</p> <p><b>TREATING PERSON</b></p> <p><input type="checkbox"/> Sports Trainer/Sports First Aider (ID _____)</p> <p><input type="checkbox"/> medical practitioner</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> other _____</p> <p>Signature of injured person</p> <p>_____</p> <p>Signature of treating person</p> <p>_____</p> <p>Date: ____/____/____</p>
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## Appendix 9: Critical Incident Management

Impact Areas	Impact Levels		
	Emergency	Major Incident	Critical Incident
<b>People</b>	Injuries that require local medical treatment only	Single or multiple injuries requiring ambulance & hospitalisation	Single or multiple deaths or life-threatening injuries
<b>Assets</b>	Partial site evacuation Partial building damage	Evacuation of the entire site  Extensive building damage and whole site inaccessible	Site evacuation & closure  Building(s) destroyed
<b>Reputation</b>	Incident may attract negative coverage in local media only	Incident attracts negative coverage in State media	Incident that attracts negative National media attention
<b>Regulatory Compliance</b>	Non-compliance with regulations requiring internal investigation	Major breach of Regulations with external investigation & notification to an Authority	Negligent action identified. Criminal charges & fines expected
<b>Financial</b>	Financial loss <\$10K.	Financial loss of >10K < 50K	Financial loss >\$50K

Description	Response	Reporting
<b>Emergency</b>	'Emergency' response by team officials. No need to notify the BV CEO.	Local response only by team officials.
<b>Major Incident</b>	'Emergency' response by team officials. However, they must notify the BV CEO of incident.	Local response – CEO notified by the team officials that their experience or resources were stretched to the limit.
<b>Critical Incident</b>	Notify the CEO immediately to respond to the incident and assist with the recovery.	CEO notifies legal representation

## Emergency and Critical Incident Management

CRITICAL INCIDENT REPORT			
Recorded by		Date of Report	
Number of Incident	BV	Role of Recorder	
INCIDENT DETAILS			
Incident Date		Incident Location	
Description of the incident			
INVOLVED IN THE INCIDENT			
Name	Role	Involvement in the incident	
INCIDENT WITNESSES			
Name	Role	E-Mail	Phone Number
FOLLOW UP ACTIONS			
Action	Responsible	Status	Comments



## Appendix 10: Therapeutic Use Exemptions (TUE) Application Form

Athletes may have illnesses or conditions that require them to take medications.

If the medication an athlete is required to take to treat an illness or condition happens to fall under the [Prohibited List](#), a Therapeutic Use Exemption (TUE) may give that athlete the authorization to take the needed medicine.

See the attached form that will be sent to all athletes participating on the event by BV, it will be your responsibility to collect these forms, collate them, send photocopies of them to your BV contact, as well as hold onto the physical copies throughout the entire event.

These TUE forms must be filled out, signed and returned to the EO 6 weeks prior to departure.

Click here: [Therapeutic Use Exemptions \(TUE\) Application Form](#)

## Appendix 11: Australian Teams' Policy and Procedures

See the attached policy which is available on the Baseball Australia website:

[Australian Teams' Policy and Procedures](#)

## Appendix 12: Baseball Victoria Code of Conduct – Players, Officials, Parent/Guardian, Spectator

See the attached policy which is available on the Baseball Victoria Website:

[Code of Conduct – Players](#)

[Code of Conduct – Officials](#)

[Code of Conduct – Parent/Guardian](#)

[Code of Conduct – Spectator](#)

[Code of Conduct - Administrator](#)

## Appendix 13: Social Media Policy

See the attached policy which is available on the Baseball Victoria Website:

[Social Media Policy](#)

## Appendix 14: Member Protection Policy

See the attached policy which is available on the Baseball Victoria Website:

[Member Protection Policy](#)