



**TENPIN
BOWLING
ASSOCIATION OF
WESTERN
AUSTRALIA INC**



State Team Management Policy

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Welcome

Our documents, strategies, policies, and procedures are reviewed annually or as required. If you have any feedback or find a discrepancy in our documents can you, please email us or contact us on our website so we can rectify the error. Please be mindful that all changes will be tabled at the next executive meeting to be reviewed.

TBAWA supports all competitions hosted by Zone Bowling, Independent Centres, Tenpin Bowling Australia, and local associations. We uphold both the state's and national constitutions and all rules and regulations outlined by Tenpin Bowling Australia and other associated acts or regulations.

TBAWA is committed to providing and supporting events for all ages and promotes an alcohol and smoke free environment at all our events including sponsored events. TBAWA recognises equal opportunities for all members and volunteers and encourages participation across all divisions. TBAWA will not promote or tolerate bullying or violence by members or official, or against both athletes, volunteers, and spectators.

The State government through the Department of Local Government, Sport and Cultural Industries is a major supporter of Tenpin Bowling Association Inc, in Western Australia. Sport and recreation builds stronger, healthier, happier and safer communities

Please help us in our commitment to our members and promote the values of our sport

Thank you

Tahnee Ridley

WESTERN AUSTRALIA

Tenpin Bowling WA President

<https://www.tenpinwa.org> E: info@tenpinwa.org

1 Introduction

1.1 Purpose

The purpose of this policy is to provide guidance for all TBA members and volunteers including parents for the management of our State Teams. This includes the Athletes commitments and expectations when competing in the National Championships and the travel arrangements and budgets for the team.

This policy applies to the following State Teams, for both male and female cohorts

- Rachuig State Team
- President Shield
- Seniors State Team

1.1.1 Objectives

The objectives of this policy are to

- Outline Travel arrangements and budgets
- Athletes Agreement
- Coach and Manger Roles and appointment
- Training
- Uniforms
- Roll Off dates



2 State Team Roll Off and Selection Dates

In line with section 7 of the Tenpin Bowling Australia's rule books for President Shield, Rachuig and Seniors, the State Association (TBAAWA) will sanction several events throughout the year to allow participants the opportunity to qualify for their State Team position. A minimum of two of these events must be completed and identified on the entry form prior to the first ball being bowled in a singles event

- One Ranked events sanctioned by TBA – Final score after over 8 games or All Events scores
- Western Australian State Championships – All Events Score
- Any TBAAWA open, sanctioned event – Final score over 8 games
- Western Australian Masters – Final score over 8 games
- WA Day Classic Event – Final scores over 8 games
- Dedicated Roll Off Date set in October the year before competition – Final score over 8 games

As of 2021, All participants that would like to participate and qualify for a State Team Position will have to compete in two of these events

- Western Australian State Championships – All Events Score
- Any TBAAWA open, sanctioned event – Final score over 8 games
- Western Australian Masters – Final score over 8 games

A full roll-off or number of selections that will be required will be determined year to year and participants are encouraged to check the entry form(s).

In the event a selection process is used, TBAAWA state team selection policy and appeals process will be followed.

2.1 Nomination Fee

A once - off nomination fee of \$50.00 for Roll- Off will be required from each participate. This fee is only paid once, regardless of how many attempts a participant enter per year.

All fees and profits made from roll-offs and other tournaments will go towards the Coach and Manager contribution fund.

3 Athletes Agreement

3.1 Roll Off Date and Selection Nominations

When an Athlete registers for selection into the State Team of their choice, or nominates to roll off for a place into the State Team, the participant recognises the following

- They are committed to all the rules and regulations that will be encumbered on them if they are successful into the State Team
- They are committed to wearing all uniforms that are issued to them for the national event
- They are aware of the costs associated with the national trip and are aware of the budget constraints and payments that will be expected of them once the team has been confirmed and the first team meeting has been completed.

3.2 Athlete State Team Agreement

When an Athlete has been successful in obtaining a place on the State Team either through selection or placing, they will be issued an Athletes Agreement to read and sign. Once the Athlete has signed the agreement, they are bound by the following rules and arrangements.

- I understand and accept that failure to abide by this agreement may result in my expulsion from the team and the loss of any monies paid.
- I understand that I must participate in fundraising (shield and disability only) activities where applicable, or I acknowledge as the parent/carer I will not be entitled to any fundraising money that my Child or Persons with a Disability Bowler has not participated in and will be liable for the fundraising amount raised by each team member.
- I agree to uphold the TBA and TBAWA's code of conduct and fair play whilst representing in the State Teams. Failure to comply may result in a review of my position in the Team by the TBAWA executive board.
- Whilst away, if I am removed from the Team for any reason, I or my parent will be personally liable for all extra costs incurred to ensure my return home at the earliest possible time. No refunds will be paid to me if I am expelled from the Team at any time after the Team departs for the event.
- I agree to be available to travel on the dates set out in my budget that will be issued to me by the TBAWA elected Manager/s.
- I agree to the team travelling and being accommodated together for the duration of the competition.
- Travel, accommodation, and transport to and from the destination will be arranged by the Management Team. If circumstances dictate that I need to travel at an alternate time, this may be authorised in consultation with the

Management Team and I will adhere to any conditions that they set in relation to the same.

3.2.1 Athlete Conduct and Responsibilities

When an Athlete has been successful in obtaining a place on the State Team either through selection or placing, they will agree to:

- Accept all directions from the Team Managers and Coaches relating to my position as a Team Player. I will attend and participate in all meetings and training sessions except where prevented from doing so due to illness, injury, work commitments or any other circumstance where permission not to participate in Team training has been granted by the Management Team.
- I understand that if I fail to attend a reasonable amount of team training that this may compromise my position on the team, and I may be removed at the discretion of the Board.
- I understand that I may be charged for training of \$12.00 per athlete regardless of attending training or not
- I understand and agree that in the event of a breach of the TBA and TBAWA policies/ or rules, I may be expelled from the team and team environment at any time as determined by the Management Team.
- I undertake to ensure that whilst travelling as a Team Member, my priority and commitment is to be to the team and to its performance. I agree to conduct myself in a manner befitting an ambassador of TBAWA and the sport of Tenpin Bowling and where possible assist in public relations, promotional and other activities as requested by TBAWA and the Management Team.
- I understand and will commit to supporting all my team members in both male and female cohorts and represent the State of Western Australia to the highest level on and off the lanes whilst away at competition.
- I have read and agree to abide by the following policies and understand that a breach of the Social Media policy or any of the below mentioned policies, may also compromise my position in team in the year of competition and in my consideration for the following years or other upcoming events. I agree to read

and uphold hold the following-

- ✓ TBA Code of Ethics Policy
- ✓ TBA Social Media Policy
- ✓ TBA Match Fixing Policy
- ✓ TBA Anti-Doping Policy
- ✓ TBAWA Parent Behaviour Policy
- ✓ TBAWA Alcohol Policy
- ✓ ASADA (Provide completed certificate)

4 Uniform

All uniforms that have been issued to the Athlete, Coach and Manager must be worn to all training events, and the National Event.

Athletes, Coaches and Managers will observe and carry out the following

- I agree to wear the official uniform as specified by TBAWA and arranged by the Management Team, that will be decided upon at the first team meeting.
- I acknowledge and accept that I will be responsible for supplying my own black trousers (for male players) or black skirt/shorts/3/4 trousers (for female players) at my own expense, but that these clothing items must conform to the team design.
- I acknowledge that I will be issued by TBAWA with one state team shirt that I must wear at the event I am participating in while representing WA. I understand that I will have the opportunity to purchase additional shirts if I wish. If I am the representative for the master's division and TBAWA are paying my registration into the event, I acknowledge that I MUST wear my masters issued shirt and may be liable if I fail to do so.
- During training sessions, I will wear the required uniform as requested by the Management Team.
- I accept that if I withdraw from or am expelled from the Team, I will not be issued with an official Team uniform, even if I have already paid for the uniform. No refunds will be provided.
- Take all training shirts and state shirts with them to the national event

Any uniform lost prior to the event will need to be replaced by the individual person at their expense

4.1 Uniform Issue

Tenpin Bowling Of Western Australia Inc, will issue each State Team Athlete in the year they are competing, the following uniform as part of their representation

- One Training Shirt
- One State Team Shirt
- One Water Bottle

All Athletes are to provide their sizing to the Team Manager when requested. Additional Training Shirts and State Team Shirt can be purchased by the individual at their expense. State Team shirts will ONLY be issued to individuals that are part of the State Team.

4.1.1 Coach and Manager

Tenpin Bowling Of Western Australia Inc, will issue each State Team Coach, Manager and approved Assistant Coach/Manager in the year they are competing, the following uniform as part of their representation

- One State Team Shirt
- One Water Bottle

4.1.2 Support or Volunteer People

Tenpin Bowling Of Western Australia Inc, may issue each State Team approved support/volunteer in the year they are competing, the following uniform as part of their representation

- One Training Shirt or Volunteer Shirt
- One Water Bottle

Athletes, Coaches and Managers that have been issued a training shirt in the year prior, may wear their issued shirt for each State Team event. If the design changes a new one will be issued.

4.2 Additional Uniform for Purchase

The following items can be purchased at the cost of the Athlete or Manager, however it is not compulsory

- Team WA State Team Black Jacket
- Team WA State Team Hoodie with Zipper
- Team WA State Team black baseball cap
- Water bottle
- Cooler bag



These items open 3 times a year for ordering and will be placed according. These items may take up to 8 weeks to be made and delivered. Please see team manger for current prices or email us at info@tenpinwa.org

4.3 State Team Shirt

The State Team shirt is to be worn with pride, and individuals are to be mindful of their representation whilst in the public eye. Any person that is caught breaking the law, being unlawful and misrepresenting the sport will have disciplinary action taken against them and may result in loosing their position on the team.

Only State Team Athletes, Coaches, Managers, and approved support people are to be issued and wear a State Team shirt during the event.

Each year a competition may be run to call for designs and any person can put a design forward for consideration.

The following colours and icons are the only approved pieces for State Team shirts

- Black Swan
- Numbat
- Kangaroo Paw
- Black
- Gold
- White
- Grey/silver

4.4 Identification

All coaches and managers **MUST** have their Working With Children's Card and Senior First Aid certificate or equivalent and have their ID cards issued by Tenpin Bowling Australia on display during the National Event



5 Athlete and Volunteer Responsibilities

5.1 Training and Meetings

State Team Athletes are expected to commit to training, events, and team meetings to help them as individuals improve and upskill them in preparation for the National Competition. As a team, you are expected to attend these events to assist, support and grow as a team in preparation for your National event as a competitor. Some people will be veterans to these events, and some will be new. Coaches will assist and provide opportunities throughout the year to help you invest in your time away. We ask you to fully commit to this within reason.

When an Athlete registers for selection into the State Team of their choice or nominates to roll off for a place into the State Team, the participant acknowledges that they will be expected to attend team meetings and training set down by their Coach and Manager. In the event there is no Coach or Manager the Vice President of the portfolio will put together a training plan.

5.2 State Team Commitments

Athletes are expected to attend a reasonable amount of training and this should be discussed with their management committee.

State Team Athletes will be required to participate in the following events as part of their position in the State Team in the year they are competing

- ✓ Western Australian State Championships
- ✓ Attempt to qualify and/or compete in the Western Australian Masters (winner has paid entry into national masters)
- ✓ One open event from the TBAWA or ATBSO calendar

5.3 Contacts and Notifications

All Athletes including youth and Juniors will provide a email and contact number to the Team Manager. All athletes including juniors will be notified by the Team Manager and all parents cc into the email. It is the responsibility of all athletes including juniors to respond to the Team Manager and book training.

5.4 State Team Forms

All Athletes will be provided a link or hard copy to the following items

- Medical Form
- Social Media Policy and Declaration
- Alcohol and Drug Policy
- Uniform Order
- Contact Form
- Payment link
- Athlete Agreement
- ASADA

All forms are to be filled out online or printed and handed to the Team Manager when requested. NO MEDICAL FORM is kept past the event time and will need to be resubmitted every year.

6 Budget and Travel Arrangements

TBAWA is committed to supporting our teams and support persons in the best and fairest way for all teams and ages. With government funding limited, so arrangement will be made to assist the teams in costs for going away. However, not all costs will be covered, and each State Team will be given the same funding across the board regardless of games played and members on the team.

6.1 Payments and Payment Plan

When an athlete is successful in obtaining a position on the team, after all roll dates have closed, the following payment rules are to be acknowledged and carried out by everyone including the Coach and Manager.

- A payment of a \$300.00 deposit is required within 7 days of the Team announcement and is a non-negotiable requirement for all bowlers making the team and that failure to pay the deposit will result in my position in the team being forfeited. – *Due to COVID19 reasonable adjustments have been made for payments for 2020/21 please see state budget*
- A period of thirty (30) days from the date of the Team being announced to withdraw from the Team and receive a full refund of the \$300.00 deposit. I acknowledge that all monies will be forfeited if my withdrawal date exceeds the thirty (30) day cool off period.
- The budget that has been issued is an estimation of costs and vary year to year
- Failure to make payments as set down in the team budget will result in forfeiture of the athlete's place in the team unless alternative arrangements have been made with the Team Manager and State Treasurer
- All outstanding monies owing must be paid by no less than 21 days prior to departure, unless alternative arrangements have been made with the Team Manager and State Treasurer
- Athletes understand and agree that any further items and expenses that are incurred and not covered in the estimated budget are my responsibility and will be incurred at my own expense.
- If an athlete withdraws or is expelled from the Team, they will not be entitled to any refund of monies paid (unless within the 30-day cooling off period). As outlined in our terms and conditions online

6.2 TBAL & Strike 3 Costs

The following costs are tournament amounts to be covered for an individual to attend the National Championships as of October 2019, and may change in line with Tenpin Bowling Australia, Strike 3 and other commercial vendors price ranges.

The following items are to be paid to TBA

RACHUIG STATE TEAM	
Lineage (approx. \$110 PP X 10 on lane)	\$1,080
Presentation Dinner	\$975.00
Sport Medicine	\$148.50
Trophies & Medallions	\$250.00
Tournament Expenses	\$361.50
SENIOR STATE TEAM	
Lineage (approx. \$110 PP X 8 on lane)	\$864.00
Presentation Dinner	\$650.00
Sport Medicine	\$135.00
Trophies & Medallions	\$220.00
Tournament Expenses	\$331.00
PRESIDENT SHIELD	
Lineage (approx. \$110 PP X 8 on lane)	\$864.00
Presentation Dinner	\$650.00
Sport Medicine	\$135.00
Trophies & Medallions	\$220.00
Tournament Expenses	\$331.00

(2019 TBA Tournament expenses as a guide)

6.3 Individual Expenses

The following is an approximate additional cost that need to be covered as a individual

ADDITIONAL ITEMS FOR STATE TEAM	
Airfares	\$1,200 return (approx.)
Accommodation (per head)	\$500 (approx.)
Transport	\$50.00
Food, Drink and incidentals (essentials)	\$250.00 - 500
Practice / Qualifying Squads	\$250
Training – local (6 months)	\$ 20
TBA EXPENSES	\$216 -275 pp
TOTAL	\$2,586- 2,645

As of 2019, Athletes will not be reimbursed their nomination fee for Roll Off and will not be charged for a Coach or Manager contribution fee. Coach and Manager expenses will be discussed yearly and be partly sponsored by TBAWA, in line with budget constraints.

6.4 TBAWA Sponsorship for State Team – Athletes only

TBAWA will contribute the following expenses based on yearly budgets and may vary from year to year due to government budgets and grants.

- Lineage for everyone on the State Team up to the value of \$120 pp
- Dinner Ticket for everyone on the State Team up to the value of \$70.00 pp
- One Team Shirt
- One Training Shirt

Please check with the Team Manger closer to the event for exact prices

6.5 Parents, and Spectators

Parents and spectators are encouraged to attend these events; however, all travel expenses, food and accommodation will be covered by the individual not TBAWA.

6.6 Junior Accommodation

Juniors will be housed in boy, girl rooms and not housed together. There will be a strict mobile phone and social media policy enforced and curfew for when the children will be using these devices imposed by the Coach and Team Manger. Unfortunately, no parents will be housed with the juniors.

Curfew for lights out will also be in place and no alcohol or smoking will be permitted by anyone under 18 years of age.

All juniors' members will travel with the Coach and Team Manager as they have a full duty of care to these members. Exemptions will only be granted in exceptional circumstances.

6.7 Adult Accommodation

To pass on the discounts from our commercial vendors, all adults will be housed together whilst away and share the transport arrangements. All accommodation is to be booked through Team Manger and no individual athlete is to book accommodation or make arranges without the consent of the management team.

6.8 Food Budget

A food budget will be estimated and booked with the Team Manager. All meals will be provided in some capacity. This will be done using our Woolworths or Coles account and a food order will be delivered to the accommodation.

Breakfast

Continental available

Lunch

Lunch will either be platters at the bowl depending on variety, cost and healthy choices or ordered using subway or other healthy alternative takeaways. This is part of the food budget for everyone.

Dinner

Will consist of one of the following and the team will discuss this at the team meetings

- BBQ
- Buffet Dinner
- Order-in

Food budgets have been developed and implemented for the as part of our duty of care to all athletes and volunteers to ensure the following

- Health choices were practicable
- Everyone eats and does not go without food
- Build team bonding
- To assist with costings and keep costs down across all teams
- Convenience of not having to think about meals whilst competing
- To pre-pay your meals



7 Removal Of Athlete or Volunteer

Whilst Athletes and Volunteers are away at Nationals, it is the responsibility of all individuals to uphold the following policies

- TBA Code of Conduct
- TBAWA Social Media Policy
- TBAWA Alcohol and Drug Policy
- ASADA Rules and Regulations
- TBA Tournament Rule Book
- Traffic Laws
- Anti-Bullying
- TBA Coaches and Managers Policy
- TBA Child Safe Framework
- TBA Code of Ethics Policy
- TBA Social Media Policy
- TBA Match Fixing Policy
- TBA Anti-Doping Policy

All individuals are to ensure they are familiar with the abovementioned policies and always abide by them.

If these policies are breached, or anything outlined in the Athletes Agreement, Coach and Manager agreement, the person found guilty may have the following sanctions imposed on them, depending on the seriousness of the breach.

- Written first and final warning or
- Written caution or
- 6 or 12- month ban in representing Western Australia in a State Team or
- Disqualified or
- Removed from the team or
- Membership revoked

If a person is removed from the team or the position, this will be done in consultation with two board members and the person will be sent home to WA. The individual will also be invoiced the cost of the flights back and no refunds provided for unused team funds.

8 Approval

All policies are reviewed every two years or as business requires. All major changes and/or scheduled reviews will be tabled for discussions at the next executive meeting and endorsed by the board. Policies are tracked and reviewed as per the policy review schedule that is monitored by the Governance and Compliance Officer or the Secretary in the absence of a GCO, ensuring the M-files number is correct and the latest version is in M-files. Final approval is to be completed by the President.

Endorsed

Version no	Executive Member(s)	Date of Endorsement	Next Review
0.1	Sharon Mckellar & T Ridley	November 17 th 2019	
1.0	Board Meeting	November 2019	November 2021
2.0	T Ridley	November 21 st 2020	November 2022

Approved

Name:	Tahnee Ridley
Position title:	TBAWA President
Signature:	
Date:	

Document Version History

Version no	Primary author(s)	Description of version	Date completed
0.1	Tahnee Ridley	Initial draft	04/09/2019
1.0	Tahnee Ridley	Approved	November 2019
2.0	Tahnee Ridley	Coach Clinic discussions – section for Roll of Dates endorsed by Coaches Medical Form update	22 nd November 2020

Business communications, correspondence, information, and documents sent / received electronically are official TBAWA records. Such records must be maintained in an electronic form, in TBAWA's Record Management System (RMS), M-files and not unnecessarily deleted. All paper correspondence and/or documents must be scanned into the RMS and stored in the storage facility. All electronic records that is stored in the RMS are subject to the same scrutiny as hardcopy records, in relation to access to information legislation, and 'discovery' during legal processes. Accordingly, all TBAWA officials are responsible for ensuring their electronic communications and other electronic records are to be dealt with in accordance with TBAWA Record Management Policy.