

COACH SELECTION CRITERIA



BASEBALL
QUEENSLAND

JUNIOR ELITE PATHWAY



Introduction

Baseball Queensland (BQ) is the peak body for the administration of the sport of baseball in Queensland. The objective for which the Association is established and maintained are to govern, promote, encourage, support and improve the sport of baseball in Queensland.

Purpose

The aim of this selection criteria is to ensure a standard of compliance is met when appointing coaches within the Junior Elite Pathway structure

Structure

Applications are called for State Teams and Junior Elite Pathway (JEP) programs every year following their respective position descriptions. Age groups/ teams within the JEP are;

- Youth Women State/ Girls Development Program
- U16 State Program
- U18 State Program
- Women State Program
- Junior Elite Pathway (JEP) Winter Programs

Positions within all State programs include;

- Field Manager
- Assistant Coach
- Pitching Coach
- Executive Officer
- Program Coach

Positions within the JEP include;

- Assistant Coaches
- Pitching Coaches
- Program Coaches

The BQ JEP adopts the following philosophy towards athlete development;

- **Athlete – focused:** Athletes are the focus of the program
- **Coach – led:** Providing a structured skill acquisition plan provides stability and continuity whilst creating an optimal learning environment for all athletes and coaches within our Junior Elite Programs. A big part of this process involves our coaches developing techniques to effectively train and coach our athletes. This includes strategies to develop: Technical, Tactical, Physiological, Psychological and athlete well being
- **Process – orientated and driven:** Understanding of a Long Term Athlete Development program forms the foundation and structure so that coaches can begin and/ or continue to explore coaching methodologies that are age and gender appropriate

Policy

Applicants for a position must meet the Essential Criteria for that position. Desirable Criteria will weigh heavily in favour of applicants who comply. Beneficial Selection Criteria will be considered, when necessary, in making final selection decisions.

BQ will only accept applications from holders of a current, valid Blue Card/Exemption Card at the time of application and have demonstrated the ability to obtain the appropriate Level NCAS Baseball Coach Accreditation.

CONTENTS

1. Roles and responsibilities	1
2. Selection Criteria	1
2.1 Essential Criteria	1
2.1.1 Field Manager	
2.1.2 Assistant and Pitching Coach	
2.1.3 Program Coach	
2.2 Desirable Criteria	2
2.2.1 Field Manager	
2.2.2 Assistant and Pitching Coach	
2.3 Beneficial Criteria	2
2.3.1 Field Manager only	
3. Considerations for Applicants	3
4. Conflict of Interest	3
5. Coach Selection and Appointment Procedure	3
6. Appendix	5
6.1 Position Descriptions	
6.1.1 Field Manager	
6.1.2 Assistant Coach/ Pitching Coach	
6.1.3 Executive Officer	
6.2 BQ Member Protection Policy	
6.3 Coaches Code of Conduct	

1. General responsibilities and roles

A coach in any Junior Elite Pathway program is a very important role model for the young athletes selected on a team and/ or program.

The coach is responsible for setting the culture of that program in line with the Queensland Bandits ideals. As such they need to lead by example in all areas of behaviour both on and off the field, particularly in relation to fair play, respect (for the game and all those around it), and set appropriate examples for factors relating to the use of drugs, alcohol, and tobacco products.

Field Manager

The Field Manager is responsible for implementing the BQ Elite program through QLD Bandits squads. This includes coaching and on field coordination with Junior Elite Pathways Manager (JEPM) as well as developing and implementation of a comprehensive program in preparation for, and managing throughout, the National Championships.

Assistant/ Pitching Coach, EO and Program Coach

All supporting staff are responsible for contributing to the successful delivery of QLD Bandits program. This includes the implementation of a comprehensive program in preparation for and coaching throughout the National Championships.

2. Selection Criteria

2.1 Essential Criteria

2.1.2 Field Manager

1. Current Level 4 NCAS Baseball Coach Accreditation
2. A minimum of two years recently (within 4 years) as a Field Manager at state or region level or as an Assistant Coach at state level.
3. Acts in a manner reflecting the core values and principles of BQ
4. Demonstrates an understanding of responsibilities outlined in position description
5. Adheres to BQ Codes of Conduct and Policies
6. Current registered member of BQ
7. Evidence of a positive notice to work with young people from the Commission for Children and Young People (Blue Card/Exemption Card)

2.1.3 Assistant Coach and Pitching Coach

1. Ability to attain a Level 3 NCAS Baseball Coaching Accreditation.
2. Acts in a manner reflecting the core values and principles of BQ
3. Demonstrates an understanding of responsibilities outlined in position description
4. Adheres to BQ Codes of Conduct and Policies
5. Current registered member of BQ
6. Evidence of a positive notice to work with young people from the Commission for Children and Young People (Blue Card/Exemption Card)

2.1.4 Program Coach

1. Current NCAS Baseball Coach Accreditation
2. Acts in a manner reflecting the core values and principles of BQ
3. Adheres to BQ Codes of Conduct and Policies
4. Current registered member of BQ
5. Evidence of a positive notice to work with young people from the Commission for Children and Young People (Blue Card/Exemption Card)

2.3 Desirable Criteria

2.3.1 Field Manager

1. Demonstrated an ability to apply BQ athlete/ coach improvement areas and positional standards
2. Demonstrates the ability to apply sports science appropriate age and gender development strategies within the program covering;
 - a. Management (planning, periodisation, organisation, communication etc)
 - b. Technical (fundamentals)
 - c. Tactical (situational specific and game strategy)
3. Previous experience identifying and selecting players at a state or region level
4. Demonstrates leadership skills which aligns the coaching staff and Team Executive Officer (EO) to provide effective team leadership and management skills
5. Demonstrates the ability to create optimal learning environments and positive influences over all athletes, coaching staff and EO in a state level program
6. Ability to identify and declare any conflict of interest as explained in section 4, pg 3

2.3.2 Assistant and Pitching Coach

1. Demonstrated an ability to apply BQ athlete/ coach improvement areas and positional standards
2. Demonstrates an ability to deliver age and gender appropriate baseball specific skill development strategies
3. Previous experience recently (within 4 years) as a Field Manager, Assistant Coach or Program Coach at state or region level
4. Demonstrates the ability to create optimal learning environments and positive influence over all athletes, coaching staff and EO in a state level program
5. Demonstrates leadership skills to assist the Field Manager and EO
6. Ability to identify and declare any conflict of interest as explained in section 4, pg 3

2.3.3 Program Coach

1. Ability to work within a team environment
2. Ability to assist in on field activities
3. Ability to convey age and gender appropriate baseball specific skill development strategies and delivery methods
4. Ability to identify and declare any conflict of interest as explained in section 4, pg 3

2.4 Beneficial Criteria

2.4.1 Field Manager

1. Demonstrates the ability to apply sports science development strategies within the program covering;
 - a. Psychological (time management, confidence, accountability, goal setting)
 - b. Physiological (arm/ bat velo, running speed, functional movement and strength development)
2. Demonstrated the ability to work within a Junior Elite Program
 - a. Athlete Development framework
 - b. Consultation, coordination and communication with coaching staff and EO on their responsibilities
 - c. Ability to liaise and build relationships with key stakeholders (BQ staff, Region and Club coaches, Parents/ Guardians)

- d. Ability to communicate appropriately to Junior Elite Pathway Manager appropriately during athlete selection, preparation/ competition phase and review process

3. Considerations for Applicants

All coaches must adhere to the following considerations along with PD, Coach agreement, BQ and BA Policies and Procedures. Serious breaches may lead to immediate termination of their appointment. A form of an education process will be undertaken for any breaches that are considered minor.

1. Regular consultation with BQ staff
2. Understand and agree to follow BQ/BA policies, procedures and Code's of Conduct's (social media, member protection, athlete selection etc.)
3. Understands and follows the responsibilities outlined in position description
4. Acts and presents in a manner that reflect BQ core values and refrain from any comments that may damage the reputation of BQ Board and Staff along with any other program staff within the Junior Elite Pathway and High Performance
5. Regular attendance at tryouts, team selection, practice sessions, social events, competitions/ tournaments and other team related meetings and activities
6. Maintain the appropriate level of BA Coach Accreditation
8. Maintain evidence of a positive notice to work with young people from the Commission for Children and Young People (Blue Card/Exemption Card)
7. Work cooperatively with, and provide support for their respective EO in the execution of their duties.
8. Must declare any conflict of interest
9. Create an optimal learning environment for coaches and athletes
10. Adheres to all position criteria points outlines in this Policy

4. Conflict of Interest

Appointed Field Manager, Assistant Coach, Pitching Coach, Program Coach and Executive Officer must declare if they have a "Conflict of Interest" with any of the players who are eligible for selection in the age group and gender in which they are coaching. A conflict of interest is defined as a person who has a relationship with a player or group of players that may affect or be perceived to affect their ability to apply the player selection policy objectively and allocate game time appropriately at a National Championships. A conflict of interest is determined as:

1. Being related to (father, mother, brother, sister, etc.) a player or players who are eligible for selection in their respective team; or
2. Coaching a Regional team in their respective team; or
3. Having a personal relationship (e.g. friend of the family, husband, wife) with a player/s in their respective team; or
4. Any other relationship which may be or be perceived to affect the ability of the coach to apply the player selection policy objectively and allocate game time appropriately at a National Championships.

5. Coach Selection and Appointment Procedure

1. BQ staff will review position descriptions, coach agreement forms and all coach related policies and procedures every year
2. If a position is due for extension in accordance with their PD, a meeting will be scheduled and involve the coach, HPM and JEPM to review the program and their performance. The decision to extend will follow;
- 3.

- a. Deliberation between BQ CEO, HPM and JEPM
 - b. BQ CEO may elect a member of BQ BOM to take their position if unavailable
 - c. The JEPM will inform the BoM of successful applicants in writing at the next scheduled BoM meeting
3. Successful or unsuccessful re appointment will be advised in writing
4. All vacant positions will be advertised on the website, social media platforms and an email to Region and Club committee members two weeks prior to the cut off date
5. Nominations will be collected through an online platform
6. If the Field Manager position is vacant the final selection will be made as soon as practical after the cut off date and will follow;
 - a. Deliberation between BQ CEO, HPM and JEPM
 - b. BQ CEO may elect a member of BQ BOM to take their position if unavailable
 - c. The JEPM will inform the BoM of successful applicants in writing at the next scheduled BoM meeting
 - d. Successful and unsuccessful applicants will be advised of the selection in writing
7. The appointment of all support staff (Assistant Coach, Pitching Coach and EO) will follow;
 - a. Deliberation between HPM, JEPM and Field Manager.
 - b. The JEPM will inform the BoM of successful applicants in writing at the next scheduled BoM meeting
 - c. Successful and unsuccessful applicants will be advised of the selection in writing
8. All unsuccessful applicants will be provided feedback about their application and why they were unsuccessful. They will also be provided opportunities to develop as a 'Program Coach' within the JEP programs
9. Announcements of the coaching staff/s will be made public on BQ website and social media platforms, including any vacancies
10. BQ has the right to leave positions vacant if there are insufficient applications. In the case of this situation and at the discretion of BQ either;
 - a. Re advertise vacant positions or;
 - b. Directly appoint a coach
11. In both situations BQ will follow;
 - a. Deliberation between BQ CEO, HPM. JEPM and Field Manager (if applicable)
 - b. BQ CEO may elect a member of BQ BOM to take their position if unavailable
 - c. The JEPM will inform the BoM of successful applicants in writing at the next scheduled BoM meeting
 - d. Successful and unsuccessful applicants will be advised of the selection in writing
12. In the event of a coaching position becoming vacant after an appointment, BQ may directly appoint a substitute without re advertising. In this situation BQ will follow;
 - a. Deliberation between BQ CEO, HPM. JEPM and Field Manager (if applicable)
 - b. BQ CEO may elect a member of BQ BOM to take their position if unavailable
 - c. The JEPM will inform the BoM of successful applicants in writing at the next scheduled BoM meeting
 - d. Successful applicants will be advised of the selection in writing

6. Appendix

6.1 Position Descriptions

6.1.2 Head Coach

Position:	QLD Bandits Field Manager (Volunteer)		
Date of effect:	July 2018 (1 year + 1 year extension after review)	Nationals location and date:	(Insert Location)

Description:	<p>A coach in any Junior Elite Program, at any capacity, is a very important role model for the young athletes either selected on a team and/ or program.</p> <p>They are responsible for setting the culture of that program in line with QLD Bandits ideals. As such they need to lead by example in all areas of behaviour both on and off the field, particularly in relation to fair play, respect (for the game and all those around it), and set appropriate examples for factors relating to the use of drugs, alcohol, and tobacco products.</p>
---------------------	---

Primary Job Purpose:	The Field Manager is responsible for contributing to the successful delivery of QLD Bandits (Insert Team) program. This includes coaching and coordination with Junior Elite Pathway Manager (JEPM) as well as developing and implementation of a comprehensive program in preparation for and managing throughout the National (Insert Team) Championships.
-----------------------------	---

Responsibilities:	<p>Preparation for National Youth Championships In conjunction with JEPM:</p> <ul style="list-style-type: none">• Appoint appropriately qualified coaching staff• Assign coaching staff roles and responsibilities• Develop team section criteria and coordinate team selection process• Coordinate on-field practice sessions in the lead up to National (Insert Team) Championships• Ensure practice sessions are conducted accordingly with the aim of achieving objectives <p>General</p> <ul style="list-style-type: none">• Develop and implement a training program plan• Ensure facilities and equipment needed for practice and games are available• Submit detailed session plans to the JEPM prior to all training sessions• Ensure team culture (rules) are established and are consistently enforced at all times.• Ensure practice sessions are safe for staff and participants
--------------------------	---

	<ul style="list-style-type: none"> • Ensure players are adequately prepared to participate in the tournament. <p>On tour at National (Insert Team) Championships</p> <ul style="list-style-type: none"> • Manage the team on field. • Ensure all players meet participation requirements for the tournament. • Complete a daily game report as per the pro forma made available by BQ. • Manage behaviour of players and staff. Liaise with BQ immediately regarding any behaviour management issues. • Notify BQ of any players requiring medical attention and ensure a report for each injured player and each injury sustained is completed. • Present yourself well at all times and ensure all team members and staff, adhere to the dress code applied by BQ. • Ensure the staff code of conduct is adhered to at all times. • Ensure BQ rules are adhered to. • Follow any reasonable directions/instructions issued by BQ staff and/or tour group leader(s). • Assist EO or BQ staff as required in all off-field situations. • Provide direction and support to the appointed Assistant Coaches. • Ensure the Daily Planner is completed and posted daily.
--	--

<p>Knowledge and Experience:</p>	<ul style="list-style-type: none"> • Current Level 4 BA Coach Accreditation • Understanding of baseball specific skill and appropriate delivery methods • Demonstrated ability to manage staff and athletes in tournament competitions • Good communication and organisational skills • Possess, or willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000
---	---

6.1.2 Assistant Coach and Pitching Coach

Position:	QLD Bandits (Insert Team) Assistant and Pitching Coach (Volunteer)		
Date of effect:	July 2018 (1 year)	Nationals location and date:	(Insert Location)

Description:	<p>A coach in any Junior Elite Program, at any capacity, is a very important role model for the young athletes either selected on a team and/ or program. They are responsible for setting the culture of that program in line with QLD Bandits ideals.</p> <p>As such they need to lead by example in all areas of behaviour both on and off the field, particularly in relation to fair play, respect (for the game and all those around it), and set appropriate examples for factors relating to the use of drugs, alcohol, and tobacco products.</p>
---------------------	---

Primary Job Purpose:	The Assistant Coach and Pitching Coach are responsible for contributing to the successful delivery of QLD (Insert Team) Bandits program. This includes the implementation of a comprehensive program in preparation for and coaching throughout the National (Insert Team) Championships .
-----------------------------	---

Responsibilities:	<p>General</p> <ul style="list-style-type: none"> • Contribute to the development of the team selection criteria and team selection process. • Be available for and contribute to the selection of the training squad and final team. • Implement the on-field training program in the lead-up to competition as per the direction of the BQ JEPM and the Field Manager. • Provide coaching in your specific area of expertise at the direction of the Field Manager. • Understand, and help foster the development of key characteristics in Bandits Athletes as identified by the BQ JEPM. • Ensure team culture (rules) is consistently enforced at all times. • Ensure practice sessions are conducted according to documented session plans, with the aim of achieving objectives set as directed by the Field Manager. • Ensure practice sessions are safe for staff and participants. • Ensure players are adequately prepared to participate in the tournament. • Be available to travel with the team to competition, and do everything reasonably possible to aid in achieving the greatest performance of the team.
--------------------------	--

	<ul style="list-style-type: none">• Manage behaviour of players and ensure all BQ rules are adhered to at all times. Liaise with EO immediately regarding any behaviour management issues.• Present yourself well at all times and adhere to the dress code applied by BQ.• Assist EO or BQ staff as required in all off-field situations.
--	--

Knowledge and Experience:	<ul style="list-style-type: none">• Current Level 3 BA Coach Accreditation• Understanding of baseball specific skill and appropriate delivery methods• Good communication skills• Possess, or willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000
----------------------------------	---

6.1.3 Executive Officer

Position:	QLD Bandits Executive Officer (Volunteer)		
Date of effect:	July 2018 (1 year)	Nationals location and date:	(Insert Location)

Description:	<p>A coach in any Junior Elite Program, at any capacity, is a very important role model for the young athletes either selected on a team and/ or program. They are responsible for setting the culture of that program in line with QLD Bandits ideals.</p> <p>As such they need to lead by example in all areas of behaviour both on and off the field, particularly in relation to fair play, respect (for the game and all those around it), and set appropriate examples for factors relating to the use of drugs, alcohol, and tobacco products.</p>
---------------------	---

Primary Job Purpose:	The Executive Officer is responsible for contributing to the successful delivery of QLD Bandits (Insert Team) program. This includes the implementation of a comprehensive program in preparation for and coaching throughout the National (Insert Team) Championships .
-----------------------------	---

Responsibilities:	<p>General</p> <ul style="list-style-type: none"> • In Liaison with the Field Manager, coordinate the off field management of the team in the lead-up to and during competition. This includes but is not limited to, organising and/or confirming accommodation, transport, catering, uniforms (including laundry) finance, and administration tasks. • Assist the coaching staff as required as per the direction of the Field Manager. • Ensure the player/staff codes of conduct and dress codes are adhered to and enforced. • In consultation with the BQ JEPM, ensure team dietary needs are met on a daily basis to achieve the performance needs. • Ensure the wellbeing of all team members at all times and ensure players and staff receive any medical attention/treatment as required • Notify BQ of any players requiring medical attention and ensure a report for each injured player and each injury sustained is completed • Ensure the players/staff have access to suitable drinking water at all times when on field – Practice, warm up and games. • Manage the team budget to ensure funds last the length of the tour. • Record all expenditure and submit financial report to BQ within 14 days of returning from Championships.
--------------------------	---

	<ul style="list-style-type: none"> • Communicate effectively with Parents/Guardians of team members, ensuring they are informed of team developments week to week. • Ensure team has access to ice and first aid as needed. • Ensure team has access to healthy snack food where appropriate • Ensure the team/staff are on time for all meetings and events • Ensure curfews and team rules are enforced • Act as the fourth coach as required (Level 3 BA Coach Accred. Required) • Each day complete and post the Daily Planner chart for the following day • Liaise with the Manager to complete and post a daily game report with BQ.
--	--

<p>Knowledge and Experience:</p>	<ul style="list-style-type: none"> • Good communication skills and organisational skills • Possess, or willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000 <p>For consideration dual Coach/ EO role</p> <ul style="list-style-type: none"> • Current Level 3 BA Coach Accreditation (Only for dual coach/ EO role) • Understanding of baseball specific skill and appropriate delivery methods
---	---

BASEBALL QUEENSLAND MEMBER PROTECTION DECLARATION

BQ has a duty of care to all those associated with the sport at the State level and to the individuals and organisations to whom our national Member Protection Policy applies. As a requirement of our State Member Protection Policy, BQ must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name)

of.....(address) born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that the ABF may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Declared in the State/Territory ofon...../...../.....(date)

Signature

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every regard.

Name:.....

Signature:..... Date:

BASEBALL QUEENSLAND COACHES / MANAGERS / EXECUTIVE OFFICERS CODE OF ETHICS

The coach/EO of a team may be the second most influential person in a player's life. Coaches, through their own behaviour (on and off the field) have an enormous impact on the development of young players.

In establishing a solid foundation of character building with players, the key responsibility of any coach is to lead by example. This holds true at all levels of development.

For these reasons and many more, in addition to the Coach/EO Code of Conduct above, the Code of Ethics to encompass all coaches and EOs representing Baseball Queensland in any endorsed and organised tournaments, development programs and special events.

These principles are considered practicable and are within the aims and objectives of the baseball in Queensland.

1. Provide Supervision of the behaviour of the team at all times.
2. Do not criticise players in front of spectators, parents and other teams. Review constructive criticism with a player in private or in the presence of the team.
3. Accept decisions of the umpire as being fair and called to the best of their ability. Do not abuse or ridicule an umpire, or allow your team members to do so.
4. Develop team respect for opponents, spectators and officials. Do not criticise other teams, supporters, or officials by words or gestures.
5. Set a good example in personal appearance and behaviour.
6. Encourage sportsmanlike behaviour among players.
7. Whenever possible, ensure all players have equal time on the field.
8. Encourage players to work together as a unified group (team work).
9. Keep yourself informed of sound coaching principles and seek more skilled advice when required.
10. Encourage your team to hustle on and off the playing field at all times.
11. All press statements and/or interviews must be within the guidelines of Baseball Queensland.
12. Place the welfare and development of the individual above a winning or losing record.
13. Do not embarrass your opponents.
14. Do not use any form of tobacco or alcohol of any description on the field, in the dugouts or bullpens, or whilst in uniform.
15. Abide by the tournament's rules and regulations.
16. Be aware of any player with a medical problem.
17. Strive to develop a positive image and self-sufficient attitude with each player.
18. Enforce the Players Code of Conduct.
19. Present BNQ in a positive image in accordance with the BQ Member Protection Policy.
20. While acting in a supervisory/guardianship role while during camps, clinics or tours (including but not limited to national championships and Little League) where the event stipulated an age group of Under 18 or below, no member of the touring party (including managers, coaches, executive officers and scorers will consume alcohol for the duration of

the event, defined as the time that the team member is acquired by, and returned to their legal parent/guardian.

21. While acting in a supervisory/guardianship role while during camps, clinics or tours (including but not limited to national championships and Little League) where the event stipulated an age group of Under 18 or below, no member of the touring party (including managers, coaches, executive officers and scorers will partake in any form of gambling, wagering, betting for the duration of the event, defined as the time that the team member is acquired by, and returned to their legal parent/guardian.

Note: In cases where there are breaches of this code of ethics, the breaches can be reported to the Tournament Management Team. If the breach(s) are found proved, then the matter (s) will be referred to the Tournament Judiciary for adjudication of penalty.

**BASEBALL QUEENSLAND
COACHES / MANAGERS / EXECUTIVE OFFICERS
CODE OF ETHICS**

Team: _____

Age Group: _____

I have been provided with a copy of the BQ Coaches Code of Ethics, and am aware of and fully understand the responsibilities and conditions disclosed. I acknowledge that I am bound by that Code, and that any breaches can be reported to the Tournament Management Team for their deliberation. If the breach(s) are found proved, then the matter (s) will be referred to the Tournament Judiciary for adjudication of possible (further) penalty.

Name: _____

Signature: _____

Date: _____

Position: _____