



# Goulburn & District Netball Association Inc.

## Representative Policy & Procedures

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## **1. ASSOCIATION REPRESENTATIVES**

- 1.1 Association Representatives shall refer to any player, Coach, Manager, Umpire or Association Official accompanying a team entered in any Netball NSW or Netball ACT organised carnival, Regional State League, competition or State Titles under Association name and colours
- 1.2 All Representative players must be a registered member of an affiliated Team within the Association and must play a minimum of three (3) games with that team, in the year of selection in order to be eligible to participate in the State Titles, unless special provision has been approved by the committee. Any player with a special provision must hold a current registration with Netball NSW. (See Representative Selection Policy).
- 1.3 Association Representatives shall wear the Association uniform as dictated by their position, when fulfilling their duties.
- 1.4 All Representative players will be required to purchase a current playing uniform from the Association, cost of purchase will be decided by the Association Committee. Representative players may purchase other official apparel carrying the GDNA logo. All uniform purchases must be paid in full prior to receiving uniform.
- 1.5 Any loaned uniform will remain the property of the Association and must be returned to the manager at the end of the season. Any unsuitable part thereof must be replaced at the player's expense.
- 1.6 Medical history treatment permission forms issued to each player are to be returned prior to the first carnival and shall be retained by the Team Manager. At the conclusion of Junior and Senior State Titles each year all documentation and forms regarding representative players must be provided to the GDNA Rep Coordinator before the close of the current netball season.
- 1.7 All representative personnel i.e., players, player's guardians, Coaches, Managers, Umpires and Administrators shall be bound by the Association's Codes of Behaviour.
- 1.8 The Association is to be reimbursed for courses paid for, which Coaches, Managers or Umpires subsequently do not attend, at the discretion of the Association committee.
- 1.9 The Association's appointed Coaches, Managers, Assistant Coaches and Primary Carer of Representative Teams and the Rep coordinator and GDNA official representative who attend the Junior or Senior State Titles and Regional League, shall have travel, meals, accommodation and any other related costs paid for by the Rep fees.
- 1.10 The Association's appointed Umpires who attend the Junior or Senior State Titles and Regional League, shall have travel, meals, accommodation and any other related costs paid for by the Rep fees.
- 1.11 If a request is made from a player/coach recently moved into the area after squads/teams have been selected for the following year, the Association Committee will refer to the Representative Selection Policy.
- 1.12 Any association Representative must participate in the State Titles Ceremonies in current GDNA Uniform.



## **2. RESPONSIBILITIES OF REPRESENTATIVE PLAYERS**

- 2.1 Representative players must sign the Rep player consent and nomination form and fulfil all commitment and regulations as stated in the Representative Information Handbook as drawn up by GDNA each year.
- 2.2 Obtain the written consent of their parent or guardian if under eighteen (18) years of age.
- 2.3 Rep Levy to be paid each year. This is non-refundable and the amount is to be determined by association committee each year. Levy for development teams are pro rata.
- 2.4 Carry out training set by the coach and attend coaching sessions approved of by the Association.
- 2.5 Players from the age of 12 (and in High School) must have a current Umpires Section 1 Theory Exam accreditation in the year of play.
- 2.6 All Representative Players must contribute to the Association in some way, such as coaching a junior team, umpiring, NetSetGo Assistance or other duties as directed by the Association.
- 2.7 Refrain from using mobile phones, iPods/mp3players or iPads/tablets courtside unless for the purposes of coaching and statistics.
- 2.8 Return in good order and condition any Association property.
- 2.9 Report immediately to the Primary Carer or Coach any condition which may affect a player's play.
- 2.10 In the event of a serious injury (eg. Surgery, fracture, break etc) or illness, supply to the manager a Doctor's Clearance Certificate before recommencing training.
- 2.11 Attend all Representative commitments in uniform, as an observer if injured.
- 2.12 Be subject to replacement if they breach the Code of Conduct.
- 2.13 Must not play at Representative Level with another NSW affiliated Netball Association.
- 2.14 Representative players 12 years and older can assist on canteen duty but must not cook and must be on shift with a responsible adult. Full shift is as determined by GDNA committee. Full shift includes setup, pack up and clean, as rostered by team manager/Rep Coordinator.
- 2.15 Players selected into ACT State League teams are required to pay registration fees as determined by the Association each year.
- 2.16 All athletes selected into State Titles or ACT State League teams are expected to continue attendance at GDNA representative training as scheduled by the Head Coach unless extenuating circumstances arise. Athletes who are unable to attend training must contact the Team Manager no later than midday on the day of training.
- 2.17 All athletes selected into a State Titles or ACT State League Teams are advised that they must be available to take the court for all GDNA games.
- 2.18 All athletes must attend and reside with the team for the entire State Titles.



### **3. REPRESENTATIVE COACHES**

- 3.1 Includes ACT State League – Junior State Titles – Senior State Titles – Inter District – Squads - Masters.
- 3.2 Representative Coaches must fulfil all commitment, regulations and duties as stated in the Representative Information Handbook as drawn up by GDNA each year.
- 3.3 In addition to Netball NSW's Child Related Policies and Guidelines you must meet the following requirements. All administrators, coaches, carers, managers and volunteers of Goulburn and District Netball Association must hold a current NSW Working With Children Check – Volunteer or equivalent.
- 3.4 Application for Representative Coaches, with credentials, shall be submitted by a deadline date to be determined by the Committee. GDNA Representative Coach Nomination Forms will be available from the Association.
- 3.5 The Association Committee will appoint the Representative Coaches and/or Assistant Coaches.
- 3.6 Candidates for the position of Coach for a Representative team must hold, at least a current Development Coaching Accreditation or higher by 1<sup>st</sup> April and a current Section 1 Umpires theory pass in accordance with current Netball NSW nomination requirements.
- 3.7 Initial calls for Representative Coaches shall be taken from nominations within the Association. On failure to secure any positions a second call shall be taken from any NNSW affiliated member.
- 3.8 Representative Coaches must not coach or have any active involvement with another NNSW Affiliated Netball Association at Representative level in that current representative year.
- 3.9 All Coaches must attend, and reside with the team for all carnivals, the entire State Titles and/or State League competitions. Should exceptional circumstances arise, the head coach must advise the GDNA Coaching Coordinator of their need to be absent. The Coaching Coordinator will liaise with the association committee to arrange a suitable replacement.
- 3.10 All Coaches must adhere to Netball NSW's Grading Policy and Procedures and Rules for State Titles and Competitions which can be accessed directly through Netball NSW's website.
- 3.11 All Coaches must abide by the Playing Rules for State Titles and ensuring that the minimum court time rule is applied and that either the Manager and/or Coach keep an accurate record of all the team players games throughout the whole State Titles.



## **4. REPRESENTATIVE MANAGERS**

- 4.1 Representative Managers must fulfil all commitment, regulations and duties as stated in the Representative Information Handbook as drawn up by GDNA each year.
- 4.2 Applications for Representative Managers, with credentials, shall be submitted by a deadline date to be determined by the Committee. GDNA Representative Manager Nomination Forms will be available from the Association.
- 4.3 The Association Committee will appoint the Representative Managers and/or Assistant Managers.
- 4.4 In addition to Netball NSW's Child Related Policies and Guidelines you must meet the following requirements. All administrators, coaches, carers, managers and volunteers of Goulburn and District Netball Association must hold a current NSW Working With Children Check – Volunteer or equivalent.
- 4.5 All Managers must travel with their team to Carnivals, State Titles and ACT State League events unless permission has been granted by the Association Committee to the contrary. Managers must also reside with the team for the entire carnival, State Titles and/or State League. Should exceptional circumstances arise, the Manager must advise the GDNA Representative Coordinator of their need to be absent. The Representative Coordinator will liaise with the association committee to arrange a suitable replacement.
- 4.6 Must keep an accurate record of training dates at the Veolia arena.
- 4.7 Representative Team Managers will roster parents/guardians of representative players for any fundraising activities, eg. BBQ duty, raffles; cake stalls, etc., and oversee the smooth running of duties on the rostered day concerned.
- 4.8 All Managers must adhere to Netball NSW's Grading Policy and Procedures and Rules for State Titles and Competitions which can be accessed direct through Netball NSW's website.
- 4.9 All Representative Team Managers must abide by the Playing Rules for State Titles and ensuring that the minimum court time rule is applied and that either the Coach and/or Manager keep an accurate record of all the team players games throughout the whole State Titles.
- 4.10 All representative players' documentation including medical forms must be returned to the GDNA Rep Coordinator before the close of the representative year.
- 4.11 Ensure Primary Carer is provided with First Aid Kit.



## **5. REPRESENTATIVE PRIMARY CARE PERSONNEL**

- 5.1 Applications for Representative Carers, with credentials, shall be submitted by a deadline date to be determined by the Committee. GDNA Representative Carer Nomination Forms will be available from the Association.
- 5.2 The Association Committee will appoint the Representative Carers.
- 5.3 All Rep Primary Care Personnel must:
  - (i) Hold an accredited First Aid Certificate.
  - (ii) Attend, travel and reside with their delegated team for the entire State Titles and/or State League. Should exceptional circumstances arise, the Primary Carer must advise the GDNA Representative Coordinator of their need to be absent. The Representative Coordinator will liaise with the association committee to arrange a suitable replacement.
- 5.4 Representative Primary Carers must fulfil all commitment, regulations and duties as stated in the Representative Information Handbook as drawn up by GDNA each year.
- 5.5 In addition to Netball NSW's Child Related Policies and Guidelines you must meet the following requirements. All administrators, carers, managers and volunteers of Goulburn and District Netball Association must hold a current NSW coaches Working With Children Check – Volunteer or equivalent.
- 5.6 Must retain a copy of all players medical forms for the duration of the season.



## **6. REPRESENTATIVE COORDINATOR**

- 6.1 Representative Coordinator must fulfil all commitment, regulations and duties as stated in the Representative Information Handbook as drawn up by GDNA each year.
- 6.2 The Representative Coordinator will chair the Selections Committee and arrange all representative selections as part of the panel and report back to the Association Committee.
- 6.3 In addition to Netball NSW's Child Related Policies and Guidelines you must meet the following requirements. All administrators, coaches, carers, managers and volunteers of Goulburn and District Netball Association must hold a current NSW Working With Children Check – Volunteer or equivalent.
- 6.4 Correspondence will be sent to all successful applicants on behalf of the Association.
- 6.5 Correspondence will be sent to all unsuccessful applicants on behalf of the Association.
- 6.6 Be responsible for the completion, prior to the State Titles, Carnivals or State League, of all arrangements concerning representative teams.
- 6.7 Prepare appropriate memos and rep information booklet for all association representatives clearly stating what is expected of them in relation to their duties, commitments to the Association, team behaviour, uniform, finances, training, casual and formal dress and any other relevant information following committee approval.
- 6.8 Prepare a list of all rep players, coaches & managers, with contact details including email addresses for the Association Secretary and Treasurer.
- 6.9 Ensure all rep managers are supplied with a first-aid kit and it is replenished when required.
- 6.10 Provide to team managers the local telephone numbers for medical and dental services for carnivals.
- 6.11 Representative Coordinator is responsible for overseeing the rostering of Representative Teams for BBQ duty and any other fundraising activities.
- 6.12 With the assistance of Coaches/Managers and Carers, monitor player duties where needed.



## **7. REPRESENTATIVE GIFTS, ACHIEVEMENT AWARDS AND PERPETUAL TROPHIES**

- 7.1 Each year the GDNA Association Committee will determine gifts to be given to representative players that attend State Titles, coaches, managers, carers, and umpires, and squad members who have embodied the values outlined in the GDNA Policies and Handbook.
- 7.2 All development teams and/or coaches, carers and managers are to be given a GDNA Token of Appreciation.
- 7.3 Representative Teams that achieve Runners-up or Winners at either Junior or Senior State Titles, all team players including coach and manager are to be recognised with an achievement award. This achievement award is to be determined by the GDNA Association Committee and presented at either a representative or association presentation.
- 7.4 Perpetual trophies include:
  - Player's player
  - Best and Fairest
  - Most Improved
  - Coach's Award
- 7.5 Players player is to be recorded by the manager/coach following each Carnival day and each day at Junior or Senior State Titles / regional state league, and is to be recorded after each game in the ACT State League. This award is voted on by players only and they are to use 3, 2, 1 voting system.
- 7.6 The remaining 3 perpetual trophies will be chosen by the Head coach. Where a conflict of interest arises the coach may liaise with team manager and team umpires.





## 8. Parent/Guardian Acknowledgement \*\*

I/we \_\_\_\_\_ the parent/guardian of

\_\_\_\_\_

Have read and understood the codes of behaviour, responsibilities, and team protocols for GDNA Representative program and have discussed these with our child.

I/We acknowledge that I/we will uphold these values during the Representative season.

Signed:	Name:	Date:
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## Player Acknowledgement

I \_\_\_\_\_

Have read and understood the codes of behaviour, responsibilities, and team protocols for the Representative Program.

I have discussed these with my parent/guardian\*\*

**\*\* For players under 18 years of age**

I will uphold these values during the Representative Season

Signed:	Name:	Date:
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