

# MANLY WARRINGAH NETBALL ASSOCIATION



## REPRESENTATIVE PERSONNEL POLICY

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## RELEVANT POLICIES AND PROCEDURES

**Other policies referenced in this set of documents include:**

1. Duties of Selection Committees (both Senior and Junior)
2. Duties of Executive Committee
3. Duties of Representative Committee
4. Duties of Appointments Committee Policy (Coaches and Managers; Umpires)
5. MWNA Apparel Policy
6. Netball Australia Code of Conduct - See PART B: (netball.com.au) from Netball NSW
7. Netball NSW Code of Conduct
8. Netball Australia's Integrity Policy Framework

### 1. AIM

The aim of this policy is to raise the profile of the Association through setting and maintaining the highest standards of professionalism and direction and by maintaining an environment within which members are identified, developed, supported, and recognised.

MWNA recognises the Netball NSW Pathways for players, coaches, managers, umpires & bench officials, and endeavours to support all members along this pathway.

MWNA endeavours to support all Netball NSW and Netball Australia representative competitions & events to the best of ability.

### 2. APPOINTMENTS

MWNA will be assisted in the appointments of all Representative Team Officials by the Coaches and Managers Appointments Committee as well as the Umpires Appointments Committee.

The Appointments Committees will proceed as detailed in the Executive & Sub Committee Policy.

### 3. TEAM OFFICIALS

Team officials will consist of:

- Coaching personnel
- Manager
- Umpire
- Primary Carer

All team officials will be appointed by the Appointments Committees as per point 2 of this policy.

All team officials will be provided with the minimum expectations required of their positions as described in the MWNA Representative Personnel Policy and will have regard to each official's individual pathway and endeavour to support that pathway within their resources.

#### **4. PLAYERS**

To attend selections, players shall:

##### Junior Players (12-15 Years)

- Be financial members of affiliated clubs
- Be nominated for selection by the club secretary who shall be responsible for:
  - nominating players of a high standard, preferably A or B grades on the Association nomination form and sent to the Association Secretary by the date as resolved by Council from year to year,
  - Checking Proof of Date of Birth when an age limit has been set,
  - Ensuring that players present themselves for selection suitably attired.
- Trial before the Selection Committee on the date set down by the Association.

The selectors, at their discretion, may invite players to stand for selection, provided they are financial members of Netball NSW on the day of selection.

Selectors reserve the right, if standard of nominees is not of an acceptable level, not to select players.

If unable to trial on the date set down by the Association, must provide, in writing prior to selections, suitable reasons why they should still be considered for selection, appropriate documentation must be sent to the Association Secretary prior to the trial date.

##### Senior Players

- Include 17 years,
- Be financial members of Netball New South Wales,
- Individually nominate on Association nomination form sent to the Association Secretary by the date as resolved by Council from year to year,
- Preferably trial before the selection committee on the date set down by the Association, at the discretion of the Selection Committee

- Pay a nomination fee as set out in the current Fees schedule (Metro League only nominators).

The selectors, at their discretion, may invite players to stand for selection, provided, they are financial members of Netball NSW on the day of selection.

Selectors reserve the right, if standard of nominees is not of an acceptable level, not to select players.

If unable to trial on the date set down by the Association, must provide, in writing prior to selections, suitable reasons why they should still be considered for selection, appropriate documentation must be sent to the Association Secretary prior to the trial date.

In addition, once selected into a team, all players, and the parents/guardians of players, will abide by the conditions of their inclusion in the program, and the expectations as set out in this document.

## 5. SELECTIONS

The relevant Selection Committees, as appointed at the AGM annually, will select all players to be offered positions into the MWNA netball representative program.

Procedures relating to the composition of the Selection Committees and the roles and duties of the Selection Committees are detailed in the Executive and Sub Committee Policy.

In general, an appeal will only be considered if procurees are not adhered to, or the player was not given fair and equal opportunity during the selection process. An appeal will not be heard on a subjective basis that the player believes they are better or more deserving than a selected player.

No feedback will be provided to any player until after the final phase of selections. Replies to any requests for feedback from any applicant arising out of the selection process will only be at the discretion of the relevant Selection Committee.

## 6. REPRESENTATIVE APPAREL (REFER TO THE MWNA APPAREL POLICY)

MWNA Representative apparel must be worn at all representative sanctioned events.

## 7. REPRESENTATIVE RECOGNITION

MWNA will recognise those involved in the representative program in various ways throughout the year.

## 8. HONORARIUM

Team Officials may receive honorary gratuity for carrying out duties for the Association, in accordance with the fees schedule passed by Council each year.

## 9. REPRESENTATIVE PERSONNEL ROLES AND EXPECTATIONS

As a minimum all Team Officials must have:

- Current financial membership of Netball NSW. If appointed and not already registered with MWNA, this must be undertaken as soon as possible,
- A current Working with Children Check and appropriately verified by the Association,
- Current accreditation relevant to the role nominating for, as specified in the current Representative Participants Procedures document,
- A current Rules of Netball Theory Examination Pass,
- Exemplary behaviour, ethics, and attitude to represent MWNA,
- Excellent planning, communication, and organisational skills,
- The ability to meet the duties, attendance and reporting requirements as per the current Representative Participants Procedures document, and
- Give assurance that they will abide by all Policies and Procedures of MWNA, Netball NSW and Netball Australia

In addition, Team Officials are expected to:

- At all times shall show respect to all players and parents/guardians who form part of the team,
- Conduct themselves in a manner appropriate to a coach and mentor of players,
- Give particular attention to the safety and welfare of all players and never leave junior players without supervision,
- Come prepared for every training session and every game,
- Model Community Sport Health Guidelines,
- Give every player in the team adequate court time over the season to allow for player development within the Representative Program, if circumstances permit,
- Identify and respect that there may be different skill levels within the players of the team and endeavour to cater for all skill levels equally,
- Respect that there may be differences of opinion with regards to aspects of the team dynamics and logistics, and
- Always give a team member a fair hearing with regards to complaints, grievances or comments and take steps to rectify if warranted.

### **a) Representative Coach**

A Representative Coach is expected to:

- i. Be a financial member of Netball NSW,
- ii. Have an Intermediate or higher Coaching Accreditation (or evidence showing intention of completion in the year of appointment),
- iii. Have a minimum of two (2) of the Netball Australia E-Learning Centre Courses which include but are not limited to:
  - Rules of Netball
  - Bench Officials Education Course
  - Mentoring Representative Participants Procedure
  - Expect Respect
  - Netball Inclusion
  - Netball Australia Select for Netball Success
- iv. Have successfully completed the Sports Integrity Australia credentials within the last 3 years,
- v. Collaborate with the appropriate Representative Convenor and liaise with the Coaches Convenor,
- vi. Organise training sessions necessary for the development of players,
- vii. Liaise with the Assistant/Apprentice Coach (where appointed) to devise a program for player development and team preparation,
- viii. Collaborate with the Team Manager,
- ix. Report immediately to the appropriate Representative Convenor any player who fails to fulfil their commitment or is at risk of not fulfilling their commitment,
- x. Select a team to participate in each match,
- xi. Attend meetings as determined by the appropriate Representative Convenor or Coaches Convenor,
- xii. Attend all training sessions,
- xiii. Attend all games,
- xiv. Attend squad training (if applicable),
- xv. Be available to attend selection trials,
- xvi. Contact the appropriate Representative Convenor if unavailable for more than one week during the season,
- xvii. During the period of appointment, be available, on at least 2 occasions to deliver coach education for MWNA grass roots coaches,
- xviii. Attend professional development opportunities,
- xix. Submit all reports as requested by the appropriate Representative Convenor,

- xx. Be responsible for returning, in good order and condition, all equipment within 4 weeks of competition completion,
- xi. Complete individual player reports for the Selection Sub-Committee
- xxii. Complete a team report for inclusion in the Annual Report, and
- xxiii. Attend competitions as entered by MWNA Representative Convenor (as applicable).

### **b) Representative Assistant Coach**

A Representative Assistant Coach is expected to:

- i. Be a financial member of Netball NSW,
- ii. Hold a current and minimum of Netball Australia Development Course Accreditation (or evidence showing intention of completion in year of appointment),
- iii. must have a minimum of two (2) of the Netball Australia E-Learning Centre Courses which include but are not limited to:
  - Foundation Education Umpiring Course
  - Bench Officials Education Course
  - Mentoring
  - Expect Respect
  - Netball Inclusion
  - Netball Australia Select for Netball Success
- iv. must have successfully completed the Sports Integrity Australia credentials,
- v. Report to the Representative Convenor and liaise with Coaching Convenor,
- vi. Liaise with the Coach to support a program for player development and team preparation,
- vii. Liaise with the Team Manager,
- viii. Attend meetings as determined by the Representative Convenor or Coaching Convenor,
- ix. Attend training sessions and games,
- x. Attend squad training (if applicable),
- xi. Be available to attend selection trials as observer,
- xii. Contact the relevant Representative Convenor if unavailable for more than one week during the season,
- xiii. Attend professional development opportunities, and
- xiv. Attend all competitions as entered by MWNA (if applicable)

### **c) Talent Development Coach**

A Talent Development Coach is expected to:

- i. Be a financial member of Netball NSW,
- ii. Have a Development or higher Coaching Accreditation (or evidence showing intention of completion in the year of appointment),
- iii. Report to the Representative Convenor and liaise with the Coaching Convenor,
- iv. Organise training sessions necessary for the development of players,
- v. Liaise with the Assistant/Apprentice Coach (where appointed) to support a program for player development and team preparation,
- vi. Liaise with the Team Manager,
- vii. Report immediately to the Representative Convenor, any player who fails to fulfil their commitment or is at risk of not fulfilling their commitment,
- viii. Select a team to participate in each match,
- ix. Attend meetings as determined by the Representative Convenor or Coaching Convenor,
- x. Attend all training and squad sessions,
- xi. Attend all games,
- xii. Contact the Representative Convenor if unavailable for more than one week during the season,
- xiii. During the period of appointment, be available, on at least 2 occasions to deliver coach education for MWNA grass roots coaches,
- xiv. Attend professional development opportunities,
- xv. Complete individual player reports and a team report for inclusion in the Annual Report,
- xvi. Be responsible for returning, in good order and condition, all equipment within 4 weeks of competition completion, and
- xvii. Attend competitions as entered by MWNA (as applicable)

### **d) Mentor Coach**

A Mentor Coach is expected to:

- i. Be a financial member of Netball NSW
- ii. Have been involved in the Representative Program for a minimum of 10 Years as a Representative Coach,
- iii. Have completed the eLearning Mentor Module,

- iv. Report to the Representative Convenor and liaise with Coaches Convenor,
- v. Provide mentorship to Apprentice Coaches to assist with the implementation of the program for the purposes of player development and team preparation,
- vi. Liaise with the Representative Coach and Team Manager,
- vii. Attend meetings as determined by the appropriate Representative Convenor or Coaching Convenor,
- viii. Attend training sessions and games,
- ix. Attend squad training (if applicable),
  - i. Contact the Representative Convenor if unavailable for more than one week during the season,
  - ii. Attend professional development opportunities,
  - iii. Submit all reports as requested by the appropriate Representative Convenor to the MWNA Secretary, and
- iv. Attend all competitions as entered by MWNA.

#### **e) Apprentice/Trainee Coach**

An Apprentice/Trainee Coach is expected to:

- i. Be a financial member of Netball NSW,
- ii. Hold a current and minimum of Netball Australia Foundation Course Accreditation (or evidence showing intention of completion in year of appointment),
- iii. Have coached at Club level (preferable A grade senior or junior for a minimum of 2 preceding years,
- iv. Report to the relevant Representative Convenor and liaise with Coaching Convenor,
- v. Liaise with the Representative Coach to support a program for player development and team preparation,
- vi. Attend meetings as determined by the Representative Convenor or Coaching Convenor,
- vii. Attend training sessions and games,
- viii. Attend squad training (if applicable),
- ix. Contact the relevant Representative Convenor if for more than one week during the season,
- x. Attend professional development opportunities,
- xi. Submit all reports as requested by the appropriate Representative Convenor, and
- xii. Attend all competitions as entered by MWNA.

## **f) Team Manager**

A Team Manager is expected to:

- i. Be a financial member of Netball NSW,
- ii. Have completed the Sport & Recreation Sports Managers Level 2 Course (or evidence showing intention of completion in year of appointment),
- iii. Have completed the Netball Australia Bench Officials Education course (*Metro League and Summer Series*),
- iv. Report to the Representative Convenor and liaise with Coaching Convenor,
- v. Be the communications person for all members of the team,
- vi. Liaise with all team officials and appropriate Representative Convenor on all team Logistics,
- vii. Liaise with MWNA Secretary and Representative Convenor appointed Physiotherapist in relation to player injury management, on return to play clearance,
- viii. Liaise with appointed Bench Officials (where relevant),
- ix. Be responsible for the conduct, well-being, and appearance of all team participants,
- x. Have the final decision on player welfare within the team,
- xi. Ensure that the coach, appropriate Representative Convenor and MWNA Secretary receives all information pertaining to any injury or illness of a team member,
- xii. Ensure receipt of medical clearance pertaining to any injury of a team member, a copy of which should be provided to appropriate Representative Convenor and MWNA Secretary prior to player participating training session or competition game,
- xiii. Act as Primary Care Person at all training sessions, if necessary,
- xiv. Act as Bench Official team contact, and arrange temporary replacement if appointed Official is unable to attend any competition games (where relevant),
- xv. Provide information to all team personnel and parents/guardians,
- xvi. Collect the draw at all competitions,
- xvii. Contact the Representative Convenor if unavailable for more than one week during the season,
- xviii. Perform such duties as delegated by the appropriate Representative Convenor or Coach,

- xxix. Attend training sessions, games, and any event in which the team is participating as required,
- xx. Attend squad training (if applicable),
- xxi. Attend professional development opportunities,
- xxii. Attend meetings as determined by the appropriate Representative Convenor,
- xxiii. Submit all reports as requested by appropriate Representative Convenor and send to MWNA Secretary, and
- xxiv. Notify appropriate Representative Convenor of Appointed Captains.

### **g) Player**

A Player selected into the MWNA Representative pathway is expected to:

- i. Abide by the Constitution and Policies and Netball NSW Member Protection Policy in effect during the current year,
- ii. Wear appropriate apparel at all training and events attended as a representative of MWNA,
- iii. When MWNA sanctioned events are held at venues which require travel and accommodation, all players must attend, travel, and reside with the team for the entire event as organised by MWNA unless approved by MWNA Executive,
- iv. Submit all forms as requested by the MWNA Secretary or Representative Convenor in a timely fashion,
- v. Ensure all amounts associated with the program are paid within the appropriate timeframe as outlined by the Treasurer. Players deemed unfinancial at the midpoint of any season may be excluded from the team,
- vi. Accept and understand that selection into any representative team does not entitle them to 100% court time, and accept the decision of the Coach as to the selection of the team to play in each match,
- vii. Attend all fitness sessions preseason and during the season as scheduled by MWNA or their Coach,
- viii. Attend the End of Season Function, any fund-raising events or coaching/bonding sessions as advised by MWNA or their Coach. Any absence must be submitted in writing to the Team Manager, accompanied by supportive documentation,
- ix. Agree in player contract that photos can be published on social media and website,
- x. Accept directions of the Team or other MWNA officials,

- xi. Be available to take the court for all games scheduled throughout the Representative Competition,
- xii. Show courtesy and respect to all players in their own team and all opposing players,
- xiii. Respect all officials and umpires, and take every infringement call with dignity, and thank the umpires after every game,
- xiv. To always compete in the spirit of fair play; and to both win and lose gracefully,
- xv. Always give your best effort,
- xvi. Make every attempt to follow the coach's instructions, and, to play in any position asked with total commitment and to the best of their ability,
- xvii. Always be honest with regards to injury and/or illness and fitness to train or play. All players are expected to be aware of the risks of playing netball with a pre-existing medical condition/s,
- xviii. Notify team management if unable to attend scheduled sessions. In the event of a prolonged absence, players will be subject to a review of their position in the team. The review will take place between Team Management and the Representative Convenor and may result in the players exclusion removal from the team, and
- xix. Approach the coach privately with any comments, conflicts, or grievances etc, and respect that the coach's decision in all such matters is final.

#### **h) Parent or Guardian of Player**

A Parent or Guardian of a Player selected into the Representative pathway who is under the age of 18 years is expected to:

- i. Abide by the Association Constitution, Member Protection Policy, Codes of Behaviour, Anti-Harassment Policy, Child Protection Policy and Sports Injury Insurance Policy and all associated Policies of MWNA and Netball NSW,
- ii. Ensure that the Player is educated with respect to the Player expectations, as set out in the current Representative Policy and all Other Policies associated with the Representative Program, including this one,
- iii. Show courtesy and respect to all players, parents and spectators associated with their own team and likewise to all opposing teams,
- iv. Support both teams on the court in a positive manner,
- v. Respect all officials and umpires, and refrain from making derogatory comments on the sidelines of any game in an audible tone,

- vi. Both win and lose gracefully, and support their child and other team members in either case,
- vii. Make every effort to have their child at every training session and every game, on time and properly prepared,
- viii. Keep the Manager fully informed of any inability to attend training or games in advance, preferable via email or SMS,
- ix. Be honest with regards to any injury or illness that their child may have, and their fitness to train or play, and
- x. Approach the Manager privately with any comments, conflicts, or grievances etc, and respect that the coach's decision in all such matters is final.

### i) **Umpire**

An umpire selected into the MWNA Representative pathway is expected to:

- i. Be a financial member of Netball NSW,
- ii. Abide by the Constitution and Policies of MWNA, Netball NSW and Netball Australia in effect during the current year,
- iii. Wear specified uniform at all training and events attended as a Representative of MWNA,
- iv. When MWNA sanctioned events are held at venues which require travel and accommodation, all umpires (where possible) should attend, travel and reside with the team for the entire event as organised by MWNA,
- v. Umpires deemed unfinancial at the midpoint of any season may be excluded from the team,
- vi. Accept and understand that appointment to a representative team may be shared with another umpire. Appointees should accept the decision of the Umpires Appointment Committee,
- vii. If possible, attend all fitness sessions preseason and during the season as advised by team management.
- viii. Attend the End of season Function, any fund-raising events or coaching/bonding sessions as advised by MWNA. Any absence must be notified to relevant the Team Manager,
- ix. Agree that photos taken can be published on the website and newsletter,
- x. Accept organisational directions of the Team Manager or other relevant MWNA officials,

- xi. Be available to umpire for all games scheduled throughout the Representative Competition
- xii. Show courtesy and respect to all players and umpires, in their own team and all opposing players and umpires,
- xiii. Respect all officials and mentors, and to accept feedback with dignity,
- xiv. Always officiate in the spirit of fair play,
- xv. Always give your best effort,
- xvi. Always be honest with regards to injury and/or illness and fitness to train or umpire. All umpires are expected to be aware of the risks of umpiring netball with a pre-existing medical condition/s,
- xvii. Team Management is notified if an umpire is unable to attend scheduled sessions. In the event of a prolonged absence, umpires will be subject to a review of their position as a Representative team umpire. The review will take place between Team Management and the Umpires Appointments Convenor and may result in the umpire's exclusion as a representative umpire and possible future selection., and
- xviii. Approach the MWNA Umpires Convenor and/or the Convenor of the Representative Umpires Appointments Committee or Rep liaison officer privately with any comments, conflicts, or grievances etc, and respect that procedural fairness will take place and the decision in all such matters is final.

#### **j) Primary Carer**

A Primary Carer is expected to:

- i. Be a current financial member of Netball NSW prior to the commencement of the Competition,
- ii. Hold a current Working with Children Check,
- iii. Hold a current first aid certificate,
- iv. Tend to players' basic needs on or off court as required when time has been called due to injury or blood rule,
- v. Liaise with MWNA appointed team personnel/physiotherapist in relation to player injury management and health care,
- vi. Liaise with appointed Bench Officials/ Team personnel during competitions (where relevant),
- vii. Advise the manager when medical supplies in the first kit/hip bags be required and/or if additional apparel is needed to implement the blood rule, and

- viii. To always officiate in the spirit of fair play and place the health and wellbeing of the player/s as well as the opposing player/s first.

## **10. REPRESENTATIVE LIAISON OFFICERS**

### **10.1 Junior Team Liaison**

The Liaison Officer selected for Junior Representative Teams (12 – 14 years) shall:

- a) Abide by the Association Constitution, policies of MWNA, Netball NSW and Netball Australia,
- b) Ensure that the Player is educated with respect to the Player expectations, as set out in the current Representative Policy and all Other Policies associated with the Representative Program, including this one,
- c) A current Working with Children Check,
- d) Have a minimum of three (3) years' experience working with a Representative team, insert
- e) Not be a member of the MWNA Executive Committee,
- f) Be a member who is appointed by the Executive Committee after the circulation of an EOI and has experience in Child Protection, Probity and Risk Management,
- g) Not be Junior Representative personnel,
- h) Not be a relative of Junior Representative player (see below conflict of interest),
- i) Be the link between coaches/managers/umpires, parents and Executive and be invited to attend Executive meetings when need arises,
- j) Liaise with coaches/managers/umpires whenever deemed necessary to clarify their duties and responsibilities,
- k) Host a meeting with all junior representative personnel and parents after final selection of junior (12 – 14 years) teams to inform them of their duties, responsibilities, and code of conduct,
- l) Attend Representative team carnivals.
- m) Attend Junior State Titles
- n) Submit to the Executive Committee, during the representative season and prior to the executive meetings, a report having regard to privacy and confidentiality, and

### **10.2 Senior Team Liaison**

The Liaison Officer selected for Senior Representative Teams (15's, 17's, Open's and Metro Teams) shall:

- a) Abide by the MWNA Constitution, policies of MWNA, Netball NSW and Netball Australia,
- b) Ensure that the Player is educated with respect to the Player expectations, as set out in the current Representative Policy and all Other Policies associated with the Representative Program, including this one,
- c) A current Working with Children Check,
- d) Have a minimum of three (3) years' experience working with a Representative team  
Insert
- e) Not be a member of the MWNA Executive Committee,
- f) Be a member who is appointed by the Executive Committee after the circulation of an EOI and has experience in Child Protection, Probity and Risk Management,
- g) Not be Senior Representative team personnel,
- h) Not be a relative of Senior Representative player (see below conflict of interest),
- i) Be the link between coaches/managers/umpires, parents and Executive and be invited to attend Executive meetings when need arises,
- j) Liaise with coaches/managers/umpires whenever deemed necessary to clarify their duties and responsibilities,
- k) Host a meeting with all senior representative personnel and parents after final selection of Senior teams to inform them of their duties, responsibilities, and code of conduct,
- l) Attend any carnivals
- m) Attend Senior State Titles
- n) Submit to the Executive Committee, during the representative season and prior to the executive meetings, a report having regard to privacy and confidentiality, and

**In addition, all representative personnel shall abide by the following:**

## **11. CONFLICT OF INTEREST**

This clause applies to any rep personnel who is, or potentially may be, in conflict of interest.

A conflict of interest shall be deemed to arise if the matter to be discussed or upon which a vote is to be taken involves the nomination, selection, or appointment of the member or relative.

Relative means:

- parent, including stepparent
- spouse or former spouse, including de facto partner
- siblings - a child or stepchild
- uncle
- aunt
- first cousin
- grandparent/great grandparent
- grandchild/great grandchild
- parent-in-law
- son-in-law
- daughter-in-law
- sister-in-law
- brother-in-law
- stepsister or half-sister
- stepbrother or half-brother
- foster child/foster parent - guardian

In the event of a conflict of interest, a representative appointee who is in conflict shall not participate in the meeting and shall not vote on the matter in respect of which the member is in conflict.

## **12. 12. PECUNIARY INTEREST**

This clause applies to any representative personnel who has, or potentially has, a pecuniary interest in a matter associated with the delivery of the representative program.

For the purpose of this clause, a member has a pecuniary interest in a matter if the pecuniary interest is the interest of: - (i) the member; (ii) a relative, of the member; (iii) a partner or employer of the member; (iv) a company of which the member is a director or shareholder.

If the member has a pecuniary interest in a matter, the member shall not participate in the meeting and shall not vote on the matter in respect of which the member has a pecuniary interest.