

WOLLONDILLY NETBALL ASSOCIATION INC



REPRESENTATIVE GUIDELINES

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SECTION 1 - MANAGEMENT OF REPRESENTATIVE TEAMS

- a) All decisions pertaining to Wollondilly Netball Association's (WNA) representative teams and selections shall be made by the WNA Representative Coordinator in consultation with the WNA Executive.
- b) Ongoing management, once selections are completed will be overseen by the WNA Representative Coordinator.
- c) Any questions/queries in relation to Representative teams should be forwarded to the WNA Representative Coordinator via the WNA Secretary.
- d) All correspondence will be forwarded to the WNA Representative Coordinator within 48 hours upon being received by the WNA Secretary. The WNA Secretary will acknowledge receipt of email.
- e) The WNA Representative Coordinator will respond to all queries/questions within 48 hours of receipt of correspondence directly with the person seeking information. The WNA Representative Coordinator will include the WNA Secretary in all correspondence.

SECTION 2 – CONFLICT OF INTEREST

- a) **Selector Conflict of Interest** - *'if the selector is trialling for a Representative team, and/or they have a family member whom is being trialled for a representative team'*.
- b) **Coach Conflict of Interest** - *'if the coach for a Representative team is the parent and/or family member of a player on that Representative team'*. *(Exceptions may be granted for opens and/or O35's teams in the event coaching nominations are lacking or non-existent).*
- c) If there is a conflict of interest, the selector/coach is required to inform the WNA Representative Coordinator via email to the Secretary as soon as practicable.
- d) Failure to disclose conflict of interest will be considered by the WNA Executive and could result in the selector/coach being stood down and re-trialling of affected teams (if applicable).

SECTION 3 - SELECTORS

- a) Expressions of Interest (EOI) will be advertised by WNA for Representative selectors by May each year.
- b) Nominations will be sought for a three week period, then closed.
- c) The WNA Representative Coordinator will select a panel of up to but no more than five selectors from the EOI's submitted. The WNA Representative Coordinator will advise the WNA Executive of the final panel prior to confirmation being sent to selectors.

- d) The WNA Representative Coordinator will provide a response via email to all nominated candidates within 48 hours of a decision being made.
- e) If five nominations are not received by closing date, the WNA Representative Coordinator can request further nominations after closing date.
- f) The WNA Representative Coordinator will make a decision regarding selectors within one week of closing date.
- g) The WNA Representative Coordinator will also appoint a 'head selector'. If the nominee rejects the position of 'head selector', then the WNA Representative Coordinator will appoint another successful candidate from the selector nominations.
- h) WNA Executive members that are applying for a selector's role will not be included in the selection discussions if the WNA Representative Coordinator needs to consult with the WNA Executive.
- i) Selectors for all Representative teams will not be involved in the selection process where a conflict of interest exists. Refer to Section 2 – 'conflict of interest'.
- j) The WNA Representative Coordinator in consultation with the WNA Executive has the right to appoint observers at selection trials.
- k) Selectors are to undertake a selector's course when available, but must be completed prior to selection trial dates and provided to the WNA Representative Coordinator.
- l) Selectors will be required to:
 - i) From June each calendar year, attend Saturday games (minimum fortnightly) up until round 15, to observe players whom have nominated for Representative teams;
 - ii) Attend trial dates as arranged by WNA to observe players trialling for Representative squads/teams;
 - iii) Provide feedback of selections to 'head selector' at the end of each age group session.
- m) At the conclusion of the Representatives trials, where possible the 'head selector' will write a list of players who may be called on in the event of a withdrawal of a selected player for the State Title Representative team, and there are no players available from the original squad.
- n) The 'head selector' and WNA Representative Coordinator will have the opportunity to liaise with previous coaches of a Representative team in relation to the performance of Representative players for the season just concluded to assist in making decisions regarding selection. Such comments can relate to, but is not limited to, attendance at training, attitude towards coaches, umpires and team players, team and playing commitment and assistance with official WNA activities.
- o) For all selections, selectors are to select, as far as possible, players relative to their nominated playing positions. The selectors have the option of playing players in alternative positions and making recommendations accordingly if they believe that a

more balanced or better combination will result.

- p) If sufficient nominations have not been received and/or attendance at Representative trials is poor, trials may not occur. The WNA Representative Coordinator will advise selectors if a trial is not proceeding for a particular age group and a retrial will occur when a sufficient amount of nominations have been received and/or players are available to attend. Selectors will be required to attend a further selection trial date to observe all players.
- q) The WNA MPIO will attend all selections to ensure the selection process, players and officials are abiding by the Netball NSW Member Protection Policy and Netball NSW Code of Behaviour Policy.

SECTION 4 – REPRESENTATIVE PLAYER PROCESS

- a) WNA Representative nominations for the following season will be called for May each year and will close at the conclusion of Round 15 of the Winter Competition calendar.
- b) If nominations are unable to be lodged with WNA by the closing date, and players still wish to be considered, written correspondence is to be sent to the WNA Representative Coordinator via the WNA Secretary advising of following;
 - i. details of player and age group trialling for,
 - ii. the reason why the form wasn't supplied prior to closing date and,
 - iii. why consideration to trial for a WNA Representative team should be considered.
- c) The WNA Representative Coordinator will liaise with WNA Executive regarding the request and a decision regarding accepting or declining the request will be made by the WNA Representative Coordinator.
- d) The WNA Representative Coordinator will advise parties involved (club/person requesting) within 48 hours of the decision being made about the nomination request.
- e) Upon requesting a nomination form, the following will be provided to the player/parent/s;
 - i. Nomination form
 - ii. Information letter advising requirements from players (training, fitness training, carnivals and state titles, uniform costs, Representative fees, and information for parents regarding nominations and process).
 - iii. Acknowledgement letter from parent/player understanding the commitment (playing, training and financial) that is required.
 - iv. Selection trial dates and information about selections.

- f) Players/parents are required to return their nomination form, signed acknowledgement letter and \$50 registration fee by the closing date as referred to in Section 4 a). Once the nomination form and registration fee has been received by the WNA Representative Coordinator, players will be provided a registration number that will identify which age group they are trialling for (i.e. 11A, 12B, 13C etc.).
- g) When Representative nominations are received, the WNA Registrar and the WNA Executive will ratify player registrations with WNA and/or Netball NSW.
- h) Players will be required to display this registration number on both sides of their legs during the winter competition (up to round 15, excluding finals) so when selectors are observing players during winter competition rounds, they can be identified accurately.
- i) Registration numbers are not required to be displayed for selection trial dates of the WNA squads/Representative teams.
- j) If a player does not attend selection trials without notice to the WNA Representative Coordinator, they will forfeit their \$50 deposit.
- k) If there is notice a player is unable to attend selection trials, a letter of consideration is sent to the WNA Representative Coordinator (via the WNA Secretary) that the player is unable to attend and why.
- l) If players do not make any squad following selection trials, their \$50 deposit will be refunded within 2 weeks via direct deposit into their nominated bank account.
- m) Players will not be eligible to trial at either selection trial dates unless nomination form and the registration fee of \$50 has been received by the WNA Representative Coordinator by the first selection trial date as specified in Section 4 a) and b).
- n) Players must not wear any article of club, WNA, regional, academy or other Representative clothing during the following;
 - i. WNA squad/Representative team trials and/or;
 - ii. Training between first and second selection trial dates
- o) All players will be played in a minimum of one playing position nominated by them for selection trials. During selection trials, players may be placed into positions outside their nominated positions by selectors.
- p) The minimum number of players to be selected in a Representative State Title team is nine (9) and the maximum is twelve (12), in consultation with coaches. Criteria for teams to be entered at Junior State Titles, Senior State Titles and State Masters Championships are on the availability of coaches and players to the standard required.
- q) Squads may be formed for age groups eleven (11) to seventeen (17) from the initial selection trial date. All players will train from first initial selections at the end of each year until the second trial date.
- r) Players that are accepted into the squads, will need to attend the training sessions set by the coaches to be eligible to trial for the Representative team

that attends any State Titles.

- s) If a second trial date is required, WNA will advertise the second trial date to all players requiring to be re-trialled after the first selection trials.
- t) All players that attend any selection trial and make State Title Representative team, will have their \$50 deposit deducted from their Representative bill. If players attend any selection trial and do not make the State Representative team, their \$50 deposit will be refunded. If players are not eligible to attend second selection trial due to non-attendance at training, their \$50 deposit will be forfeited.
- u) All players that make the WNA Representative team after the second trial will receive their representative invoice within one week of confirmation. Players/parents must pay a further \$100 towards representative invoices within 2 weeks of receiving invoice to accept position on team (unless discussed otherwise with WNA Treasurer)
- v) Where there is a minimum of seven (7) player's trialling in a particular age group and it is not possible to make a team of nine (9) that is required for Junior State Titles, Senior State Titles and/or Masters Championships, the WNA Representative Coordinator will make all attempts to fill the team and a re-trial will occur.
- w) In relation to Senior State Titles, if nine (9) nominations are not received for the following age groups; 15's 17's and opens, then groups can be amalgamated to form a State Title Representative team (i.e. 15/17's only, 17's and opens only).
- x) Late nominations may be accepted at the discretion of the WNA Representative Coordinator in consultation with the WNA Executive.
- y) The WNA Representative Coordinator and the WNA Executive may call for a re-trial of Representative teams if required. If a re-trial occurs, players expressing their interest are still required to complete a nomination form and provide a \$50 deposit to be eligible for selection trials. If the nomination form and \$50 registration fee has not been provided by the date nominated by WNA, and the player attends the re-trial selection date, they will be ineligible to trial.
- z) The WNA Representative Selection trial date will be one (1) to two (2) weeks following the winter competition grand final each year unless stipulated otherwise by WNA.
- aa) After selections all teams are to be ratified by the WNA Representative Coordinator, WNA President or delegate, WNA MPIO and head selector before players are notified. The WNA Representative Coordinator, WNA President or delegate, WNA MPIO and head selector will meet at the conclusion of the trial date/day to confirm successful and non-successful players.
- bb) Upon ratification of teams, selection notification of successful players will be posted on the WNA website by 5pm the day after selections.

SECTION 5 - INABILITY TO ATTEND SELECTIONS

- a) No player will be considered for selection unless prior notification of an inability to attend selections has been given in writing to the WNA Representative Coordinator via email to the WNA Secretary with the reason for non-attendance.
- b) Where a player does not attend the selections, and that player believes that special or compassionate reasons prevented the player from attending, a written application may be made to the WNA Representative Coordinator via email to the WNA Secretary.
- c) The reason for non-attendance must be disclosed. The WNA Representative Coordinator in consultation with the selectors will decide if the player is permitted to be considered for selection.

SECTION 6 - ELIGIBILITY OF COACHES, MANAGERS & PRIMARY CARERS

- a) EOIs for representative head coaches and assistant coaches will be called for in the current season after the conclusion of Junior State Titles and prior to player selection for the following season.
- b) Nomination for team managers shall be accepted after Representative team selections and coaches have been appointed.
- c) As per Netball NSW requirements, all coaches, managers and primary care givers should be registered with the Association and Netball NSW prior to commencing any such role.
- d) Head coaches and assistant coaches will not be appointed to age group teams 11's through to 17's where any actual, potential or perceived conflicts of interest exist. *Refer to Section 2.*
- e) All Representative head coaches must hold a minimum of Development coaching accreditation along with extensive experience coaching at a club level as per Netball NSW rules.
- f) All Representative assistant coaches must hold a minimum of Foundation coaching accreditation along with experience coaching at a club level as per Netball NSW rules.
- g) All Representative Head coaches and assistant coaches must hold a current NSW Section 1 umpires theory pass.
- h) WNA will not accept coaching nomination forms if a Current Working with Children Check (WWCC) number is not provided. If an application for a WWCC has been made, the application number can be provided on the nomination form, and the WWCC number provided at a later date prior to commencing training with any Representative team.
- i) WNA Coaches nominations will be finalised by WNA Representative Coordinator and provided to the WNA Executive for approval, prior to first player selection trials.

- j) All appointed and unsuccessful head coaches, assistant coaches and managers are to be officially notified in writing of their appointment/non appointment by the WNA Representative Coordinator via the WNA Secretary within 48 hours of decision being made.
- k) All appointed coaches may attend trials to observe team they have been allocated, and may give feedback to the 'head selector' regarding player selection process.
- l) The 'head selector' may also speak with the WNA Representative Coordinator, allocated coach and/or previous coach to determine player selection if the selection panel has questions.
- m) All accreditation levels will be ratified by the WNA Executive via the Netball NSW database.

SECTION 7 - ELIGIBILITY OF PLAYERS

To be eligible for selection as a WNA representative player the following criteria must be met:

- a) All WNA Representative players must play in the WNA winter competition and have played all possible WNA winter competition games leading up to NSW Junior State Titles, NSW Senior State Titles and State Masters Championships to be considered eligible to attend NSW Junior State Titles, NSW Senior State Titles and State Masters Championships (except in the case of serious illness or injury or other exceptional circumstances).
- b) A player must be registered as a 'player' with Netball NSW prior to selection trials for WNA. If they are not registered, proof of registration is to be provided to the WNA Representative Coordinator prior to selections and/or any Representative training.
- c) When Representative nominations are received, the WNA Registrar and the WNA Executive will ratify player registrations with WNA and/or Netball NSW.
- d) If an injury or illness has occurred to a player selected in a Representative team, they must provide a medical certificate outlining the injury/illness to their coach and/or WNA Representative Coordinator for any of the following;
 - Unable to attend Representative fitness training and/or skills training;
 - Unable to complete any requirements during any Representative training;
 - Unable to attend Representative carnivals;
 - Unable to attend State Titles
- e) A clearance from the player's medical practitioner to complete any representative duties is required before returning to the team.
- f) The WNA Representative Coordinator will liaise with the coach as to the eligibility of the player continuing in the Representative team.

- g) If the WNA Representative Coordinator in consultation with the coach, deems it not appropriate for the player to continue on the Representative team due to injury or illness, the WNA Representative Coordinator and the coach will advise the player and their parent (if required).
- h) For Metro League and Night Interdistrict selection the player must be a registered member of WNA.
- i) For Metro League and Night Interdistrict selection is open to all players from sixteen (16) Years of age and above.
- j) No late requests for Representative selections will be accepted after the first selection dates and after teams have been selected (unless a re-trial is to occur).
- k) Representative players are covered by Netball NSW until 31 March the following year given their registration from the winter competition season, however Representative players who are not registered with Netball NSW, will not be able to attend Representative training/carnivals until registration has occurred.
- l) If teams cannot be filled to minimum of nine (9) players, the WNA Representative Coordinator via the WNA Secretary will advertise, in the first instance, within WNA inviting players (based on position required).
- m) If teams are still not filled following Section 7 l). WNA will invite players (based on position required) from other Associations to assist in filling teams.
- n) If teams are still not filled after following Section 7 l) and m), the WNA Representative Coordinator will consult with the coach and team, for any eligible players.

SECTION 8 - PLAYERS & OFFICIALS RESPONSIBILITIES

- a) All players, coaches and managers are to adhere to the Netball NSW Member Protection Policy and Netball NSW Code of Behaviour Policy. Failure to do so may result in disciplinary action as per Netball NSW Disciplinary Policy.
- b) Excluding NSW commitments, any player, coach, assistant coach or official may not play, coach or officiate for another Associations teams. Contravention will result in the player, coach or official being dismissed from their current appointment.
- c) If a current umpire's theory pass is not held, it is recommended that all players and officials are to sit for the NSW Section 1 theory exam in the current year.
- d) In the event of an injury, netball related or not, a medical certificate/supporting documents are to be supplied stating that the player is fully recovered to play netball at a high level of competition. This is to be supplied prior to taking the court either on a Saturday competition game or any training session of a club or Representative team.
- e) All representative players are to attend and assist any fundraising events as requested and organised by the WNA Executive.

SECTION 9 - WITHDRAWAL OF PLAYERS

- a) Any player withdrawing from a Representative team must do so in writing to the WNA Representative Coordinator (via the WNA Secretary) advising of the reason and when they will be withdrawing. All financial obligations must be finalised as soon as practicable if the player has received a WNA invoice.
- b) All prior financial payments made to Representative invoices will not be reimbursed if a player withdraws.
- c) If any team drops below nine (9) players, the WNA selectors have the option of recalling eligible and suitable players either from the original squad or from the next lower grade squad.
- d) If a player from the squad does not wish to change teams and/or participate in the State Representative team if called upon, then replacements may be selected by invitation through the WNA Representative Coordinator.
- e) If WNA cannot register a team as per Netball NSW competition rules (minimum nine) for a State Titles/Masters competition, then WNA will fold the team as required. The WNA Representative Coordinator will advise all players, coaches and officials.
- f) Financial requirements will still be required to be fulfilled by players as invoiced at the beginning of the Representative season, unless deemed otherwise by WNA.

SECTION 10 - DISBANDING OF TEAMS

- a) Junior, Senior State Titles and Masters Representative teams are to be disbanded at the conclusion of the championships of the current season.
- b) No further training/coaching sessions will be attended by any of these teams as Representative teams.
- c) All social media including, but not limited to, facebook (groups, chats & pages), Instagram, websites shall be deleted.

SECTION 11 - UNIFORM

- a) WNAs Representative playing uniform shall be ratified by the General Council on the recommendation of the WNA Executive.
- b) All players, coaches, assistant coaches, managers and executive are expected to wear the current appropriate uniform to all Representative/state championship carnivals.
- c) All players, coaches, assistant coaches, managers and executive are expected to wear the current appropriate uniform to all fundraising events.
- d) Squads will not wear any type of Representative clothing until after second

selection trials where the Representative team has been selected. Refer to Section 4 n).

- e) Coaches/managers and executive are expected to wear Representative clothing for all training sessions if in attendance.
- f) Uniform costs for Representative players, will be invoiced separately to their Representative Costs.
- g) Approximate costs of uniforms will be included in information pack provided for selection trials to players/parents upon request for nomination form.

SECTION 12 - ACCOUNTS

- a) WNA will set Representative fees for each year at the General Meeting 'GM' following the Annual General Meeting 'AGM' in November of each calendar year. Fees will be for the following age groups;
 - i) 11's
 - ii) 12's – 14's (Junior State Titles)
 - iii) 15's - 17's (Senior State Titles)
 - iv) Opens (Senior State Titles)
 - v) O35's (State Masters)
- b) Approximate Representative fees for the following year will be advised at the time nominations are being called for (May each year), in the WNA information pack provided to players seeking nomination forms by the WNA Representative Coordinator. Fees will be subject to change, as they are dependent on fees/costs set by Netball NSW. Fees will be confirmed as per Section 12 a).
- c) All Representative players will be invoiced for and pay costs of:
 - i) Uniform;
 - ii) Representative fees

NB: Further costs may be required/added to Representative accounts if Representative teams are required to travel away, such as accommodation for players and officials.

- d) WNA will pay for:
 - i) Accommodation costs for coaches, assistant coaches, managers, umpires, MPIO officer, physiotherapist/s and one (1) WNA Executive committee member when attending Junior State Titles, Senior State Titles and State Masters Championships where overnight stay/s is applicable.
 - ii) Junior State Titles, Senior State Titles and State Masters Championship entry fees.

- iii) WNA will, if proved liable for any fines or sanctions, pay/finalise any such fines/sanctions as soon as possible.
- e) All Representative players' accounts are to be finalised as follows;
- i) 15's – 17's and Opens – by 31 May each year of competition.
 - ii) 11's -14's – by 30 June each year of competition.
 - iii) O35's – TBA by WNA Treasurer each year.
 - iv) Payment plans can be arranged, however parents/players need to consult with the WNA Treasurer via the WNA Representative Coordinator. If no payments have been made prior to State Titles, the player may be deemed ineligible to participate.
- f) In the event a player does not finalise their Representative account (without knowledge of the WNA Representative Coordinator and/or WNA Treasurer) by 1 September each calendar year or as agreed to by the WNA Treasurer, the player concerned will be ineligible for Representative selection the following season and made un-financial by WNA.
- g) Un-financial Representative players will be ineligible to be included in the WNA Summer Competition and the WNA Winter Competition the following year and subsequent years until the account is finalised.
- h) The proceeds of any fundraising by WNA will go towards presentation costs and any other costs agreed to by WNA. This could include but is not limited to; players and/or any costs associated with the WNA Representative program.
- i) Individual team sponsorship/fundraising can be arranged by teams, however will not be advertised by WNA. All monies raised should go to individual team members and paid separately by them into their representative accounts (unless discussed otherwise with the WNA Treasurer).

SECTION 13 - UMPIRES

- a) WNA require association badged or nationally badged umpires for all Representative carnivals and/or State Titles.
- b) All umpires are to abide by the current *INF Rules of Netball, Netball NSW Member Protection Policy, Netball NSW Code of Behaviour Policy* and all procedures outlined therein.
- c) Umpires attending any Representative carnivals and/or state titles for WNA are required to wear full white uniform.
- d) The WNA Representative Coordinator will provide the WNA Umpire convenor a list of carnivals being entered into by WNA.
- e) The WNA Umpire convenor will request nominations for umpires to attend carnivals through the club umpire conveners and will allocate based on skills and experience.
- f) WNA will attempt to allocate nominees to at least one representative carnival for

development and experience.

- g) Umpires will be paid the following within 2 weeks of the scheduled carnivals dependant on their badging level/experience at representative carnivals (including Regional League);
 - i) Association Junior/Intermediate Badge - \$50 per day.
 - ii) Association Senior Badge - \$75 per day.
 - iii) Nationally Badged - \$100 per day.
- h) Umpires will be paid the following for Junior, Senior State Titles and Masters Championships within 2 weeks;
 - i) Nationally Badged Only - \$125 per day.
- i) Umpire payment/s must be paid by a team and will be included in their Representative fees at the beginning of each season.