CHARLESTOWN NETBALL ASSOCIATION

REPRESENTATIVE POLICY

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1. Policy goals

1. To support and nurture Charlestown Netball Association representative players within a positive and rewarding environment, which will allow them to play their best and to represent Charlestown Netball Association with pride, enthusiasm, and integrity.
2. To provide a professional and organised framework of management and support for both representative players and representative personnel.
3. To encourage and support the continued development of skills and experience of Charlestown representative coaches, umpires, and managers.
4. To support each representative team (players, coaches, managers) to play their best when competing at Junior State Titles (JST), Senior State Titles (SST), and other representative competitions.
5. Motto: Play hard, play fair, have fun!

2. CNA Representative Areas

1. At Charlestown Netball Association, the representative areas include:
    a. **The Representative Committee**
        i. Members of the Representative Committee will be appointed at the AGM and will include the Representative Co-Ordinator(s).
        ii. This committee meets regularly to discuss matters pertaining to the Representative teams, players, and personnel.
        iii. Decisions put forward by the Representative Committee may be taken to the CNA Executive for further discussion, particularly if the decision has implications for the Association, representative personnel, or players (representative or otherwise).
    b. **Representative Personnel**
        i. Consisting of the following positions: Representative Coordinator(s), Representative Team Coaches, Representative Team Managers, Development Squad Coaches, Development Squad Managers.
        ii. Other personnel positions may be appointed as required by Executive (e.g. Umpires Convenor, Coaching Convenor, etc).

c. **Representative Teams** include

i. Junior teams : members of Charlestown Netball aged 12yrs, 13yrs and 14yrs who participate at the NSW Junior State Titles;

ii. Senior teams : members of Charlestown Netball aged 15yrs and 17yrs and Opens age who participate at the NSW Senior State Titles.

iii. An 11 years development squad : members of Charlestown Netball aged 11yrs, to help develop the skills and court play of our younger players so that they can trial for future representative teams.

3. Selection of Representative Personnel

1. The selection of Representative Personnel takes place at the end of the Winter Competition in preparation for the following season.
2. All relevant representative personnel positions are advertised on the CNA website and relevant social media, giving at least four weeks' notice.
    a. Typically, the advertised representative personnel positions will include the
        i. Representative Team Coaches,
        ii. Representative Team Managers,
        iii. Development Squad Coaches,
        iv. Development Squad Managers, and
        v. the Representative Coordinator(s).
3. Applicants must apply via an online form, addressing specific criteria as outlined on the application form.
    a. All applicants for a coaching position must hold current recognised coaching accreditation (as per Netball NSW directives for representative activities).
4. The consideration of applications and suitable applicants will be coordinated by the President with assistance from the Coaching Coordinator.
5. Applicants may be called to interview by an independent Applications Panel if considered necessary by the President.
    a. This panel is convened by an elected member of the CNA Executive (typically the CNA President).
    b. At least one member of the panel will come from outside the CNA member community and will have previous experience regarding rep coordination, coaching, etc.
    c. If interviewed, the panel will put forward their recommendations to the CNA Executive for consideration.

6. If no interviews are deemed necessary, the President will put forward recommendations to the CNA Executive for consideration.
7. Successful applicants will be ratified by the CNA Executive.
    a. Ideally, all representative personnel positions will be filled by different individuals (i.e. no overlap of people across multiple positions).
8. The CNA President and CNA Secretary will coordinate the collection of applications, the invitation to interview (if deemed necessary), and the running of the interview process.
9. All applicants will be notified of the outcomes of their application shortly after selection process has been ratified by the CNA Executive.

4. Requirements of Representative Personnel

All representative personnel

1. **All representative personnel** are required to
    a. Hold a current Working With Children (WWC) permit for the duration of the representative season;
    b. Be a current ordinary member of Netball NSW and a current financial member of Charlestown Netball Association (either directly or through an affiliated club).
    c. Set a good example of required behaviour and use of language;
    d. Wear the CNA Representative uniform to all carnivals and championships, and wear the representative uniform to training;
    e. Abide by the Charlestown Netball Association's constitution, policies and guidelines, as well as the constitution, policies and guidelines from Netball NSW;
    f. Follow the Netball NSW Codes of Conduct as appropriate for their position.

Representative Coordinator

2. Representative Coordinator

a. General requirements:
    i. The Representative Coordinator is the point of contact for all representative activities during the representative season and is the primary liaison person between the CNA Executive and the CNA Representative group. Ideally, the Representative Coordinator will also have previous relevant experience with representative activities, including coordinating multiple teams for carnivals.
    ii. The ability to work collaboratively with the CNA Executive, the Representative Coaches, Representative Managers, and CNA umpires is essential.

iii. Establishing a good rapport with players and parents is also a critical requirement for this position.

iv. If deemed necessary, the singular position of Representative Coordinator may be split into two positions, such as a Senior Representative Coordinator (to manage teams attending the Senior State Titles) and a Junior Representative Coordinator (to manage teams attending the Junior State Titles).

v. Once selections have occurred and teams/squad are selected, the Representative Coordinator is responsible for the overall coordination and management of the representative personnel and representative teams in terms of training, participation in representative carnivals and competitions, and the logistics of state titles, liaising with the coaches, managers, and CNA Executive, as required.

vi. The Representative Coordinator is not permitted to concurrently hold positions of either team coach or team manager for any of the representative teams while holding the position of Representative Coordinator.

b. Specific requirements

i. Liaise with appropriate people on matters pertaining to Representative activities;

ii. Coordinate training sessions (in consultation with coaches, managers, specialist trainers, and the CNA Executive)

1. Ensure that all Representative Coaches have an attendance register and inspect regularly;

iii. Be responsible for the applications for carnival entry, as agreed with Coaches and Managers and the CNA Executive.

iv. Maintain communication with representative personnel, players and parents, providing timely information as necessary.

1. Coordinate meetings with representative players/parents and representative officials, as required;

v. Liaise with team managers as required regarding allocation of representative players/parents to various duties throughout the year;

vi. Liaise with the CNA Umpires Convenor on all carnivals for representative teams;

vii. Organise specialist advisors for all teams in consultation with the CNA Executive as required;

viii. Be responsible for the ordering, invoicing, receipt and distribution of uniforms and the like to representative teams and associated personnel;

ix. Allocate equipment to coaches/managers and follow-up about the timely return of said equipment;

x. Organise all official team photographs;

xi. Be responsible for the suitable arrangements for tent and chair hire for State Titles, in consultation with the Executive;

xii. Attend Senior State Titles and Junior State Titles (or consult with the Executive Committee on a suitable replacement).

c. Present report on representative activities to all meetings (including Executive meetings).

Coaches

3. Coaches

a. Liaise with the Manager and Representative Co-ordinator about the players.

b. Organise training sessions as deemed necessary for the conditioning of the players.

c. Inform the Representative Coordinator if they are unable to field a full team at any time.

d. As far as practicable, the coach should ensure that all players are given an equitable number of games at representative carnivals.

i. Adhere to the Netball NSW guideline regarding the number of games to be played by each player at the Junior State Titles (if applicable for their team).

e. Where possible, coaches must attend all meetings set by the Representative Co-ordinator.

f. Coaches must not bring CNA into ill repute due to playing tactics, negative behaviour, or bad language.

g. The Association supports the pursuit of further coaching experience and training for all representative coaches, particularly within the coaching framework provided by Netball Australia.

i. Representative coaches for U12 and older must hold current Intermediate Coaching accreditation at the commencement of the representative season, as required by Netball NSW for NSW representative competitions.

ii. Representative coaches for U11s must hold a minimum of Development Coaching accreditation and be working towards achieving Intermediate Coaching accreditation .

Managers

4. Managers

a. Liaise with the Coach and Representative Coordinator about the players.

   i. Keep an attendance record of players at all training sessions as per the system determined by the Representative Coordinator.

      1. Report to the Coach and Representative Coordinator any player who does not attend training without a valid reason. Players who are absent for two or more weeks (including an inability to train due to illness/injury) are to be reported to the Representative Coordinator immediately.

   ii. Report to the Coach and Representative Coordinator immediately if they are informed of any condition which will affect a player's performance or their ability to attend training or games/competitions/carnivals.

b. For teams with junior players (players aged less than 18), liaise with the parents/carers of players and provide an effective communication link between the representative personnel and the player and their parents/carers.

c. Organise and ensure that players/parents from the team participate in the team's scheduled BBQ duty.

d. Be responsible for ensuring that all team players and the Team Coach are present for the official team photo, as arranged by the Representative Co-ordinator.

e. Be responsible for team equipment as provided by the association for the use of the team during the representative season, including first aid kits, tent shelters, benches, pinnies, balls etc.

   i. Allocate the collection and coordinate the return of equipment (such as tent shelters, etc) as necessary for carnivals.

   ii. Be responsible for returning to the Association in good order and condition, all Association property in the possession of the team within the specified time stated by the Representative Coordinator.

   iii. Immediately report to the Representative Coordinator any property in the possession of the team which has been lost, stolen or damaged.

f. Be the Primary Carer for the team (or organise for an appropriate person to be the Primary Carer for the team) at all carnivals, competitions attended by the team.

g. Be responsible for organising someone to be the official scorer at all competitions which the team is participating in.

h. Adhere to the guidelines as set out by Netball NSW for completing and returning the signed players sheet to the venue control at the conclusion of the final game of each day at Junior State Titles.

Umpires

5. Umpires

a. Must hold a National "C" Badge or above.

b. Liaise with the CNA Umpires Convenor and Representative Co-ordinator about representative umpiring commitments.

c. Representative umpires are required to attend representative carnivals as requested. Umpires will receive renumeration for umpiring at Representative carnivals and at State Titles. The remuneration will be set by the Executive prior to the commencement of the representative season. The costs for umpires to attend State Tiles will also be covered by the Association.

d. The CNA Umpires Convenor will allocate umpires to a representative team for each carnival.

e. Representative umpires are encouraged to attend representative training sessions throughout the representative season, as requested by the Representative Coordinator or CNA Umpires Convenor.

f. In the event of injury or illness, umpires should notify the Representative Coordinator and CNA Executive as soon as possible, particularly if the injury/illness will impact their capacity to umpire for representative carnivals or State Titles.

5. Selection of Representative Players

1. The CNA Selections Convenor, the CNA President and the CNA Secretary will coordinate the selections process for the representative players, including the collection of application forms, the running of the selection trials, and the offer of placements.
2. Refer to the **CNA Selections Policy** for further details.

6. Requirements of Representative Players

1. Selected players must be a registered financial member of Charlestown Netball Association prior to playing in a CNA representative team/squad or training as part of a CNA representative team/squad.

    a. Players who are not registered by the scheduled due date will be deemed ineligible to continue in the representative team/squad and their position will be forfeited.

b. Players who are unfinancial from previous seasons are not eligible for selection (i.e. all monies owing must be resolved prior to the commencement of the current season).

2. For players under the age of 18 years, written consent is required from parent or guardian.

3. All players selected in Charlestown Representative Teams must play in the Saturday competition at Charlestown, with the exception of Opens players.

    a. Where there is a conflict of game times between Charlestown and another association on a Saturday, priority must be given to Charlestown for the entre season.

    b. If players do not give priority and do not compete in the Charlestown winter competition throughout its season, players will not be eligible for the selection the following season.

4. Attendance at all training sessions is required.

    a. Exceptions for attendance, including attendance at the representative camp/bonding day, will be considered when applied for in writing. Applications must be supported by documentation presented, stating why and for how long the player will be absent and should be accompanied with relevant evidence/information. Each case will be judged on its merits by the Representative Coordinator/Executive, and the player and coach will be advised of the outcome.

    b. Players who have been granted exemptions and are found to have partaken in an event that is contrary to what the exemption was granted for, may find their position in the team terminated.

5. Appropriate behaviour is expected at all times. Inappropriate behaviour may terminate a player's position within the team.

6. Habitual lateness to training and games will not be tolerated.

    a. Where required, players should arrange to have all strapping done prior to the commencement of training/games so that they are not late.

7. Wear the CNA Representative uniform to all training, carnivals, championships and to all official representative activities, unless otherwise instructed by the Representative Coordinator.

8. Any player may be subject to replacement for:

    a. failure to comply with instructions given by Manager;

    b. failure to follow instructions and directions of the Coach;

    c. an injury which is deemed by the Association physiotherapist or trainer that compromises the player's ability to play 3 consecutive days at State Titles.

Consideration will also be given regarding risk of re-injury, the player's recovery from injury and potential impact on other team members. The final decision will be made by the Executive.

d. a breach of the Code of Conduct for Community Netball (Netball NSW);

e. a breach of the policies or guidelines of the Charlestown Netball Association.

9. Injury/Illness:

   a. When injured, players must still attend training and sit on the sideline to hear the coach and know what is happening.

   b. Failure by a player to fully participate in the representative training program for extended periods due to injury/illness may result in that player being withdrawn from the team.

   c. Players who are unable to participate fully in the representative skills training sessions due to injury/illness will be required to provide a medical professional's clearance letter before their return. In the event of an injury, the report and clearance letter must come from the CNA appointed physiotherapist and be sent to the Representative Coordinator (preferably via email).

   d. Clearance letters must be given to the Team Manager on the player's return, otherwise they will not be permitted to train.

   e. if a player sustains an injury/illness or for any other unforeseen circumstance that prevents them from fully carrying out their representative commitments, the Selections Convenor will organise the selection of a replacement.

10. Acknowledge that any absences from scheduled training, carnivals or games shall be reported to the Representative Convenor immediately and provide documentation if required. Any absences may jeopardise the player's position in the team.

11. Pay by the date set down any portion of the expenses as decided by the Association

12. All team players must purchase the compulsory components of the Association Uniform.

13. All players who are reserves must be on the sideline together (at carnivals and Senior/Junior State Titles) as directed by the Coach/Manager and must be available for the whole game.

14. Comply with any other reasonable request as directed by the Association from time to time.

15. Players must adhere to the rules for championships and competitions of Netball NSW.

7. Fundraising

1. All external methods of fundraising must be submitted to and approved by CNA Executive.

8. Relevant information

See also

- Charlestown Netball Association - Selections Policy

9. Policy review

At a minimum, this policy will be reviewed every three years by the CNA Executive. The policy may be reviewed more frequently if deemed necessary by the CNA Executive.