

ORANGE NETBALL ASSOCIATION INC.

REPRESENTATIVE POLICY

Current Version as of August 2023

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1 REVIEW HISTORY

Policy Established – 3 August 2015 Review – July 2018, adopted by Council 6 August 2018 Review – November 2019 by Representative Policy Review Committee Current Version – July 2023, adopted by Council at AGM 7 August 2023

This policy is to be reviewed every two years by a review committee and ratified at the Orange Netball Association Annual General Meeting.

2 APPLICATION OF THE REPRESENTATIVE POLICY

The representative policy, principles and procedures outlined in this document apply to all athletes participating in any selection process undertaken to select a squad or team to represent Orange Netball Association at the following:

- Netball NSW Junior State Titles
- Netball NSW Senior State Titles
- Netball NSW Regional League Competition
- Any other Netball NSW or Netball Australia Competition approved by the Committee.

Nominations for selection are open to all players registered with Netball NSW and registered or intending to register with Orange Netball Association for the year of representation. The purpose of this document is to clearly outline the policy, procedures and selection criteria that apply to the selection of athletes to represent Orange Netball Association at the specified events.

Consistent application of the policy, procedures and selection criteria will help to ensure:

- i. Transparency for committee, selectors, athletes and athlete's families
- ii. Clear communication and understanding between committee, selectors, athletes and athlete's families
- iii. Selection events are planned and executed in accordance with this policy
- iv. Flexibility to respond to selection situations in a fair manner
- v. Options for review of selection process to ensure quality, consistency and stability of selection processes.

The Committee of Orange Netball Association is responsible for the execution and review of this policy and overseeing selections for representative teams. The Orange Netball Association Council is required to approve any amendments made to policy.

3 DEFINITIONS

- i. Committee: Members of the Orange Netball Association Committee elected at the Annual General Meeting by the Orange Netball Association Council.
- ii. Development team(s): A team endorsed by Orange Netball Association for development through regular training and participation in carnivals but do not attend the State competition for their age group.
- iii. Head Selector: The selector nominated by the Committee to fulfil the role as set out in this policy.
- iv. Junior Representative team(s): Selected by the age the athlete turn in a calendar year. Junior representative teams are the under 11s, 12s, 13s, and 14s. The under 11s age group are development teams only and do not participate in State titles.
- v. Orange Netball Association also known as Association or ONA.
- vi. Orange Netball Association Council: Nominated club delegates who attend Council meetings and have voting powers on recommendations put forward by the Committee.
- vii. Paper selection: Selection panel, designated by the committee, review the nominations received from athletes and may select senior representative teams from nominations only. Selection panel may request a physical trial if they are unable to make selections from the nominations or if players are of similar or unknown capability.
- viii. Parent Coach: A coach placed on a representative team that their child is a member of.
- ix. Regional League: Netball NSW competition called Regional League.
- x. Representative Coordinator: a Committee position elected annually at the AGM.Duties are listed in the Orange Netball Association committee handbook.
- xi. Shadow Players: formerly known as reserve players. Shadow players may be selected to attend training with the selected team at the discretion of the head coach and may be asked to attend carnivals or other competitions in the case of a withdrawal from a representative team member.
- xii. Junior State Title competition: formerly known as State Age Competition. This competition is for the under 12s, under 13s and under 14s age group.
- xiii. Senior State Title competition: formerly known as State Championship competition. This competition is for the under 15s, under 17s and Opens age group.
- xiv. Team Official: the Coach is appointed by the ONA Committee and the Coach nominates two (2) officials, usually Assistant Coach and Team Manager for approval by the ONA Committee. These officials need to be registered and hold appropriate qualifications as per Netball NSW guidelines.

4 SELECTION PANELS

4.1 Appointing Selectors

- i. Nominations for Selections will be called annually. Notice that nominations are open will be posted on the Associations website and facebook page 21 days before the association's Annual General Meeting (AGM). Nominations are to be received by the Association Secretary at least 48 hours prior to that meeting. Nominations may be called from the floor at the AGM to form a sufficient pool.
- All ratified selectors form a pool and may be appointed to selection panels for the following representative season in accordance with the terms of this document. The representative coordinator may be required to seek nominations after the AGM if there are not enough selectors in the pool for the upcoming selections. New selectors will require ratification by the ONA Council at the next available Council meeting; by group email or other electronic group consultation.
- When nominating, selectors will be required to confirm they have completed the 'My Netball' online learning course: *Select for Success.* Other attributes to support their nomination include:
 - a. Coaching qualification and experience
 - b. Previous selecting experience
 - c. Netball Australia umpiring qualification
 - d. Playing experience
 - e. Any other attributes that will support nomination as a selector for the upcoming season.
- iv. A selection panel will be convened for each representative team. The committee will appoint a head selector for each teams selection panel. The head selector and representative coordinator will appoint a panel for the team from the pool of selectors and previous season's coaches in accordance with points 4.1 (v) to 4.1 (ix) of this policy.
- v. The ONA committee are responsible for the representative selection process, including approving selection panels and final team selections. Should arbitration be necessary, the head selector should liaise with the representative coordinator who will refer the matter to the ONA Committee and process in accordance with the relevant Netball NSW policy.
- vi. Committee members my nominate for position of selector noting no ex-officio position exists on any selection panel.
- vii. Selection panels will be an uneven number of either three (3) or five (5) and must not include selectors who are a parent or close relative of a trialing player. No selection panel should consist of more than two (2) representatives of any club/team. Selectors will not be appointed to a selection panel where other family members are appointed to.

- viii. If for any reason a selector is unavailable for any selection events, the head selector and representative coordinator may appoint an alternate selector with Committee approval. If more than one selector and/or the head selector is unavailable the selection event will be reconvened.
- ix. The coach from the previous representative season will be asked to provide feedback on individual players after State titles an this feedback will be provided to the selection panel. For junior teams the coach from the previous year age group may be consulted by the panel before the final selection is made.

4.2 Role and Responsibility of the Head Selector

- i. Using resources made available by the Association, the head selector is responsible to ensure nominated players can identify the team and position they will play at the commencement of the trails. The head selector will ensure that each player is able to play in the first two (2) positions listed on the nomination form during trials and will make every effort to give a player the opportunity to play in the third position nominated.
- ii. The head selector will manage selection process to maintain notes and documentation to support selections and collate feedback on each player to be provided to the player or the player's parent/legal guardian upon request. Selection notes and documentation will be submitted to the representative coordinator at the conclusion of trials.

4.3 Confidentiality

- i. Selectors will not discuss selection matters outside official selection meetings without the express permission of the ONA Committee. Contravention of this confidentiality to outside members of the official selection process may lead to removal from the selection panel and possibly selection pool. All input to that selection panel before removal will be disregarded.
- ii. Selection panel members are required to declare any conflict of interest in relation to the selection process they have been assigned to. The representative coordinator will maintain a conflict of interest register and this will be available for review by the ONA Committee.

5 SELECTION CRITERIA AND PROCEDURES

5.1 Selection Criteria

The selection panel shall assess the level of the following competencies, personal attributes and other considerations:

- i. Core Playing Competencies:
 - a. Technical skill base
 - b. Tactical understanding, ability to read play and decision making under pressure
 - c. Fitness required for representative level of competition
 - d. Sustained intensity of performance throughout selection
- ii. Core Personal Attributes:
 - a. Self-responsibility commitment to development and performance
 - b. Resilience perseverance, adaptation and response to adverse situations
 - c. Self-awareness managing own behaviour and emotional responses
 - d. Leadership modelling behaviour expected of representative players
 - e. Communication ability to communicate positively, receiving feedback and being able to give feedback in a calm and mature manner.
- iii. Other factors:
 - a. Coachability
 - b. Demonstrates team qualities: versatility and fit within a team
 - c. Current form
 - d. Extenuating circumstances that may affect trial such as injury or any other situation that may affect performance at trial. Written application must be submitted to the head selector and endorsed by the ONA committee for extenuating circumstances to be considered.

5.2 Selection Process

- i. The ONA Committee will announce the date of Junior representative team selection, and 15s and 17s years Senior State Titles team before round 9 of the ONA Winter competition.
- Nominations will be called annually, after round 9 of the ONA Winter competition by the ONA committee by posts to the association's website and facebook page. Notice will include link to electronic form and include closing date for nominations.
- iii. Nominations for representative selections will close up to two (2) weeks before the first trial date. Consideration for late nomination up to the final trial date may be given by the committee to:
 - a. A player identified during competition by selectors or committee
 - b. A player moving to the region
 - c. A player who can show cause of extenuating circumstances.

- iv. Players unavailable for the trial date may seek consideration at a subsequent trial date or exemption from trial. All applications for exemptions or other consideration must be made in writing to the ONA Secretary on or before the day of selection. Written applications will be received by mail or email as published on the association's website. Supporting documentation such as medical certificate, must be attached and received by ONA on or before the day of the scheduled trial.
- v. There will be at least two (2) phases for selections for junior representative teams. Additional trial phases are dependent on athlete nomination and numbers.
- vi. After the first phase of trials a minimum of 13 (thirteen) athletes and a maximum of 24 (twenty-four) athletes will proceed to the second phase of trials. This will be announced on the ONA website five (5) business days after the first trial date. If nominations are less than 24 (twenty-four) athletes this age group may not proceed directly to the second phase of trials.
- vii. The formation of trial squads with additional training sessions and selections will be decided by the head selector in conjunction with the availability and agreement of the head coach of this age group.
- viii. At the conclusion of the final trial phase the following teams will be announced by post to the ONA website before 21 December of that year:
 - a. 11 years Development squad
 - b. 12, 13, and 14 Development teams* (when considered appropriate by the selection panel)
 - c. 12 Junior State Titles team
 - d. 13 Junior State Titles team
 - e. 14 Junior State Titles team
 - f. 15 Senior State Titles team
 - g. 17 Senior State Titles team

*The continuation of development teams will be dependent upon Coach availability, player suitability and Orange Netball Association budget.

- ix. Nominations will open in January of the year of competition for:
 - a. Senior State Title Opens team; and
 - b. Regional League team

The Committee may decide that a paper selection (as defined in 3.7), will initially be conducted. Selectors will advise if a visual selection is required depending on numbers and competitiveness of nominations. Selections must be complete to allow senior teams to be announced prior to close of nominations for the Central West Regional League.

As per section 4.2 (i) of this policy the head selector will ensure the trial is arranged so each player has opportunity to play in the first two positions listed on the nomination form during trials. The head selector will make every effort to give a player the opportunity to play in the third position if nominated. Selectors may then trial players in other positions, if they believe that a more balanced or better combination will result.

- x. The minimum number of players to be selected into a representative team is nine
 (9) and the maximum number is 12 (twelve). The minimum number of players to be selected into a squad is 13 (thirteen) up to a maximum of 24 (twenty-four).
- xi. As long as section 5.2 (viii) is observed, coaches may request extra players in writing to the committee and the decision will be made by the committee.
- xii. Once the representative coordinator and head selector are satisfied that the team is correct and approved by the ONA Committee, it will be posted on the ONA website.
- xiii. In the case of a dispute arising with selections, the head selector can defer the decision to the committee for resolution. The committee will consider in accordance with relevant Netball NSW policies and action in accordance with those policies and/or the recommendations of Netball NSW.

5.3 Player Replacement

- i. In the case of a player withdrawing from a team, the head selector, representative coordinator and coach will select from the development team/shadow list to fill the vacant position in consultation with the Committee. If all shadow players have been exhausted, the Coach can request another player to fill the position in discussion with ONA representative coordinator and ONA committee.
- ii. Committee must be officially notified by any player who chooses to withdraw from a selected team, including a development team. Notice of withdrawal must state a reason and include appropriate documentation such as a medical certification or other selection. Withdrawal may make a player ineligible for selection in the following year.
- iii. Notice of withdrawal will be considered at the next Committee meeting and the committee will determine any penalty for future selections. The player will be notified within one week of the next Committee meeting and has 72 hours to appeal this decision. The committee's decision on appeal is final.
- iv. Exclusions will be case by case as determined by the committee. Any player withdrawing without written advice to the committee will be automatically ineligible for selection in the following year.
- v. Players may be replaced for a breach of player agreement or Netball NSW policy. The player will be replaced in accordance with sections 5.3 (i) and will be excluded from future selection for a term determined by the committee in accordance with section 5.3 (iii).

6 APPOINTMENT AND ELIGIBILITY OF TEAM OFFICIALS

6.1 Role and Responsibilities

- i. The committee is the governing body for all Orange Netball representative officials and players. The representative coordinator will be the liaison between the officials, players and the committee.
- Any official who is suspended by the Netball NSW policy or the application of, during an Orange Netball Association endorsed competition, will be ineligible for all further representative duties for the duration of the representative season.
 Eligibility for further representation will be considered by the Committee in consultation with the Netball NSW Member Protection policy.
- iii. Any official dismissed retains the right of appeal but must do so in writing via email to the Committee within five (5) days of receipt of written notification of dismissal.
- iv. Any official who contravenes the Netball NSW Member Protection policy may be dismissed from their representative appointment. Any person so dismissed retains the right of appeal but must do so in writing to the Executive within five (5) days of receipt of the written notification of dismissal.
- v. No Orange representative netball team shall have more than two (2) relatives, including parents appointed in any official capacity for the duration of the representative season.
- vi. Team officials and players are bound by all Netball NSW policies.

6.2 Coaches

- i. Nominations for representative coaches will be called annually. Notice that nominations are open will be posted on the Associations website and Facebook page 21 (twenty-one) days before the Association's Annual General (AGM) meeting. Nominations are to be received by the Association Secretary at least 48 (forty-eight) hours prior to that meeting and include qualifications, experience and two (2) referees. Nominations may be called from the floor at the AGM to form a sufficient pool or the nomination period may be held open until suitable nominations have been received.
- ii. Nominations received after the AGM will require ratification by ONA Council at the next available Council meeting; by group email or another electronic group consultation.
- iii. All nominees must attain a current working with children check to be considered eligible for appointment to the pool of coaches and submitted with their nomination. This check will be verified prior to any appointment of a team.
- iv. All coaches must hold a current Netball Australia Development Coaching accreditation or actively working towards completion. If qualifications are found to be falsified, the committee reserves the right to reject the nomination.
- v. Coaches will be notified of selection for an age group withing seven (7) days of the Committee meeting.

- vi. Coaches for each team will be announced with the teams when announced in accordance with sections 5.2 (viii -x) of this policy.
- vii. Coaches may coach an age group as they move through two consecutive years and then may be rotated to a different age group, depending on the availability of suitably qualified coaches. This will apply to 12-15years age representative teams only.
- viii. All representative coaches must be current financial members of Orange Netball Association.
- ix. A coach can be involved, in their official capacity, with a team where a team member is a relative, if approved by the committee.
- x. The coach of State Titles teams will organise and implement a documented training schedule, which will be made available if requested. All representative teams are to attend the Orange Netball carnival and the coach will ensure State Title teams attend at least two other carnivals, including Metropolitan carnivals in the lead up to State Titles.
- xi. The coach and team officials will be responsible for all team members while on representative duties.
- State Title coaches will have confidential evaluation filled out by players/parents.
 Feedback from this evaluation will be given to the coach by the representative coordinator and Coaches convenor and feedback given to the coach.
- xiii. All team officials and players are bound by the Netball NSW social media and cyber safety policy.

6.3 Assistant Coaches

- i. The coach of all representative teams will nominate an assistant coach; the request should be forwarded to the committee in writing detailing their relevant qualifications. The committee will approve the appointment of all assistant coaches.
- All nominees must attain a current Working With Children check to be considered eligible and submitted to the committee. This check will be verified prior to team appointment and will be ongoing.
- The assistant coach must hold a current Netball Australia Foundation coaching qualification or working towards completion by the date of the Orange Netball Carnival.
- iv. The assistant coach will attend the state titles competition with the team.
- v. The assistant coach must be a financial member of Orange Netball Association and be at least 17 (seventeen) years of age.
- vi. An assistant coach can be involved, in their official capacity, with a team where a team member is a relative, if approved by the committee.
- vii. An assistant coach is to carry out activities as directed by the coach. They are expected to attend training sessions and carnivals.

6.4 Managers

- i. The coach will nominate a manager for their representative team. Details of this nomination must be submitted to the committee in writing, for approval. All managers must be financial members of ONA.
- ii. All nominees must attain a current Working with Children check to be considered eligible and submitted to the committee. This check will be verified prior to team appointment and will be ongoing.
- iii. The team manager must maintain a list of all team members including phone number, address and medical information. This information will be provided to ONA representative coordinator through Play HQ registration.
- iv. The team manager is to communicate with ONA treasurer and inform teams when monies are due and to provide banking details. They must organise the issue of uniforms with the Vice President.
- v. The manager is to ensure all team members and parents are aware of carnival locations and dates.
- vi. The manager is to ensure only team officials and players are to be in team tents during carnivals and state title competitions.
- vii. The manager is to assist with supervision of team members while on representative duties and carry out any other duty as directed by the coach.

7 PLAYER RESPONSIBILITIES

- i. Player agreement outlines the responsibilities and behaviour expected by players and forms part of the nomination form. The player agreement is accepted when submitting a nomination for a representative team. All players must abide by the Netball NSW Codes of Behaviour and players undertake to attend all training sessions and carnivals as instructed by the coach.
- Any player who contravenes the Orange Netball Association Player Agreement or Netball NSW Codes of Behaviour will be managed by the Netball NSW Member Protection Policy.
- iii. A player who is suspended during any ONA endorsed competition, by the NNSW Member Protection Policy processes, will be ineligible for all further representative duties for the duration of the representative season. Player eligibility for further representation will be considered by the Committee in consultation with the NNSW Member Protection Policy.
- Any player dismissed retains the right of appeal, but must do so in writing to the Committee within 72 (seventy-two) hours of receipt of written notification of dismissal.
- v. Orange Netball Association representative players (including those in a development team) are required to attend and give precedence and commitment to all representative training and competition matches over other sporting commitments and failure to do so may affect current and future selection.

- vi. Players may apply for exemption from training, carnivals or other scheduled representative netball commitments and all applications will be considered by the coaching team in consultation with the representative coordinator. Applications for exemptions from carnival attendance or more than 3 (three) training sessions must be referred to the Committee.
- vii. All players and officials are bound by the NNSW Social Media and Cyber Safety Policy.

8 PLAYER EXPECTATIONS

- Carnival Participation
 Coaches will ensure each player is on the court for a minimum of 50% of scheduled games at all carnivals in the lead up to State Titles.
- Regional League
 Coaches will ensure each player is on the court for minimum of 50% of round games. Court time will be decided by the Coach in consultation with the Assistant Coach based on performance of each player in the rounds and finals.

iii. Junior State Titles

Coaches will ensure each player is on the court for minimum scheduled games required by Netball NSW Junior State Titles competition policy and coaches will seek to play each player for a minimum of 40% scheduled game time.

iv. Senior State Titles

Court time will be decided by the coach in consultation with the assistant coach based on the performance of each player in preparation and during the competition.

9 APPEALS PROCESS

9.1 Player Selection

- i. An athlete may request feedback from the selection committee following the completion of the trials or within 72 (seventy-two) hours of the team or squad announcement.
- ii. An athlete may appeal omission from the representative team or squad the athlete was trailing for. An athlete can only appeal omission from a team on the basis of the selection panel failed to apply the selection process set out in this policy.
- iii. All requests for feedback or appeals must be submitted to the ONA President in writing via email to <u>orangenetball1@bigpond.com</u> within 72 (seventy-two) hours of teams being announced.
- iv. An email confirming receipt of the request for feedback or appeal will be returned by email reply with 72 (seventy-two) hours.

v. An appeal under this clause will proceed in accordance with the Netball NSW Member Protection; Netball NSW Grievance or other relevant policy. The ONA President or delegate may seek advice from Netball NSW before attending to the appeal.

9.2 Appointment of Team Official

- AN official may appeal an appointment or omission of appointment as team official withing 72 (seventy-two) hours of the announcement of the relevant selection decision.
- ii. The appeal must state the grounds of appeal and any breach of this policy.
- All request for appeals must be submitted in writing to the ONA President via email to <u>Orangenetball1@bigpond.com</u>. An email confirming receipt of the appeal will be sent to the appellant within 72 (seventy-two) hours of receipt.
- iv. The ONA President may seek direction from Netball NSW Grievance or other relevant policy.
- v. No appeal will be heard if the official has been suspended by ONA or NNSW in the year of appeal.

10 UNIFORMS AND EQUIPMENT

- i. The representative uniform shall be ratified by the Council on the recommendation of the Committee and shall comprise all or part of the following:
 - a. For State Title Competition and Regional League players, an Association dress, ONA jacket and ONA training shirt.
 - b. Team officials, coaches and assistant coaches and managers shall wear on ONA tracksuit and polo shirt at all representative matches. This will be provided by Orange Netball Association, and be returned at the end of the representative season.
 - c. Additional merchandise or uniform must be approved by the Orange Netball Association Committee.
 - d. Umpires are required to wear whites when officiating at representative carnivals.
- ii. Each representative team will be issued with a training kit that shall be returned to the Orange Netball Association in good condition within one (1) month after the completion of the Championships. Kit will also include a first aid kit to be taken to carnivals and competitions. Tents are available for players and officials for use at carnivals.

11 FINANCIAL COMMITMENT AND REIMBURSEMENT

The ONA Treasurer will budget for each state competition in consultation with the ONA Representative convenor for approval by the ONA Committee. The budget will include travel, accommodation, meals and competition costs. ONA will cover the costs for Coaches, Managers, Umpires and Bus Driver as well as competition entry fee for State Competitions.

A player contribution will be advised to coaches and managers as soon as possible after the committee approval of the budget. The Association may subsidise the expenses of players attending the State carnivals. The committee reservices the right to review the subsidy annually.

- All state title players are to pay a deposit of \$200 by the first council meeting in March, then \$200 payments in mid-April and early June. All outstanding monies owed to the Association must be paid at least 2 (two) weeks prior to the state titles weekend.
- ii. Any written requests for assistance due to financial hardship should be directed to the Committee and will be considered confidentially on an individual basis.
- iii. ONA will provide an honorarium per representative team, to be determined annually by the ONA Committee, to assist 'out of pocket' expenses for Coaches and Assistant Coaches of State Title and Development teams to attend carnivals before the State Titles Championships. 'Out of Pocket' expenses are regarded as contributions towards meals, travel costs and accommodation.
- iv. Generally, Managers will be a parent of a player and travelling with the player to carnivals. For this reason, no out-of-pocket expenses are claimable by the Manager for the carnivals attended in preparation for the State representative competitions.
- v. If a Manager is independent of the players, out of pocket expenses will be reimbursed as for coaches or assistant coaches.
- vi. Managers of Representative teams are required to travel and stay with the team for state carnivals and Manager's expenses are covered by ONA for that weekend.
- vii. Expenses are covered by ONA for Umpires of State title and development teams for 3 carnivals before the State titles championships. The umpires are paid a daily rate as determined by the ONA Committee for umpiring duties.
- viii. It is preferred that umpires travel with the team to minimise expenses. Out of pocket expenses are covered for reasonable accommodation expenses, this will be pro-rata if staying with a player and family and not applicable if staying with coaches. Meal expenses up to \$15 breakfast; \$20 lunch and \$25 dinner. Expense claims are made using Orange Netball Association expense claim form and require invoices to be attached. Meals an overnight trip can claim 2 (two) meals; umpires are paid a daily rate and do not receive lunch expenses.
- ix. An umpire must have approval from the committee prior to the competition to travel independently and claim an independent travel cost.

x. Development teams in lieu of state titles invoice will be asked to pay a development levy set by ONA committee annually to contribute towards cost of the development season.

12 UMPIRES

- i. Nominations for umpires for State Titles championships and Regional League are to be received by the Umpires convenor by a date set by the Umpires convenor.
- ii. Umpires will be expected to provide a working with children check prior to their first umpiring events with ONA.
- iii. Coaches may nominate, with the assistance of the Umpires Convenor an umpire carnivals, but they should hold a national badge or selected umpires holding a district badge.
- iv. Umpires representing ONA are bound by the NNSW Code of Behaviour, and any breach of that code may, at the discretion of the Committee, be dismissed from representative umpiring. Any person so dismissed retains the right of appeal but must do so in writing to the Executive within 48 (forty-eight) hours of receipt of the written notification of dismissal.

THE ORANGE NETBALL ASSOCIATION REPRESENTATIVE POLICY WILL BE REVIEWED EVERY TWO YEARS BY A REVIEW COMMITTEE AND RATIFIED AT THE ORANGE NETBALL ASSOCIATION ANNUAL GENERAL MEETING.