

# **Baulkham Hills Shire Netball Association Limited**

(trading as Baulkham Hills Netball)



## **REPRESENTATIVE PARTICIPANTS PROCEDURES**

### **VERSION 2**

14<sup>th</sup> November 2020

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## RELEVANT POLICIES AND PROCEDURES

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**Additional Policies and Procedures that are referenced in this Policy include**

**Representative Policy  
Representative Teams Procedures  
Selection Panel Procedures  
Fees, Fines & Payments Schedule**

*All current versions of the above are available for download from the Baulkham Hills Netball website*

## 1. Aim

The aim of this Policy is to clearly indicate the roles and the expectations of all participants in the Baulkham Hills Netball Representative pathway.

## 2. Team Officials

All Team Officials must wear the appropriate Baulkham Hills Netball uniform at all representative training, games, and timetabled events.

As a minimum all Team Officials must have:

- a) A current financial Member of Netball NSW. If appointed and not already registered with Baulkham Hills Netball, this must be undertaken as soon as possible,
- b) A current Working With Children Check,
- c) A current Accreditation relevant to the role nominating for, as specified in the current Representative Participants Procedures document,
- d) A current Rules of Netball Theory Examination Pass,
- e) Suitability in terms of behaviour, ethics and attitude to represent Baulkham Hills Netball,
- f) Excellent planning, communication and organisational skills,
- g) The ability to meet the duties, attendance and reporting requirements as per the current Representative Participants Procedures document, and
- h) Give assurance that they will abide by all Policies and Procedures of Baulkham Hills Netball and Netball NSW.

In addition, Team Officials are expected to:

- i) A parent/guardian of a player may not be a team official of any team in which their child participates
- j) Show respect to all players and parents who form the team at all times,
- k) Conduct themselves in a manner appropriate to a coach and mentor of players,
- l) Give particular attention to the safety and welfare of all players and never leave junior players without supervision,
- m) Come adequately prepared for every training session and every game,
- n) Give every player in the team adequate court time over the season to allow for player development within the Baulkham Hills Netball Representative Program, if circumstances permit,
- o) 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,
- p) Respect that there may be differences of opinion with regards to aspects of the team dynamics and logistics, and
- q) Always give a team member a fair hearing with regards to complaints, grievances or comments and take steps to rectify if warranted.

## 3. Representative Coach

In addition to Clause 2 of this document, a Representative Coach is expected to:

- a) Have an Intermediate or higher Coaching Accreditation (or evidence showing intention of completion in the year of appointment),
- b) must have a minimum of two (2) of the Netball Australia E-Learning Centre Courses which include but are not limited to
  - a. Foundation Education Umpiring Course
  - b. Bench Officials Education Course
  - c. Mentoring

- d. Club Champions
  - e. Expect Respect
  - f. Netball Inclusion
- (b) must have successfully completed the Netball Australia Select for Netball Success ELearning Course within the last 3 years.
- (c) must have successfully completed the ASADA Ethical Decision-Making Suite within the last 3 years.
- d) Report to the relevant Representative Convenor and liaise with the Coaching Convenor,
  - e) Organise training sessions necessary for the development of players,
  - f) Liaise with the Assistant/Apprentice Coach (where appointed) to devise a program for player development and team preparation,
  - g) Liaise with the Team Manager,
  - h) Report immediately to the appropriate Representative Convenor, any player who fails to fulfil their commitment or is at risk of not fulfilling their commitment,
  - i) Select a team to participate in each match,
  - j) Attend meetings as determined by the appropriate Representative Convenor or Coaching Convenor,
  - k) Attend all training sessions,
  - l) Attend all games,
  - m) Attend squad training (if applicable),
  - n) Be available to attend selection trials,
  - o) Contact the appropriate Representative Convenor if unavailable for more than one week during the season,
  - p) During the period of appointment, be available, on at least 2 occasions to deliver coach education for Baulkham Hills Netball,
  - q) Attend professional development opportunities,
  - r) Submit all reports as requested by the appropriate Representative Convenor,
  - s) Be responsible for returning, in good order and condition, all equipment within 4 weeks of competition completion, and
  - t) Attend competitions as entered by Baulkham Hills Netball (as applicable)

#### **4. Representative Assistant Coach**

In addition to Clause 2 of this document, a Representative Assistant Coach is expected to:

- a) Hold a current and minimum of Netball Australia Development Course Accreditation (or evidence showing intention of completion in year of appointment),
- b) must have a minimum of two (2) of the Netball Australia E-Learning Centre Courses which include but are not limited to
  - a. Foundation Education Umpiring Course
  - b. Bench Officials Education Course
  - c. Mentoring
  - d. Club Champions
  - e. Expect Respect
  - f. Netball Inclusion
- c) must have successfully completed the Netball Australia Select for Netball Success ELearning Course within the last 3 years.
- d) must have successfully completed the ASADA Ethical Decision-Making Suite within the last 3 years.

- e) Report to the relevant Representative Convenor and liaise with Coaching Convenor,
- f) Liaise with the Coach to implement a program for player development and team preparation,
- g) Liaise with the Team Manager,
- h) Attend meetings as determined by the appropriate Representative Convenor or Coaching Convenor,
- i) Attend training sessions and games,
- j) Attend squad training (if applicable),
- k) Be available to attend selection trials as observer,
- l) Contact the relevant Representative Convenor if unavailable for more than one week during the season,
- m) Attend professional development opportunities,
- n) Submit all reports as requested by the appropriate Representative Convenor, and
- o) Attend all competitions as entered by BHSNA (if applicable)

## **5. Talented Development Coach**

In addition to Clause 2 of this document, a Talent Development Coach is expected to:

- a) Have a Development or higher Coaching Accreditation (or evidence showing intention of completion in the year of appointment),
- b) Report to the relevant Representative Convenor and liaise with the Coaching Convenor,
- c) Organise training sessions necessary for the development of players,
- d) Liaise with the Assistant/Apprentice Coach (where appointed) to devise a program for player development and team preparation,
- e) Liaise with the Team Manager,
- f) Report immediately to the appropriate Representative Convenor, any player who fails to fulfil their commitment or is at risk of not fulfilling their commitment,
- g) Select a team to participate in each match,
- h) Attend meetings as determined by the appropriate Representative Convenor or Coaching Convenor,
- i) Attend all training sessions,
- j) Attend all games,
- k) Attend squad training (if applicable),
- l) Contact the appropriate Representative Convenor if unavailable for more than one week during the season,
- m) During the period of appointment, be available, on at least 2 occasions to deliver coach education for Baulkham Hills Netball,
- n) Attend professional development opportunities,
- o) Submit all reports as requested by the appropriate Representative Convenor,
- p) Be responsible for returning, in good order and condition, all equipment within 4 weeks of competition completion, and
- q) Attend competitions as entered by Baulkham Hills Netball (as applicable)

## **6. Mentor Coach**

In addition to Clause 2 of this document, a Mentor Coach is expected to:

- a) Have been involved in the Representative Program for a minimum of 10 Years as a Representative Coach,
- b) Have completed the eLearning Mentor Module,

- c) Report to the relevant Representative Convenor and liaise with Coaching Convenor,
- d) Provide mentorship to Apprentice Coach to assist with the implementation of the program for the purposes of player development and team preparation,
- e) Liaise with the Representative Coach and Team Manager,
- f) Attend meetings as determined by the appropriate Representative Convenor or Coaching Convenor,
- g) Attend training sessions and games,
- h) Attend squad training (if applicable),
- i) Contact the relevant Representative Convenor if unavailable for more than one week during the season,
- j) Attend professional development opportunities,
- k) Submit all reports as requested by the appropriate Representative Convenor, and
- l) Attend all competitions as entered by Baulkham Hills Netball.

## **7. Apprentice Coach**

In addition to Clause 2 of this document, an Apprentice Coach is expected to:

- a) Hold a current and minimum of Netball Australia Foundation Course Accreditation (or evidence showing intention of completion in year of appointment),
- b) Have coached at Club level for a minimum of 2 preceding years,
- c) Report to the relevant Representative Convenor and liaise with Coaching Convenor,
- d) Liaise with the Representative Coach to implement a program for player development and team preparation,
- e) Attend meetings as determined by the appropriate Representative Convenor or Coaching Convenor,
- f) Attend training sessions and games,
- g) Attend squad training (if applicable),
- h) Contact the relevant Representative Convenor if for more than one week during the season,
- i) Attend professional development opportunities,
- j) Submit all reports as requested by the appropriate Representative Convenor, and
- k) Attend all competitions as entered by Baulkham Hills Netball.

## **8. Team Manager**

In addition to Clause 2 of this document, a Team Manager is expected to:

- a) Have completed the Sport & Recreation Sports Managers Level 2 Course (or evidence showing intention of completion in year of appointment),
- b) Have completed the Netball Australia Bench Officials Education course,
- c) Report to the relevant Representative Convenor and liaise with Coaching Convenor,
- d) Be the Liaison Officer for all members of the team,
- e) Liaise with all team officials and appropriate Representative Convenor on all team Logistics,
- f) Liaise with BHSNA appointed Physiotherapist in relation to player injury Management,
- g) Liaise with appointed Bench Officials (where relevant),
- h) Be responsible for the conduct, well-being and appearance of all players and team management within their team whilst participating in Baulkham Hills

Netball sanctioned events,

- i) Have the final decision on player welfare within the team,
- j) Ensure that the coach and appropriate Representative Convenor receives all information pertaining to any injury or illness of a team member,
- k) Ensure receipt of medical clearance pertaining to any injury of a team member, a copy of which should be provided to appropriate Representative Convenor, prior to player participating training session or competition game,
- l) Act as Primary Care Person at all competition games and training sessions if necessary,
- m) Act as Bench Official team contact, and arrange temporary replacement if appointed Official is unable to attend any competition games (where relevant),
- n) Provide information to parents and/or players,
- o) Collect the draw at all competitions,
- p) Contact the relevant Representative Convenor if unavailable for more than one week during the season,
- q) Perform such duties as delegated by the appropriate Representative Convenor or Coach,
- r) Attend training sessions, games and any event in which the team is participating as required,
- s) Attend squad training (if applicable),
- t) Attend professional development opportunities,
- u) Attend meetings as determined by the appropriate Representative Convenor,
- v) Submit all reports as requested by appropriate Representative Convenor, and
- w) Notify appropriate Representative Convenor of Appointed Captains.

## **9. Player**

A Player selected into the Baulkham Hills Netball Representative pathway is expected to:

- a) Abide by the Baulkham Hills Netball Constitution and Policies and Netball NSW Member Protection Policy in effect during the current year,
- b) Wear Baulkham Hills Netball specified uniform at all training and events attended as a Representative of Baulkham Hills Netball,
- c) When Baulkham Hills Netball 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 Baulkham Hills Netball,
- d) Submit all forms as requested by the appropriate Representative Convenor in a timely fashion,
- e) Ensure all amounts associated with the program are paid within 7 days of receipt of invoice. Players deemed unfinancial at the midpoint of any season may be excluded from the team,
- f) Accept and understand that selection into any Baulkham Hills Netball 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,
- g) Attend all fitness sessions preseason and during the season as scheduled by Baulkham Hills Netball or their Coach,
- h) Attend the End of Season Function, any fund-raising events or coaching/bonding sessions as advised by the Baulkham Hills Netball or their Coach. Any absence must be submitted in writing to the Team Manager, accompanied by supporting medical documentation,
- i) Agree that photos taken can be published on the Baulkham Hills Netball website and

Baulkham Hills Netball newsletter.

- j) Accept directions of the Team Manager or other Baulkham Hills Netball official,
- k) Be available to take the court for all games scheduled throughout the Representative Competition,
- l) To show courtesy and respect to all players in their own team and all opposing players,
- m) To respect all officials and umpires, and take every infringement call with dignity, and thank the umpires after every game,
- n) To always compete in the spirit of fair play; and to both win and lose gracefully,
- o) Give 100% effort at all times, both during training and games,
- p) Make every attempt to follow the coach's instructions, and in particular, to play in any position asked with total commitment and to the best of their ability,
- q) 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,
- r) Team Management is notified if a player is 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 appropriate Representative Convenor, and may result in the players exclusion from the team, and possible selection into further teams in the future, and
- s) Approach the Coach privately with any comments, conflicts or grievances etc, and respect that the coach's decision in all such matters is final.

## **10. Parent or Guardian of Player**

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

- a) 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 Baulkham Hills Netball and Netball NSW,
- b) To 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) To show courtesy and respect to all players, parents and spectators associated with their own team and likewise to all opposing teams,
- d) To support both teams on the court in a positive manner,
- e) To respect all officials and umpires, and refrain from making derogatory comments on the sidelines of any game in an audible tone,
- f) To both win and lose gracefully, and support their child and other team members in either case,
- g) Make every effort to have their child at every training session and every game, on time and properly prepared,
- h) To keep the Manager fully informed of any inability to attend training or games in advance, preferable via email or SMS,
- i) To be honest with regards to any injury or illness that their child may have, and their fitness to train or play, and
- j) Approach the Manager privately with any comments, conflicts or grievances etc, and respect that the coach's decision in all such matters is final.