"Promoting Positive Pathways"

Representative Team Policies and Procedures

Contents

1. Introduction……2
2. Representative Policy……3
   - Objectives……3
   - TNC Responsibilities……3
   - Incidents and Complaints……5
3. Player Selection Policy……6
   - Player Eligibility……6
   - Selection Process……7
   - Selection Panel……8
   - Trials……9
   - Dispensations……9
   - Player Responsibilities……10
   - Payments, Withdrawals and Refunds……13
   - Replacement Players……14
4. Coach Selection Policy……15
   - Coach Selection……15
   - Coach Responsibilities……16
5. Manager Selection Policy……18
   - Manager Selection……18
   - Manager Responsibilities……19

1. Introduction

a) Under the constitution Tauranga Netball Centre (TNC), has the power to oversee the selection of netball teams to represent the Centre and determine regulations, policies and procedures for representative teams and officials.
b) In being selected as a representative player, coach or manager the individual becomes a member of TNC.
c) TNC and all members of TNC are affiliated to Netball New Zealand (NNZ) and therefore are bound by the NNZ constitution, rules, regulations, bylaws and code of conduct and the International Netball Federation (INF) rules.
d) The following policies and procedures are to be read in conjunction with:

TNC Constitution
TNC Regulations
NNZ Regulations

2. Representative Policy

Objectives

a) To select one or more U14, U16, U18 Womens, U18 Mens and Open teams from the players attending representative trials on the date/s set by Tauranga Netball Centre.
b) To continually develop and support selected players, coaches and managers.
c) To administer relevant information of the TNC representative programme in a timely manner.
d) To identify and select netball players who will best represent TNC.
e) To appoint coaches and managers that will best develop these players to the best of their abilities.

TNC Responsibilities

Administration

a) Administer and co-ordinate the representative process using the policies and processes outlined in this document.
b) Maintain high levels of communication between players and/or their parents/guardians, team management and TNC at all times.
c) Provide all administration functions for the representative teams including organising travel, accommodation and tournament entries.
d) Co-ordinate a season review

Selections

a) TNC will appoint all officials for the TNC teams which includes Selection Panels, Coaches and Managers.
b) The TNC representative teams will comprise of up to 12 players.
c) Create and administer selection processes which are clear, transparent and fair for all players and officials.

d) Communicate dates, times and processes for player trials and officials appointments as widely and as early as possible amongst its members and the wider Waikato Bay of Plenty netball community.
e) Where required ensure replacement players are sourced for teams using the replacement player process.

Player Welfare

Player welfare will be a priority at all times, TNC will support coaches and managers to:

a) Understand and adopt the NNZ tournament player game time recommendations to assist with preventing player overload.
b) Understand and embed the NNZ Netballsmart programme to provide netball specific injury prevention.
c) Record all injuries sustained by players during the representative season to establish patterns of injuries.
d) Ensure we have players allergies and medications noted.

Uniform/Equipment

a) Provide players with suitable and appropriate playing uniform and other items for tournaments while representing TNC.
b) Provide the coach and manager with appropriate team uniform to wear while representing TNC.
c) Maintain the uniform and equipment in a clean and tidy condition.
d) Provide training and competition equipment to coaches for the team which will include balls, bibs and additional training aids.
e) Provide the manager with a basic first aid kit.

Season Tournaments/Trainings

a) Determine the number of trainings and length of trainings for each team.
b) Co-ordinate training days and times with team coach.
c) Determine the number of tournaments and location of tournaments attended by each team prior to the Championship tournaments.
d) Source and allocate appropriately qualified and experienced umpires for all tournaments.

Championship Tournaments

a) Book accommodation and make travel and any other arrangements for all players, coaches, managers and other officials.

Finances

a) Create and maintain a budget for the representative programme for the season.
b) Set representative player fees for the season. The expenses of coaches, managers and other officials will be included in the representative players fees.
c) Apply for funding where possible to help cover the costs of the representative teams.

Incidents and Complaints

The Tauranga Netball Centre complaints policy and procedures will be followed for any incidents or complaints received in relation to the representative programme including players, coaches, managers and officials.

Incident Process

1) Types of Incidents
    a) **Minor** – includes but not limited to, minor infringements, minor misconduct and small breaches to the player/coach/manager responsibilities.
    b) **Further Action Required** – includes but not limited to more serious misconduct, breach of rules, breach of code of conduct or player/coach/manager responsibilities.
    c) **Serious** – includes but not limited to very serious misconduct or breach of rules, regulations or player/coach/manager responsibilities or abusive behaviour.
2) Contact to the team manager can be made from any witness who deems such action necessary i.e., coach, another team manager, player, umpire or spectator.
3) The manager will attempt to resolve minor issues by the following means or other actions deemed appropriate:
    - Listening to the nature of the incident
    - Offering possible solutions to the incident
    - Imposing simple consequences on players in consultation with the coach

- Explaining to the complainant the written complaints process

4) If the manager is unable to resolve the minor issue or is uncomfortable dealing with the issue then the centre manager must be contacted
5) All minor incidents resolved by the manager must be reported to the centre manager. The parents/guardians will also be informed.
6) Further Action required incidents must be referred to the centre manager.
7) If a Further Action Required incident occurs while at training or at a tournament then the centre manager must be contacted as soon as is practicable. The incident must be reported in writing and will then follow the TNC Complaints Policy and Processes.
8) If a Serious incident occurs at any time associated with the representative programme, then the centre manager must be contacted immediately.
9) If a Serious incident happens at a tournament the person/s involved may be sent home at their own expense.

3. PLAYER SELECTION POLICY

PLAYER ELIGIBILITY

To be eligible to trial, be selected and to represent Tauranga Netball Centre players must meet the following criteria:

1) Be a registered, financial player at TNC or must gain a release from their current centre prior to being selected into the team. Exceptions may be applied to male players because of the limited amount of male competitions on offer.
2) Players will be selected as recognition for consistently high performances throughout the Tauranga Netball Centre Representative Programme and during previous playing seasons (including, but not limited to, Tauranga Secondary School competition, centre competition games and talent ID development squads) and will be based on performance, attitude, application and consistency during the trials and previous performances.
3) Be in the relevant age-group of the team they are trialling for. Must be under the age they are trialling for as at 1st January of each year i.e. if they are trialling for U14 must be 13 or under up to 31st December. Players from a lower age group may be selected into the team if it is deemed by the selectors that there is no other player of a high ability in the respective age group.

4) Players in the open age group from another centre may be selected into the team if it is deemed by the selectors that there is no other player of a high ability from Tauranga Netball Centre.
5) Players will only be selected on the understanding that they will be available for the Championship tournaments. No dispensation will be granted for not being available.
6) Players will only be selected on the understanding that they will be available for all trainings, tournaments, games or other related activities arranged for the team for the current season.
7) Once trials have been completed and teams are named, a player may not play or be selected to play for any other centre in the same representative season.
8) Players must meet all financial commitments for the representative programme on or before the dates stated by TNC or a payment plan is approved by TNC on or before the dates stated.
9) TNC has the right to determine as to when it will select or re-select any TNC player for a team and no player has a right or expectation of ongoing selection at any time.
10) Players who do not meet the above eligibility will be unable to trial and will be withdrawn from the trial list. If ineligibility occurs after selection, TNC will withdraw the player from the team.

SELECTION PROCESS

- The Tauranga Netball Centre Representative trials are advertised via TNC website, FB page, email to database and other media
- Players register for the TNC Representative Trials.
- Teams will be chosen and announced after the last trial. Players will be advised by email and it will be put on the TNC website.
- Trainings and season representative tournaments attended
- Championship tournaments attended
- Post season review process

Unsuccessful players may apply in writing to the centre manager within 5 days of naming the team for specific feedback.

PLAYER SELECTION PANEL

1) Selection for players for the representative teams will be made by the TNC selection panel.
2) TNC will convene the selection panel which may comprise of U14, U16, U18 Mens, U18 Womens and Open coaches, a centre

representative, the Representative Director and independent selector/s.

3) In making any selections, the selection panel must fully comply with this policy and procedures document.
4) Should there not be an agreement between the selection panel on the selection of a player or any other matter, then the TNC centre manager will have the final decision.
5) The selection panel may seek the views and input of third parties on players but any final selection decisions rest with the selection panel.
6) The content of selection discussions is confidential and will not be shared with anyone outside of the selection panel and TNC management.
7) The TNC centre manager may require a member of the selection panel to stand down from the selection process if they consider that the individual has an association with the player seeking selection to a team, which could give rise to a question or interference of bias or conflict of interest in the selection decisions.
8) Should a member of the selection panel have a family member on the trial list, they must declare the relationship to the player to the selection panel and the centre manager. The TNC selection panel member will have no input into the selection or non-selection of that player.
9) The selection panels will take into consideration the following competencies, personal qualities and other considerations when selecting teams:
    a) Sound quality of technical skills and consistency of performance
    b) Sound tactical understanding to consistently make appropriate decisions in demanding situations
    c) Incorporates flair and innovation in their game
    d) Has a good level of fitness required for this level of competition
    e) Can sustain intensity in performance throughout game
    f) Strong work ethic
    g) Discipline
    h) Ability to withstand pressure
    i) Demonstrates team qualities
    j) Versatility, consistency and adaptability
    k) Ability to serve as a role model to others

TRIALS

- A trial process will take place for all TNC representative squads at the start of each year's representative season.
- TNC will communicate the time and place of the trial process as widely and as early as possible amongst its members and the wider netball community.
- Trials may consist of skills/drills, fitness testing and trial games
- All trials are compulsory for selection into TNC representative teams except where a dispensation has been granted.
- Appointed selection panel members may observe games and player performances at all or some of the following events prior to trials for any TNC representative team:
    i. Tauranga Netball Centre Representative programme
    ii. Club trials or competitions
    iii. Secondary school team trials or competitions
    iv. National league trainings or games
    v. Any other competitions that the selection panel deems relevant

DISPENSATIONS

1) Dispensations will not be considered from a player if the player is not registered to trial
2) All requests for dispensations must be received in writing to TNC, stating reasons why dispensation is being requested. Dispensation could be sought for:
    - Not being able to attend one or more trials
    - Not being able to attend regular trainings
    - Not being able to attend one or more tournaments, games or other related activities
3) Players who are seeking dispensation for the following reasons will have their dispensations considered first:
    - National netball representative team commitment
    - National netball league team commitment
    - Other sporting code representative team commitment
    - Education commitment

4) Dispensations will not be granted for non-attendance at the Championship tournaments. If a player is unable to attend the Championship tournament they will be withdrawn from the team.
5) Should a player be unable to participate in trials due to injury or medical reasons, then a medical certificate must be given with the written dispensation and include when the player is expected to be fully fit for training.
6) TNC will evaluate each dispensation request on its own merits and in its sole discretion grant or disallow the dispensation request.
7) The outcome of all dispensation requests will be communicated to the player via email.
8) Any dispensations received after the close off date of the trial registration may or may not be considered by TNC at its discretion.

REPRESENTATIVE PLAYER RESPONSBILITIES

TNC Representative players will:

1) General

- Sign the TNC player consent and medical declaration
- Fully comply with all policies, rules, regulations and procedures of TNC and NNZ.
- Meet all financial commitments on or before the date payment is required.
- Agree to have the players name, photo and/or video used on any media outlet by TNC for the promotion of netball.
- Be prepared to attend and take part in any TNC promotional or sponsorship activities, which may be organised from time to time.
- Have the coach, manager or their delegated representative present at any time when talking or being interviewed by any member of the media.
- If the opportunity arises to move into an A team from TNC you must accept this position.

2) Fitness

- Build and maintain a level of fitness and performance consistent with what is required of a developing representative athlete.
- Undertake any reasonable medical and/or fitness assessment required by TNC.

- Accept responsibility for the assessment and treatment of any injury. Communicate promptly and regularly with the manager on the state of any injury or illness.

3) Training, tournaments, games, related activities

- Attend all trainings, tournaments, games or other related activities arranged for the team for the current season.
- On any occasion if it is not possible to attend a training session, personally advise your coach prior to the specified time of commitment. If the player is unable to attend regular trainings, not attend one or more tournaments, games or other related activities then a dispensation must be applied for.

4) Uniform

- Accept responsibility for maintaining all issued uniforms in a clean and tidy condition.
- Only use or wear issued uniforms when involved with the team you are part of. Non uniform items must not be worn with the uniform. Do not wear playing dress over the top of tracksuit pants.
- Be aware of what you are wearing under your playing uniform as well – black sports bra and black sports briefs are preferable.
- Return all issued uniforms in a good clean condition when it is requested. If it is not returned on time and in a clean state a $30 fee will be charged. If the uniform is not returned or returned damaged full replacement costs will be charged.

5) Behaviour

- Comply with the TNC Codes of Conduct.
- Maintain the highest standard of behaviour at all times while a member of a TNC representative team.
- Accept and adhere to all decisions made by the coach and manager relating to team organisation on and off the court.
- Communicate promptly with the coach or manager on any matters which are cause for concern or affect team harmony.
- Discuss any matter of concern not able to be discussed with the coach or manager directly with TNC management.

- Adhere to all health and safety guidelines as set out by TNC, coaches and management.
- No smoking, vaping, chewing gum or consuming alcohol or drugs during any activity associated with the representative programme i.e. tournaments, trainings etc.

6) Injuries

- It is expected that injured players will still attend trainings and tournaments to observe and be part of the team, unless physically unable to do so.
- In the case of a serious injury where a player might need time off training sessions and tournaments, the player will need to provide a medical certificate.
- Following any injury or serious illness players must obtain a medical or physio clearance to return to training sessions and play. Medical clearance must be sighted no later than 14 days prior to departure date of a championship tournament. The coach will make the final decision regarding the players ability to attend the championship tournament safely.
- In the case of an injury when there is no return to play stated on the medical certificate or no medical certificate is sighted, TNC has the right to remove the player and find a replacement player.
- An injured player cannot travel or stay at the accommodation with the team.
- A percentage of representative fees may be refunded if a player needs to withdraw from a team. A medical certificate must be provided. (see refund section)

FEE PAYMENTS, WITHDRAWALS AND REFUNDS

- Full payment of representative player fees are due 1 week before the first pre-season tournament. If a player is unable to pay the fees in full by the due date then a payment plan must be discussed and approved by TNC.
- If representative player fees or a payment plan has not been approved by the due date then the player will be withdrawn from the team.
- All withdrawals from the representative programme must be received in writing to TNC. Until a written withdrawal is received a player is still considered to be part of the team.
- Refunds for withdrawals are calculated from the date the withdrawal is received in writing or the date TNC removes the player from a team:

Withdrawal Date	**Pro-Rata refund given**
Within 2 weeks of Championships	50% of players fees
Within 4 weeks of Championships	65% of players fees
Within 6 weeks of Championships	75% of players fees
After team is announced	85% of players fees
Before team is announced	100% of players fees

NOTE: If a player has attended any or all of the pre-season tournaments, those costs will not be refunded. The only pro-rata refund given will be that of the Championship Tournament costs.

REPLACEMENT PLAYERS

- Should a player need to be replaced in a team the original selection panel will be convened to decide on a replacement player.
- The replacement player for A teams will be selected from the B team in the first instance. The player must accept this position if offered.
- TNC is responsible to contact the replacement player to advise them of the change in teams or selection into a team.
- Replacement players will pay a pro-rata amount of the representative fees, calculated from the date the replacement player accepts the place in the team.

Acceptance of Replacement Player Date	**Pro-Rata Fees**
Within 2 weeks of Championships	55% of players fees
Within 4 weeks of Championships	70% of players fees
Within 6 weeks of Championships	80% of players fees
After team is announced	90% of players fees
Before team is announced	100% of players fees

- Fees for replacement players will be due 2 weeks after the player accepts the place in the team. Alternatively, if the player is unable to pay the fees in full by the due date then a payment plan must have been discussed and approved by TNC.

4. COACH SELECTION POLICY

COACH SELECTION

1) TNC will communicate the coach expressions of interest as widely and as early as possible amongst its members and the wider netball community.
2) Individuals who are interested in coaching in the representative programme are required to complete an application form and provide all relevant personal information and experience.
3) If there are no suitable applicants who meet the requirements, then the position will be re advertised and applicants advised of this process.
4) If there is only one suitable applicant for an age group, the Tauranga Netball Centre manager will have the final say in appointing the coach.
5) The coach selection panel will consist of the TNC manager and at least 1 other interviewer with a good knowledge of netball coaching.
6) The panel may shortlist suitable applicants and interviews may be conducted.
7) The coach selection panel will take into consideration the following competencies and qualities:
    - Demonstrates understanding of skill analysis and the technical aspects of netball
    - Engaged in development and implementing the philosophies in the NNZ coaching pathway
    - Management of player welfare
    - Demonstrate a climate of development in their coaching environment where they will develop, enable and encourage our TNC representative players
    - Ability to communicate on different levels
    - Display leadership, control, discipline and team qualities on and off the court

8) Representative coaches must be on the NNZ community coaching award (CCA) coach development pathway. Below is the criteria:

	Under 14	**Under 16**	**Under 18**	**Open**
Qualification	Obtained or working towards CCA Level 1	Obtained or working towards CCA Level 1	Obtained CCA level 1 and working towards CCA level 2	Obtained CCA level 1 and working towards CCA level 2
Experience	Currently coaching	Currently coaching	Currently coaching	Coaching a premier club team or previously coached a Representative team

9) All coaches will be selected on their completed coach application, interview outcomes, referees, previous coaching history and will be based on performance, attitude and coach development qualifications.
10) All appointed coaches will be required to complete a police vetting form.

COACH RESPONSIBILITES

The overall goal for the coach position is to coach a Tauranga Netball Centre team by providing leadership. This will enable development opportunities for individuals and the team while ensuring the welfare of all players is maintained at all times.

Coaches will:

1) General

- Sign the TNC Coach code of conduct
- Fully comply with all policies, rules, regulations and procedures of TNC and NNZ, including drug testing if required
- Uphold the standards as expected by TNC including the code of conduct

- Participate in selecting the team as a member of the selection panel
- Be available for seminars, workshops, sponsor events and photo sessions as required by TNC
- Maintain close communication with the team manager and TNC management

2) Player Development

- TNC representative coaches must develop all players in their teams equally and fairly
- Must adhere to NNZ's tournament loading **recommendations** as adopted by TNC:
    a) 1 day tournament –120 minutes game time
    b) U14/U16 championship tournament – 220 minutes per tournament
    c) U18 championship tournament – 105 minutes per day per tournament

3) Coaching

- Attend all trainings, tournaments, games or other related activities arranged for the team for the current season.
- Accept responsibility for the organisation of approved physical fitness, training programmes, practice sessions and teamwork for the team and individual team members as necessary.
- Attend the national championships with team including travelling, staying and participation in all activities organised for the team.
- Consult with team manager regarding appointment of captain and vice-captain prior to submitting names to TNC.
- Seek approval from TNC management of any specialists that are brought into the TNC representative campaign.

4) Player Welfare

- Player welfare must be first on the priority list at all times.
- Commit to using the NetballSmart injury prevention programme.
- Adhere to NNZ tournament player game time recommendations to assist preventing player overload.
- Acknowledge player injuries including overloading issues and wellbeing. Advice and/or treatment must be given during the season including tournaments, in consultation with the players parents.

5) Administration

- Compile a report on the teams season, including results at tournaments.
- Assist team manager with communication to all parents as and when it is required.
- Participate in the season review process.

5. MANAGER SELECTION POLICY

MANAGER SELECTION

1) TNC will assign a manager in the first instance at the coaches preference and if this preference meets all requirements set. If there is no preferred manager the selection process will be communicated as early as possible and as widely possible amongst its members and the wider netball community. Where possible managers will be appointed to teams before the team is announced.
2) If a manager has not been appointed, individuals who are interested in managing a team in the representative programme are required to complete an application form and provide all relevant personal information and experience.
3) If there are no suitable applicants who meet the requirements, then the position will be re advertised and applicants advised of this process.
4) If there is only one suitable applicant for an age group, the Tauranga Netball Centre manager will have the final say in appointing the manager.
5) The selection panel may shortlist suitable applicants and interviews may be conducted.
6) The selection panel will take into consideration the following competencies and qualities:
    - Must agree and adhere to the TNC Representative Policies and Procedures
    - Ability to engage and encourage TNC representative players
    - Display leadership, control, discipline and team qualities at all times
    - An understanding of the requirements of a sports team travelling and staying away

- Ability to communicate on different levels

7) All appointed managers will be required to complete a police vetting form.

MANAGER RESPONSIBILITES

The overall goal for the manager position is to manage the Tauranga Netball Centre representative team by providing leadership, coordinating the activity of the players and the coach at trainings, games, tournaments, activities and the National championships ensuring the welfare of the players and the coach is maintained at all times.

The manager of a representative team is at all times recognised as the official person responsible for the members of that team.

Managers will:

1) General

- Sign the TNC Manager code of conduct
- Fully comply with all policies, rules, regulations and procedures of TNC and NNZ, including drug testing if required
- Liaise with TNC, the coach of the team and any other people who may have contact with the team at any time
- Uphold the standards as expected by TNC including the code of conduct
- Maintain close communication with the team manager and TNC management

2) Team Management

- Organise and manage all team training, game and activity requirements
- Attendance at all team trainings is not deemed necessary but should be discussed with the coach as to what is best for the team
- Attend all tournaments including the championship tournament with the team including travelling, staying and participating in all activities organised for the team
- Provide support for the coach and other officials as and when needed
- Attend meetings relating to the team to speak on behalf of the team, coach and TNC

3) Game/Tournament Management

- Ensure all players and the coach know of requirements for each tournament including warm up time and venue. Check for any last minute draw changes with tournament organisers
- Arrival and departure times - you will be responsible for picking up vans and dropping them off, liaise with TNC about this – you will also need to communicate with your team/parents/coach and umpire where and when you will need to pick them up from and where you will be dropping them off to including times
- In the case where meals are not provided at your accommodation you will be granted a certain amount of money to provide meals (which you may have to make) snacks, etc. please keep a record and receipts of what was spent and on what
- Allocate team members to rooms
- Ensure that all players have correct personal playing or travelling gear i.e. socks, underwear to match uniform, suitable footwear
- Check first aid facilities available at any playing venue
- Be familiar with rules of the game relating to injury, substitution and blood policy
- Assist coach by taking of such records and statistics as they may require
- Tournament Reporting – submit to TNC a report which should include – each players time on court for each game, team results for each game ,any team placings and photos, injuries or incidents to players. (templates will be provided)
-

4) Player Welfare

- Player welfare must be first on the priority list at all times.
- Acknowledge player injuries including overloading issues and wellbeing. Advice and/or treatment must be given during the season including tournaments, in consultation with the players parents.
- Check players personal medical records for allergies, medications etc.
- It is the duty of the team manager to go on to the court and attend any injured player. The manager must then follow through with treatment plans and notify the players parents.

- Keep a record of all injuries during the season including trainings and tournaments. Ensure the coach is aware of all injuries and wellbeing issues. (template will be provided)

5) Administration

- The manager should be seen to take an active part in all fundraising activities but should not be expected to organise or co-ordinate all activities.
- Accept responsibility for all monies handed out by TNC and present a written statement account for all money spent no later than 7 days after completion of representative season.
- Report to TNC after consultation with the coach on team management matters when required.
- Compile an end of season report on team activities.
- Check all uniforms are returned.
- Participate in the season review process.
- Assist team coach and TNC with preparation of correspondence.