

HASTINGS VALLEY NETBALL ASSOCIATION

REPRESENTATIVE POLICY & PROCEDURES

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1 Objective

- 1.1 Through HVNA Representative Policy, we aim to achieve as much representation as possible across all available age groups.

2 Representative Coaches

- 2.1 The President, Senior Rep Co-ordinator, Junior Rep Co-ordinator and the Coaches Co-ordinator will appoint the representative Coaches. In the event of a conflict of interest, executive can appoint an alternate replacement (can be non-executive).
- 2.2 Appointment Criteria – Any member of the Association who has a minimum of Foundation Coaching Accreditation may apply for the position of representative Coach. They must also hold a current umpire's theory pass and provide details of completed Working with Children Check (WWCC). A member can only be appointed to a team participating in Junior or Senior State Titles if they have a minimum Development Level Coaching Accreditation.
- 2.3 Applicants must complete the required Rep Coach Application form and submit all documents and accreditation to the secretary.
- 2.4 Representative Coaches must also abide by uniform standards as set out in the Uniform Standards.
- 2.5 Role of the Representative Coach – refer to the attachment.
- 2.6 Where the Selection Committee deems that there are seven (7) players of standard but no Coach has nominated, the Selection Committee will request HVNA to advertise for a Coach for a period of two weeks. If a Coach does not nominate for the position by the closing date advertised, that team will not proceed.
- 2.7 Assistant Coaches can be called for after the appointment of Rep Coaches. In appointing assistant coaches, it would need to be mutual agreement for a rep coach to work with that person and vice versa and at the discretion of the Executive.

3 Representative Manager

- 3.1 The Executive will appoint the Representative Managers.
- 3.2 Appointment Criteria – They must provide details of completed Working with Children Check (WWCC). They must also hold a First Aid Certificate or be prepared to attend a course.
- 3.3 Applicants must complete the Rep Team Manager Application form.
- 3.4 Representative Managers must also abide by uniform standards as set out in the Uniform Standards.
- 3.5 Role of the Representative Manager – refer to the attachment.

4 Selection Committee

- 4.1 The Selectors for the Selection Committee are appointed at the AGM.
- 4.2 The Selection Committee is responsible for selecting all HVNA representative squads and teams. Selectors are required to attend squad trainings.
- 4.3 The Selection Committee shall be made up of qualified members. The appointment criteria are:
 - Holds a current umpire's theory pass
 - Shall have completed the Online Selectors Course (and may be required to provide a copy of the certificate)
 - Shall hold a current Working with Children Check (WWCC)
 - The applicants have good communication and organisational skills.
- 4.4 Applications must be lodged by the nominated date prior to the AGM.
- 4.5 Role of the Selection Committee – refer to the attachment.

5 Player Selection Process

- 5.1 Any registered playing member, or prospective playing member of Hastings Valley Netball Association, may nominate for rep selection.
- 5.2 Players turning 16 years of age in the year of play are eligible to nominate for the Opens team. The Selection Committee will determine the order of selections based on applicants whilst considering the objective of this Policy.
- 5.3 Where a team is selected in an age group, unsuccessful candidates may be invited by the Selection Committee to trial for another team that they are eligible for.
- 5.4 In the circumstance that nominations are reopened due to a vacancy in a team, nominations will only be accepted from registered playing members, or prospective playing members of Hastings Valley Netball Association.
- 5.5 No nominations will be accepted after the advertised closing time and date.

6 Junior Representative Program

- 6.1 This section is relevant to:
 - 12 to 14 years Representative Teams
 - 12 to 14 years Development Teams
 - 11 years Development Squads
- 6.2 Nominations for all teams / squads 11's, 12's, 13's & 14's – all nomination forms need to be submitted to the HVNA Secretary by 5pm on the first Saturday in September the year before play.
- 6.3 The Secretary will compile a list of nominees and forward to the Selection Committee Co-ordinator. Updates of nominations received will be posted to the HVNA website and social media for member's information. No nominations will be accepted after the advertised closing time and date.
- 6.4 Squads for the 12's, 13's & 14's will be selected on the second Sunday in September.
- 6.5 Squad selections for the 11's will be held on a date to be advised by the Association.

- 6.6 Players arriving after the advertised starting time for selections, will not be permitted to trial.
- 6.7 Players presenting a doctor's certificate for illness or injury, or a letter detailing extenuating circumstances, will be given due consideration for selection by the Selection Committee. Certificates or letters must be received prior to or on the selection date and should be addressed to the Selection Co-ordinator.
- 6.8 Final team selections for 12's, 13's & 14's will be held in November on a date set by the Selection Committee.
- 6.9 Where a player withdraws from a team, the Coach will determine if that position is to be replaced, and if so, nominations will be reopened to all players. If the withdrawal is within 6 weeks of JST, the selection committee will determine the best course of action for replacement and have discretion on the timeframe should it be advertised.
- 6.10 Development Teams will be formed where possible for the 12-14yrs age groups. A minimum of a Coach and 10 players of potential, containing a suitable mix of positions covering all areas of the court, i.e. shooters, defenders and centre court are required. Acceptance into a Development Team is optional.
- 6.11 Where there is no Development Team, Training Partners may be selected at the discretion of the coach in conjunction with the Selection Committee.
- 6.12 General Information:
- Team members are required to follow the HVNA & NNSW codes of conduct and will be required to sign a Junior Representative agreement.
 - Any player who withdraws from a representative team must provide written notice to the HVNA Secretary, the Coach and the Junior Rep Co-ordinator. Consideration will be given by the Executive.
 - A player selected in a representative team who withdraws without due cause will be ineligible to trial for any other representative team for the selected rep season and the following year. The player will also miss two club competition games.
 - Players selected in the team must attend training sessions, games, carnivals and championships as directed by the Coach. The team Coach must be notified in advance if a player is unable to attend a training session, game or carnival.
 - Non-attendance at three (3) team events (including training) without due cause will require review of the players selection by both the Coach and the Selection Committee.

- Representative players may be reviewed at any time by the Selection Committee. Review can be conducted for lack of commitment, discipline reasons or breach of code of conduct.
- Team members are required to hold a current umpires theory pass.
- The Association will not take any player unable to play due to illness or injury to any representative commitment.
- If a player is injured and misses rep training or rep carnival, they must supply a medical clearance in order to return.
- Junior representative players must participate in the HVNA Saturday Junior competition in the year of play.

6.13 Representative Team Travel & Accommodation

- Junior State Titles accommodation and buses are arranged in advance by the Association. The cost of this will be offset by fundraising activities held once the final team is selected.
- Final payments for Junior State Titles must be made 2 weeks prior to these competitions. Families requiring extensions for payment must see the Rep Coordinator to make other arrangements.
- Written parental permission is required when any representative player under the age of 18 is travelling to/from Representative event(s) with persons other than their parent or guardian.
- Family of players who are not acting in an official capacity as members of the Association are encouraged to not stay at the same motel/hotel as the teams.
- When the Association books a bus and accommodation for a carnival, all players must pay for their seat on the bus.
- Transport to local carnivals may be by private transport, this is at the Executive's discretion. Transport in this case is the responsibility of the player / player's family. i.e. Great Lakes, Taree, Macleay, Coffs Harbour, Nambucca, Woolgoolga and Bellingen.

7 Senior Representative Program

- 7.1 This section is relevant to:
- Senior State Titles Teams
- 7.2 Nomination forms for teams/squads needs to be submitted to the HVNA Secretary by 5pm on the closing date advertised.
- 7.3 The Secretary will compile a list of nominees and forward to the Selection Committee Co-ordinator and the relevant team Coaches. Updates of nominations received will be posted to the HVNA website for member's information. No nominations will be accepted after the advertised closing time and date.
- 7.4 Selections for all teams are to be completed in the February of the year of play
- 7.5 Players arriving after the advertised starting time for selections, will not be permitted to trial.
- 7.6 Players presenting a doctor's certificate for illness or injury, or a letter detailing extenuating circumstances, will be given due consideration for selection by the Selection Committee. Certificates or letters must be received prior to or on the selection date and should be addressed to the Selection Co-ordinator.
- 7.7 We encourage those persons that work to reschedule their roster for the advertised selection day and/or times.
- 7.8 Training Partners may be selected at the discretion of the coach in conjunction with the Selection Committee.
- 7.9 Where a player withdraws from a team, the Coach will determine if that position is to be replaced, and if so, nominations will be reopened to all players. If the withdrawal is within 6 weeks of SST, the selection committee will determine the best course of action for replacement and have discretion on the timeframe should it be advertised.
- 7.10 General Information:
- Team members are required to follow the HVNA & NNSW codes of conduct and will be required to sign a Senior Representative agreement.
 - Any player who withdraws from a representative team must provide written notice to the HVNA Secretary, the Coach and the Senior Rep Co-ordinator. Consideration will be given by the Executive.

- A player selected in a representative team who then withdraws without due cause will be ineligible to trial for any other representative team for the selected rep season and the following year. The player will also miss two club competition games.
- Players selected in the team must attend training sessions, games, carnivals and championships as directed by the Coach. The team Coach must be notified in advance if a player is unable to attend a training session, game or carnival.
- Non-attendance at three (3) team events (including training) without due cause will require review of the player's selection by both the Coach and the Selection Committee.
- Representative players may be reviewed at any time by the Selection Committee. Review can be conducted for lack of commitment, discipline reasons or breach of code of conduct.
- Team members are required to hold a current umpire's theory pass.
- The Association will not take any player unable to play due to illness or injury to any representative commitment.
- If a player is injured and misses rep training or rep carnival, they must supply a medical clearance in order to return.
- Any HVNA player who is turning 16 (or under) in the year of representation, must participate in the HVNA Saturday competition in the year of play. All players, 17 or older must play in the HVNA Saturday or Monday competition in the year of play.

7.11 Representative Team Travel & Accommodation

- Senior State Titles accommodation and buses are arranged in advance by the Association. The cost of this will be offset by fundraising activities held once the final team is selected.
- Final payments for Senior State Titles must be made 2 weeks prior to these competitions. Players requiring extensions for payment must see the Rep Coordinator to make other arrangements.
- Written parental permission is required when any representative player under the age of 18 is travelling to and/from Representative event(s) with persons other than their parent or guardian.
- Family of players who are not acting in an official capacity as members of the Association are encouraged to not stay at the same motel/hotel as the teams.
- When the Association books a bus for a carnival all players must pay for their seat on the bus.
- Transport to local carnivals may be by private transport, this is at the Executive's discretion. Transport in this case is the responsibility of the player / player's family. i.e. Great Lakes, Taree, Macleay, Coffs Harbour, Nambucca, Woolgoolga and Bellingen.

8 Regional League Program

- 8.1 This section is relevant to:
- Regional League Team / s
- 8.2 Nomination forms for all teams / squads needs to be submitted to the HVNA Secretary by 5pm on the advertised closing time and date.
- 8.3 Selections are to be completed at a date nominated by the Selection Committee.
- 8.4 Players arriving after the advertised starting time for selections, will not be permitted to trial.
- 8.5 Players presenting a doctor's certificate for illness of injury, or a letter detailing extenuating circumstances, will be given due consideration for selection by the Selection Committee. Certificates or letters must be received prior to or on the selection date and should be addressed to the Selection Co-ordinator.
- 8.6 We encourage those persons that work to reschedule their roster for the advertised selection day and/or times.
- 8.7 Where a player withdraws from a team, the Coach will determine if that position is to be replaced, and if so, nominations will be reopened to all players. If the withdrawal is within 6 weeks of Round 1, the selection committee will determine the best course of action for replacement and have discretion on the timeframe should it be advertised.
- 8.8 General Information:
- Team members are required to follow the HVNA & NNSW codes of conduct and will be required to sign a Senior Representative agreement.
 - Any player who withdraws from a representative team must provide written notice to the HVNA Secretary, the Coach and the Senior Rep Co-ordinator. Consideration will be given by the Executive.
 - A player selected in a representative team who then withdraws without due cause will be ineligible to trial for any other representative team for the selected rep season and the following year. The player will also miss two club competition games.
 - Players selected in the team must attend training sessions, games, carnivals and championships as directed by the Coach. The team Coach must be notified in advance if a player is unable to attend a training session, game or carnival.

- Non-attendance at three (3) team events (including training) without due cause will require review of the player's selection by both the Coach and the Selection Committee.
- Representative players may be reviewed at any time by the Selection Committee. Review can be conducted for lack of commitment, discipline reasons or breach of code of conduct.
- Team members are required to hold a current umpire's theory pass.
- The Association will not take any player unable to play due to illness or injury to any representative commitment.
- If a player is injured and misses rep training or rep carnival, they must supply a medical clearance in order to return.
- Any HVNA player who is turning 16 (or under) in the year of representation, must participate in the HVNA Saturday competition in the year of play. All players, 17 or older must play in the HVNA Saturday or Monday competition in the year of play.

8.9 Representative Team Travel & Accommodation

- Transport to the local Regional League rounds will be by private transport. Transport will be the responsibility of the player / player's family. i.e. Great Lakes, Taree, Macleay, Coffs Harbour, Nambucca, Woolgoolga and Bellingen.
- Written parental permission is required when any representative player under the age of 18 is travelling to and/from Representative event(s) with persons other than their parent or guardian.
- When the Association books a bus for a carnival all players must pay for their seat on the bus.

9 Masters State Titles

9.1 This section is relevant to:

- Masters State Titles Team/s – competitive division only

9.2 Nomination forms for teams/squads needs to be submitted to the HVNA Secretary by 5pm on the advertised closing time and date.

9.3 Selections for teams are to be completed at a date nominated by the Selection Committee.

- 9.4 Players arriving after the advertised starting time for selections for teams, will not be permitted to trial.
- 9.5 Players presenting a doctor's certificate for illness or injury, or a letter detailing extenuating circumstances, will be given due consideration for selection by the Selection Committee. Certificates or letters must be received prior to or on the selection date and should be addressed to the Selection Co-ordinator.
- 9.6 We encourage those persons that work to reschedule their roster for the advertised selection day and/or times.
- 9.7 Where a player withdraws from a team, the Coach will determine if that position is to be replaced, and if so, nominations will be reopened to all players. If the withdrawal is within 6 weeks of Masters State Titles, the selection committee will determine the best course of action for replacement and have discretion on the timeframe should it be advertised.
- 9.8 General Information:
- Team members are required to follow the HVNA & NNSW codes of conduct and will be required to sign a Senior Representative agreement.
 - Any player who withdraws from a representative team must provide written notice to the HVNA Secretary, the Coach and the Senior Rep Co-ordinator. Consideration will be given by the Executive.
 - A player selected in a representative team who then withdraws without due cause will be ineligible to trial for any other representative team for the selected rep season and the following year. The player will also miss two club competition games.
 - Players selected in the team must attend training sessions, games, carnivals and championships as directed by the Coach. The team Coach must be notified in advance if a player is unable to attend a training session, game or carnival.
 - Non-attendance at three (3) team events (including training) without due cause will require review of the player's selection by both the Coach and the Selection Committee.
 - Representative players may be reviewed at any time by the Selection Committee. Review can be conducted for lack of commitment, discipline reasons or breach of code of conduct.
 - Team members are required to hold a current umpire's theory pass.
 - The Association will not take any player unable to play due to illness or injury to any representative commitment.

- If a player is injured and misses rep training or rep carnival, they must supply a medical clearance in order to return.

9.9 Representative Team Travel & Accommodation

- Where Masters State Titles accommodation and buses are arranged in advance by the Association. The cost of this will be offset by fundraising activities held once the final team is selected.
- Final payments for Masters State Titles must be made 2 weeks prior to these competitions. Players requiring extensions for payment must see the Rep Coordinator to make other arrangements.
- When the Association books a bus for a carnival all players must pay for their seat on the bus.
- Transport to local carnivals may be by private transport, this is at the Executive's discretion. Transport in this case is the responsibility of the player / player's family. i.e. Great Lakes, Taree, Macleay, Coffs Harbour, Nambucca, Woolgoolga and Bellingen.

10 Development Team Program

10.1 This section is relevant to:

- 12 to 14 years Development Teams
- 11 years Development Squads

Development teams are formed at Final Selections – usually September for 11's & November for 12's, 13's & 14's

10.2 Acceptance into a Development Team is optional. Where a player withdraws from a development team, the Coach will determine if that position is to be replaced, and if so, nominations will be reopened to all players.

10.3 General Information:

- Team members are required to follow the HVNA & NNSW codes of conduct.
- Players selected in the team must attend training sessions, games, and carnivals as directed by the Coach. The team Coach must be notified in advance if a player is unable to attend a training session, game or carnival.

- Non-attendance at three (3) team events (including training) without due cause will require review of the players selection by both the Coach and the Selection Committee.
- Development Team players may be reviewed at any time by the Selection Committee. Review can be conducted for lack of commitment, discipline reasons or breach of code of conduct.
- If a player is injured and misses rep training or rep carnival, they must supply a medical clearance in order to return.

10.4 Development Team Travel & Accommodation

- Transport to carnivals will be by private transport and the responsibility of the player / player's family.
- If a coach would like to attend a carnival out of the region, they can seek approval from Executive.

11 Representative Clothing

- 11.1 Representative team members are required to purchase Association uniform – refer to the uniform standards attached. There are both compulsory and optional items.
- 11.2 When an item is ordered it is the financial responsibility of that player or their parent or guardian to pay for that item.
- 11.3 Uniform purchases are bank transfer, cash or cheque on delivery.
- 11.4 Travel gear is to be worn when travelling to or from a representative carnival or when instructed by the Rep Co-ordinator – refer to uniform standards. You are to look neat and tidy at all times (e.g. tracksuit pants zippers fastened).

12 Financial Matters

- 12.1 Parents or guardians of players under 18 years of age accept full financial responsibility for that player.

- 12.2 Projected costs for the year for a new player are \$1,400. This includes a complete set of uniform, one overnight carnival, Junior or Senior State Titles accommodation and transport, and physiotherapist. Additional carnivals will be determined by individual Coaches and will incur additional costs.
- 12.3 Costs for further years will depend on the number of carnivals teams attend and replacement uniforms items required, but Senior / Junior State Titles costs are estimated at \$750.
- 12.4 Part payment of Junior/Senior State Titles costs will be accepted by team Managers.
- 12.5 Each team shall be allocated a Saturday BBQ and have the opportunity to sell chocolates for individual fundraising.
- 12.6 Division of team fundraising and sponsorship shall be split between the players. Permission is required for any other fundraising activity.

13 The Noble Clause

- 13.1 Should there be any situation that does not fall in this policy document, a formal application can be made to the Executive to be considered for extenuating circumstances.

14 Attachments

1. Junior Representative Agreement
2. Senior Representative Agreement
3. Rep Coach Application form
4. Role of the Representative Coach
5. Rep Team Manager Application Form
6. Role of the Representative Manager
7. Role of the Selection Committee (including the Selection Committee Co-ordinator)
8. Uniform Standards