



Nelson Bay Netball Association Incorporated Representative Program Policy

- 1. Representative Program**
 - 2. Objectives**
 - 3. Representative Sub Committee (RSC)**
 - 4. Confidentiality Requirements**
 - 5. Team Official Selection Panel (TOSP)**
 - 6. Team Official Selection Criteria**
 - 7. Player Selection Panels (PSP)**
 - 8. Player Selection Criteria**
 - 9. Selection of Teams**
 - 10. Player Replacement**
 - 11. Approval and Announcements of Teams**
 - 12. Request for Appeal**
 - 13. Communication**
- Appendices – Position Descriptions**



1. Representative Program

- i. The policies and procedures outlined in this document will help ensure the following:
 - Alignment and consistency across all levels of the NBNA Representative Program.
 - Transparency in selection criteria and processes.
 - Improved planning and execution of all aspects of the selection strategy.

2. Objectives

- i. To select the best 9 (minimum) to 12 (maximum) available players, relative to positional requirements, to participate in the relevant Netball NSW (NNSW) competitions across all age groups and divisions capable of achieving.
 - The NBNA goals and objectives
 - Support of the NBNA representative program

3. Representative Sub Committee (RSC)

- i. The RSC will consist of:
 - The Representative Convenor, Umpires Convenor and Secretary of NBNA plus a minimum of three representative Team Officials for that representative playing season.
 - The Representative Convenor, or a nominated delegate of NBNA, will convene the RSC to oversee the selection process. This includes arranging, organising, and chairing meetings, facilitating discussions and decision-making, and ensuring adherence to this policy. A quorum of at least half the panel plus one must be present for a meeting to proceed. In the event of a hung vote, the matter will be escalated to the NBNA Executive for a final decision.
- ii. The Representative Sub Committee will be responsible for:
 - To prevent conflicts of interest, the Representative Convenor submits annual nominations for selectors of the Team Official Selection Panel (TOSP) and the Player Selection Panel (PSP) to the NBNA Executive Committee for approval.
 - Tasks as deemed appropriate by the Representative Convenor and / or the Executive Committee.

4. Confidentiality Requirements

- i. Maintaining confidentiality by all individuals involved in the selection process is of utmost importance. All members of the RSC, TOSP and PSP will be required to sign and adhere to the NBNA Code of Conduct and Confidentiality Policy and the [Netball Australia Integrity Policy](#)



Framework

- ii. All members of the RSC, TOSP and PSP or any other persons providing input will not discuss selection matters outside official selection meetings, without the express permission of the Representative Convenor.
- iii. Any breach of the NBNA Code of Conduct and Confidentiality Policy or [Netball Australia Integrity Policy Framework](#) will lead to removal from the RSC, TOSP and PSP.
- iv. The RSC, TOSP and PSP members will be required to declare any conflict of interest in relation to the team official or player selection process they have been assigned to. A register of conflicts will be managed by the Representative Convenor. Any identified conflict of interest should be viewed and communicated by the Executive Committee.

5. Team Official Selection Panel (TOSP)

- i. Applications and nominations for individuals with relevant experience and qualifications are managed annually for positions on the TOSP.
- ii. The Representative Convenor will shortlist candidates for the TOSP from the received applications and nominations. Qualifications will be verified and stored on NBNA's designated online platform.
- iii. The Representative Convenor will choose the TOSP selectors, ensuring they have no conflicts of interest, with final approval required from the Executive Committee.
- iv. The TOSP must be an odd number and shall comprise of a minimum of three selectors.
- v. The Representative Convenor may need to adjust the panel if a conflict of interest or any extenuating circumstance arises.
- vi. The Representative Convenor or a delegate of the Executive Committee will convene the TOSP selection process, facilitate discussions and decision making and ensure the selection process is adhered to. The Representative Convenor may need to remove themselves from this process if they have nominated themselves or been selected as a team official.
- vii. The TOSP selectors will appoint team officials for each age group for the relevant representative playing season. The decision of the TOSP shall be final.
- viii. If there is no conflict of interest between the appointed team officials, coaches and players, they may be asked for input throughout the player selection process as /if required.

6. Team Official Selection Criteria

- i. NBNA will advertise the roles for all team officials on the association's website and social media platforms.
- ii. Applications must be completed on the form provided and submitted to the Representative Convenor prior to the closing date. Late applications may be accepted at the discretion of the Representative Convenor and the Executive Committee if a position has not been filled.



- iii. All applicants will be reviewed by the Representative Convenor, and may be required to attend an interview
- iv. To be considered for a team official position candidates must at a minimum:
 - Be a registered member of Netball NSW and be over the age of 18 years.
 - Hold a valid Working With Children Check. Only verified applicants will be considered.
 - Head Coach applicants must have obtained their Development Coaching Accreditation.
 - Assistant Coach applicants must have obtained their Foundation Accreditation and be working towards obtaining their Development Accreditation.
- v. Team officials will be selected annually. The appointment term is for the relevant representative playing season.
- vi. Team Officials for representative teams must consist of the following:
 - Head Coach - one (1) per team
 - Assistant Coach and / or Team Manager
 - Primary Carer
- vii. There is no maximum number of years a team official can remain with the same team. However strong consideration will be given to the benefits of exposing players to a variety of coaching styles and techniques when appointing team officials annually.
- viii. The Representative Convenor reserves the right to re-advertise or withdraw any position for which a suitably qualified application has not been received.
- ix. All team official applicants will be advised of the outcome of the selection process in writing by the Representative Convenor. Appointments once confirmed will be published on Nelson Bay Netball Association website and social media platforms.
- x. Unsuccessful team official applicants may request feedback on their application by submitting a written request to the Representative Convenor within 5 days of receiving notification; however, the Representative Convenor is not obligated to provide reasons for their decisions, and no appeals will be considered.

7. Player Selection Panels (PSP)

- i. Applications and nominations for individuals with relevant experience and qualifications are managed annually for positions on the PSP.
- ii. The Representative Convenor will shortlist candidates for the PSP from the received applications and nominations. Qualifications will be verified and stored on NBNA's designated online platform.



- iii. The Representative Convenor will choose the PSP, ensuring they have no conflicts of interest, with final approval required from the Executive Committee.
- iv. The PSP must be an odd number and shall comprise of a minimum of three selectors.
- v. The Representative Convenor may need to adjust the PSP if a conflict of interest or any extenuating circumstance arises.
- vi. The Representative Convenor or a delegate of the Executive Committee will convene the PSP selection process, facilitate discussions and decision making and ensure the selection process is adhered to.
- vii. The PSP will select players for each age group of the relevant representative playing year. The decision of the PSP shall be final.
- viii. If there is no conflict of interest between the appointed team officials they may be asked for input throughout the player selection process as required.

8. Player Selection Criteria

- i. To be eligible for selection, players must:
 - Apply via the specified application process by the designated closing date. Late nominations will only be considered in exceptional circumstances.
 - Be a registered member of Netball NSW, be registered to an NBNA competition and have no outstanding fees.
 - Meet eligibility criteria as defined in the relevant Netball NSW Competition rules.
 - Attend representative selection trials on the date/s specified by NBNA.
- ii. Any player aware they will be unable to attend selection trials for legitimate reasons, as determined by the Representative Convenor, may apply in writing to the Representative Convenor for consideration, providing reason for non-attendance, netball experience, achievements and references prior to selection trials.
- iii. Player non-attendance at trials will result in automatic withdrawal of your player application unless notification is received 30 minutes prior to the commencement of the trial to indicate illness or injury. This must be received in writing to reps@nelsonbaynetball.com and a copy of a medical certificate must be provided within three working days of the trial date.
- iv. In the event of any other, genuine, unforeseen circumstances regarding player non-attendance at trials please forward an appeal to the Representative Convenor within three working days of the trial date. Appeals will be considered by the Representative Sub Committee on a case by case basis.
- v. All players trialing for selection will be allocated a number which the PSP will associate with this player for the duration of the selection process.
- vi. The PSP will ensure each player trials in their two preferred positions as indicated on



the nomination form. A player may be asked to trial outside their two preferred positions at the discretion of the PSP.

- vii. The selection process for players will consist of assessment of the following competencies, personal attributes and other considerations:
- **Playing Competencies:**
 - Sound technical skill base
 - Tactical understanding and ability to read the play
 - Consistency & accuracy of decision making under pressure
 - Achieved and maintained the fitness required for this level of competition
 - Can sustain intensity and consistency of performance throughout the game
 - Shows the potential skills and capabilities to represent NBNA
 - **Personal Attributes:**
 - Self-responsibility - motivated to excel and dedicated to personal development
 - Resilience - recovers from setbacks, persists through challenges, and adapts effectively
 - Self-awareness - possesses emotional intelligence and effectively manages behavior
 - Leadership – leads by example on and off the court
 - Communication – ability to communicate positively, be open to receiving feedback and possess the ability to give feedback in a calm and constructive manner
 - **Consideration may also be given to the following factors:**
 - Coachability and potential to improve
 - Demonstrates team qualities and is a good fit within the team
 - Positional versatility & provide balance within the team
 - Current form
 - Whether a player's performance and / or contribution has been affected by extenuating circumstances such as illness, injury, bereavement or similar which may have temporarily compromised their ability to perform at trials..
 - Feedback from previous year's team officials of returning player
- viii. Despite the provisions of this policy, there will be instances where making decisions is challenging. In these situations, the PSP must use their discretion and judgment. As long as the PSP carefully considers the criteria (as outlined above) and follows the policy in good faith, they will have fulfilled their responsibilities as a member of the PSP.

9. Selection of Representative Teams

- i. Representative teams for the relevant NSW Competition will be selected on a date specified by the Representative Convenor
- ii. Players who were unsuccessful for team selection will not be eligible to re-trial for



team selection for the relevant Netball NSW Competition for that playing year

- iii. If the PSP deems there is an insufficient number of players that have met the selection criteria outlined in clause 7 of this policy, to create a team, , they reserve the right to either recall selection or not select a team at all, with the Representative Convenor and Executive Committee notified
- iv. The PSP will select teams for the relevant Netball NSW Competition of between 9 and 12 players in each age group. The PSP may ask team officials for input, if required, and there is no conflict of interest.

10. Player Replacement

- i. A player may be replaced for the following reasons:
 - Injury or Illness: If an athlete becomes injured or unwell to the extent that they are unable to compete or maintain the required fitness to compete, the player should be assessed by a medical practitioner. A final decision on the withdrawal of a player will then be made in conjunction of the Head Coach and Representative Convenor. The Representative Sub Committee is to be notified of all such injuries or illness.
 - Breach of Discipline: A player may be considered for replacement due to a breach of discipline, including failure to observe any relevant NBNA Policies, Netball NSW Code of Behaviour or the NNSW Player Code of Conduct.. The Head Coach and / or Team Manager will immediately advise the Representative Convenor of the situation. The Representative Convenor will initiate an appropriate disciplinary process and forward this recommendation to the Executive Committee for approval and action.
 - Non-Participation: If a player repetitively fails to participate in compulsory team training and relevant Netball NSW Competitions without adequate explanation, the Head Coach may request the Representative Convenor and Executive Committee to review their continued inclusion in the team.
- ii. If a selected player is unable to continue or is to be removed as a representative of any team, a replacement player may be selected if required, as follows
 - The Representative Convenor will be advised and the Selection Panel consulted
 - Consideration will first be given to other players identified from the selection process
 - The PSP will then fill the position with the player deemed most suitable
 - If no players are identified from the selection process, the Representative Convenor and Executive Committee, in consultation with the team officials, will decide whether to hold additional trials for the available position or to dissolve the team for the relevant playing season.



11. Approval and Announcements of Teams

- i. Once the selections are confirmed by the Representative Convenor:
 - Successful players named in teams will be announced via the NBNA website and social media. Official letters of offer for successful players are available upon request to the Representative Convenor.
 - Non-selected Athletes may request feedback by submitting a request in writing to the Representative Convenor within five (5) days of the relevant representative team announcement.

12. Communication

- i. The Representative Convenor or Secretary, must keep minutes of all Representative Sub Committee meetings and forward them to the NBNA Executive Committee within 14 days or before the next NBNA committee meeting, whichever comes first.
- ii. Minutes must include: date, time meeting opened, attendance, apologies, minutes of last meeting and general business, time meeting closed and date of next meeting. A report (from the minutes) is to be given at the next committee meeting by Representative Convenor or their delegate.

APPENDICES

Position Descriptions:

- Representative Head Coach
- Representative Assistant Coach
- Representative Team Manager
- Representative Primary Carer
- Representative Convener



Representative Head Coach - Position Summary

Position:	Representative Head Coach	
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.	
Hours:	As required	
Start Date:	On appointment by the Representative Sub-Committee	
Term:	1 year	
Prerequisites:	Netball Australia Learning Centre <ul style="list-style-type: none"> ● Development Coaching Accreditation ● Rules of Netball Theory Exam ● Safeguarding Children and Young People in Sport Induction ● Sports Related Concussion Course ● KNEE for Coaches 	NSW Government - Application for a NSW Working with Children Check <ul style="list-style-type: none"> ● Working With Children Check (WWCC)
Desirable:	<ul style="list-style-type: none"> ● First Aid Certificate 	
Purpose:	<p>The Representative Head Coach is responsible for coaching their assigned NBNA Representative Team at all relevant NNSW Competitions for the term of their appointment. This includes creating and executing training programs to help the team reach its full potential.</p>	
Responsibilities	<ul style="list-style-type: none"> ● Must have Development Coaching qualification and provide proof, prior to attending Junior/ Senior State Titles.State Titles ● Coaches need to be available to assist Representative players on competition days with their duties ● Coaches will need to be available to travel via bus to supervise Junior state teams ● Coaches need to communicate their needs through the manager so they can organise parents ● Compulsory team parent meetings will need to be completed prior to the first training session. All player medical forms / rep policy need to be signed at this meeting ● Coaches are to follow NNSW Coaches Code of Conduct ● Coaches may choose to have an Assistant Coach or Manger or both ● All coaches need to wear NBNA Representative attire to training/ carnivals/ state titles ● Coaches are to communicate their needs with Assistant Coach / Manager and Representative Convenor ● Coaches are to comply with the 40% court time ruling at Junior State Titles ● Coaches are to give player feedback to all players throughout the season ● Reports are to be submitted to the Representative Convenor within 14 days of the completion of competition of Junior/ Senior State Titles ● Team reports as to carnival/ training programs are to be sent to the Representative Convenor within 14 days of the completion of Junior/Senior State Titles ● Must be a financial member of NNSW. 	
Skills Required	<ul style="list-style-type: none"> ● Organisational skills ● Effective communication ● Ability to delegate ● Leadership skills Prerequisites 	



Representative Assistant Coach - Position Summary

Position:	Assistant Coach	
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.	
Hours:	As required	
Start Date:	On appointment by the Representative Sub-Committee	
Term:	1 year	
Prerequisites:	Netball Australia Learning Centre <ul style="list-style-type: none"> ● Foundation Coaching Accreditation ● Rules of Netball Theory Exam ● Safeguarding Children and Young People in Sport Induction ● Sports Related Concussion Course ● KNEE for Coaches 	NSW Government - Application for a NSW Working with Children Check <ul style="list-style-type: none"> ● Working With Children Check (WWCC)
Desirable:	<ul style="list-style-type: none"> ● First Aid Certificate 	
Purpose:	The role of the Representative Assistant Coach is responsible for assisting the Head Coach of the allocated Representative team.	
Responsibilities	<ul style="list-style-type: none"> ● Must have Foundation Level Accreditation minimum ● Attending all training sessions ● Take direction from the Head Coach and implement skills/ drills guided by the Head Coach ● Wear NBNA attire at training/ carnivals/ State Titles ● Follow NNSW Coaches Code of Conduct ● Must be a financial member of NNSW. 	
Skills Required	<ul style="list-style-type: none"> ● Organisational skills ● Leadership skills ● Personable, approachable and good at building and managing relationships ● Effective communication ● Follow direction from Representative Head Coach 	



Representative Team Manager - Position Summary

Position:	Representative Team Manager	
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.	
Hours:	As required	
Start Date:	On appointment by the Representative Convener	
Term:	1 year	
Prerequisites:	Netball Australia Learning Centre <ul style="list-style-type: none"> ● Bench Official Education course ● Foundation Bench Official Accreditation ● Safeguarding Children and Young People in Sport Induction 	NSW Government - Application for a NSW Working with Children Check <ul style="list-style-type: none"> ● Working With Children Check (WWCC)
Desirable:	<ul style="list-style-type: none"> ● First Aid Certificate 	
Purpose:	The Representative Manager is responsible for overseeing and managing their allocated Representative team.	
Responsibilities:	<ul style="list-style-type: none"> ● Managers must be a financial member of NNSW ● Manager will support the coach in all their coaching decisions even if they disagree. ● Disagreements should be discussed away from players and with a support of the Representative Convener at an appropriate time ● Each teams manager will make up the rep sub committee ● Managers should be available during competition to assist players with their duties if required ● Ensure first aid kit is restocked after carnivals ● Communicate any requests or needs of the Coach to players/ parents ● Organise a roster for tents to be transported to carnivals in consultation with the Property Officer ● Ensure all medical forms/ contact details have been returned and are available at training, carnivals, state titles ● Ensure all players maintain suitable behaviours at all times and discuss any issues with the Coach and/or Representative Convener as needed ● At State Titles attend Managers meeting on day 1, and collect information pack ● Ensure Coach/ players are at courts on time and have required equipment ● Complete 40% sheets honestly and return to event control at the end of each game (State Titles). 	
Skills Required:	<ul style="list-style-type: none"> ● Organisational skills ● Personable, approachable and good at building and managing relationships ● Effective communication 	



Representative Primary Carer - Position Summary

Position:	Representative Primary Carer
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	On appointment by the Representative Sub-Committee
Term:	1 year
Prerequisites:	<p>Netball Australia Learning Centre</p> <ul style="list-style-type: none"> ● Safeguarding Children and Young People in Sport Induction <p>NSW Government - Application for a NSW Working with Children Check</p> <ul style="list-style-type: none"> ● Working With Children Check (WWCC) <p>First Aid:</p> <ul style="list-style-type: none"> ● First Aid Certificate
Purpose:	The role of the Primary Carer is responsible for ensuring players' injury / medical needs of the allocated Representative team are cared for.
Responsibilities:	<ul style="list-style-type: none"> ● Have first aid supplies ready to provide first aid to players where required ● Be aware of any medical conditions / injuries which affect the player ● Communicate with coaching staff to support and work with NBNA to provide safe / positive experience for all involved ● Must be a financial member of NNSW.
Skills required:	<ul style="list-style-type: none"> ● Organisational skills ● Personable, approachable and good at building and managing relationships ● Effective communication



Representative Convenor - Position Summary

Position:	Representative Convenor	
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.	
Hours:	As required	
Start Date:	Date voted in at AGM	
Term:	1 year	
Prerequisites:	Netball Australia Learning Centre <ul style="list-style-type: none"> ● Foundation Coaching Accreditation (minimum) ● Rules of Netball Theory Exam ● Safeguarding Children and Young People in Sport Induction ● Sports Related Concussion Course ● NNSW - Select for Netball Success 	NSW Government - Application for a NSW Working with Children Check <ul style="list-style-type: none"> ● Working With Children Check (WWCC)
Purpose:	The Representative Convenor role is to organise and coordinate all aspects of the Association Representative Program to support the teams in achieving their desired outcomes. They are responsible for upholding the aims and objectives of NBNA, Netball NSW and Netball Australia. The Representative Convenor oversees and Chairs the Representative Sub-Committee as per Representative Policy.	
Responsibilities:	<ul style="list-style-type: none"> ● Provide support and guidance to all representative coaches, managers, players and parents. ● The collection of representative player expressions of interest ● Organise trial days & liaise with the Publicity Officer to publicise dates ● Provide Selectors with the previous years' State Titles feedback ● Coordinate training days, time and court allocations ● Responsible for registration of representative teams into competitions, carnivals and Championships in consultation with the Competition Convenor/Registrar ● Assist with uniforms, providing details and link to online purchases and communicating process with managers / coaches ● Meet with each Coach and executive team to discuss expectation of the coaching role for that season and how we will develop and foster the players within NBNA ● The stocktake, ordering, storage, distribution and collection of representative teams equipment in consultation with the Property Officer ● In conjunction with the Treasurer set annual representative player fees and assist in collection of fees ● Liaise with the Treasurer to ensure all deposits have been paid ● Organise and Chair the Representative Sub-Committee ● Ensure all Sub-Committee members are fulfilling their responsibilities ● Present to the Secretary, minutes of any Representative Sub-Committee meetings within 14 days of such meetings ● Be the contact person for Netball NSW (or delegate as required) ● Sourcing and booking accommodation and transport when required for all Championship competitions (including tents for State Titles) ● Book State Titles tents, chairs, entry forms ● Liaise with the Umpire Convenor regarding the placement of umpires for representative 	



	<p>trials, carnivals and Championships, using NBNA umpires first to ensure we are building strength within our association</p> <ul style="list-style-type: none"> ● Ensure Managers of each representative team have the appropriate documentation to be signed and returned by players/guardians ● Look out for the well-being of Representative Coaches, Managers and players at all times ● Be available for any parent/player queries ● Coordinate meetings to communicate important information to players, parents and officials as required ● Collect and file representative team reports at the end of the representative season ● Keep all personal records and reports in a secure location ● The Representative Convenor may have a dual role as a coach, providing there is no conflict of interest ● Must be a financial member of NNSW.
<p>Skills required:</p>	<ul style="list-style-type: none"> ● Effective communication skills ● Sound computer skills ● Well organised ● Ability to delegate ● Personable, approachable and good at building and managing relationships ● Experience as an official of a representative team