

Hamilton City Netball Centre

# Representative Team Policies and Procedures

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## 1. Introduction

- 1) Under the Constitution Hamilton City Netball Centre (HCNC), has the power to oversee the selection of Netball teams and squads to represent the Centre and determine regulations, policies and procedures for representative teams and officials.
- 2) In being selected as a representative player, coach or manager the individual becomes a member of HCNC.
- 3) HCNC and all members of HCNC 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.
- 4) The following policies and procedures are to be read in conjunction with:
  - HCNC Constitution
  - HCNC Code of Conduct
  - HCNC Complaints Policy and Procedures
  - NNZ Regulations
  - NNZ General Code of Conduct and Ethics
  - NNZ High Performance Pathway

## 2. Representative Policy

### Philosophy

Hamilton City Netball Centre Representative Programme focuses on developing robust processes to create fundamentally strong players, coaches, umpires and officials. Success and results will naturally follow. We offer a supportive and safe environment that focuses on welfare and fosters personal growth. Our programme is development focused and we work together with our community to build dynamic and innovative programmes that will have a long term positive and beneficial impact.

### Objectives

- 1) To continually develop and support talented passionate players, coaches and managers.
- 2) To define a criteria under which a Club or School Netball Player is able to participate as a HCNC Representative Player.
- 3) To co-ordinate accurate, timely and relevant administration of the HCNC representative programme.
- 4) To select netball players who will best represent HCNC in representative teams.
- 5) To select coaches and managers that have the qualities and competencies required to develop themselves and the HCNC representative teams.

### HCNC Responsibilities

HCNC will:

- 1) Administration
  - a) Administer and co-ordinate the representative process through the HCNC Development Co-ordinator using the policies and processes outlined in this document.
  - b) Ensure clear lines of communication are maintained between team players and/or their parents/guardians, team management and HCNC at all times.
  - c) Provide all administration functions for the representative teams including entries into tournament and Championship tournaments.
  - d) Co-ordinate a season review process.

## 2) Selections

- a) HCNC will appoint, at its sole discretion, all officials for the HCNC Representative Teams and Squads which includes Selection Panels, Coaches and Managers.
- b) Create and administer selection processes which are clear, transparent and fair for all players and officials.
- c) 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.
- d) Where required ensure replacement players are sourced for teams using the replacement players process.

## 3) Player Welfare

- a) Player welfare will be first on the priority list at all times.
- b) Adopt the NNZ tournament player game time recommendations to assist with preventing player overload.
- c) Adopt the NNZ Netballsmart programme to provide netball specific injury prevention.
- d) Record all injuries sustained by players during the representative season. This is to establish whether there is a pattern to injuries.
- e) Engage with Wintec students and staff for assistance with Player welfare programmes.
- f) Ensure players have been given medical clearance and have a return to play rehab programme in place after injury or incident.

## 4) Uniform/Equipment

- a) Provide players with suitable and appropriate playing uniform and other items to meet NNZ requirements for tournaments while representing HCNC. HCNC may provide additional optional uniform for players to purchase.
- b) Provide the coach and manager appropriate team uniform to wear while representing HCNC.
- 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 to the Manager a basic first aid kit.

## 5) Season Tournaments / Trainings

- a) Determine number of trainings and length of trainings for each team.

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

#### 6) Championship Tournaments

- a) Book accommodation and make travel and any other required arrangements for all players, coaches, managers and other officials. Ensure that arrangements are appropriate and suitable for a representative team.
- b) Make arrangements for meals for all players, coaches, managers and other officials including main meals, snacks and hydration as nutritionally appropriate for a representative sports team.

#### 7) 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 costs will be included in the representative players fees.
- c) Apply for grants and seek sponsorship where possible to help cover the costs of the representative teams.
- d) Invoice representative players for their fees and collect payments.
- e) Support team fundraising activities by providing opportunities through the Centre where possible.

## Incidents and Complaints

The Hamilton City Netball 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.

The Manager of each team will serve as the 'Registration Office' in the Complaints Process. The 'Registration Office' step is outlined as it will apply to the Representative Programme below.

### 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, 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 as 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 with dealing with the issue then the Development Co-ordinator must be contacted.
- 5) All minor incidents resolved by the Manager must be reported to the Development Co-ordinator. The parents/guardians will also be informed.
- 6) Further Action Required incidents must be referred to the Development Co-ordinator.
- 7) If a Further Action Required incident occurs while at training or at a tournament then the Development Co-ordinator must be contacted as soon as is practicable. The incident must be reported in writing and will then follow the HCNC Complaints Policy and Process.

- 8) If a Serious incident occurs at any time associated with the Representative Programme then the Development Co-ordinator must be phoned immediately. Depending on the nature of the incident the Development Co-ordinator will advise the Manager of the next steps which will include informing parents/guardians and writing a report. The HCNC Complaints Policy and Process will be followed.
- 9) If a serious incident happens at a tournament the person/s involved may be sent home at their own expense.



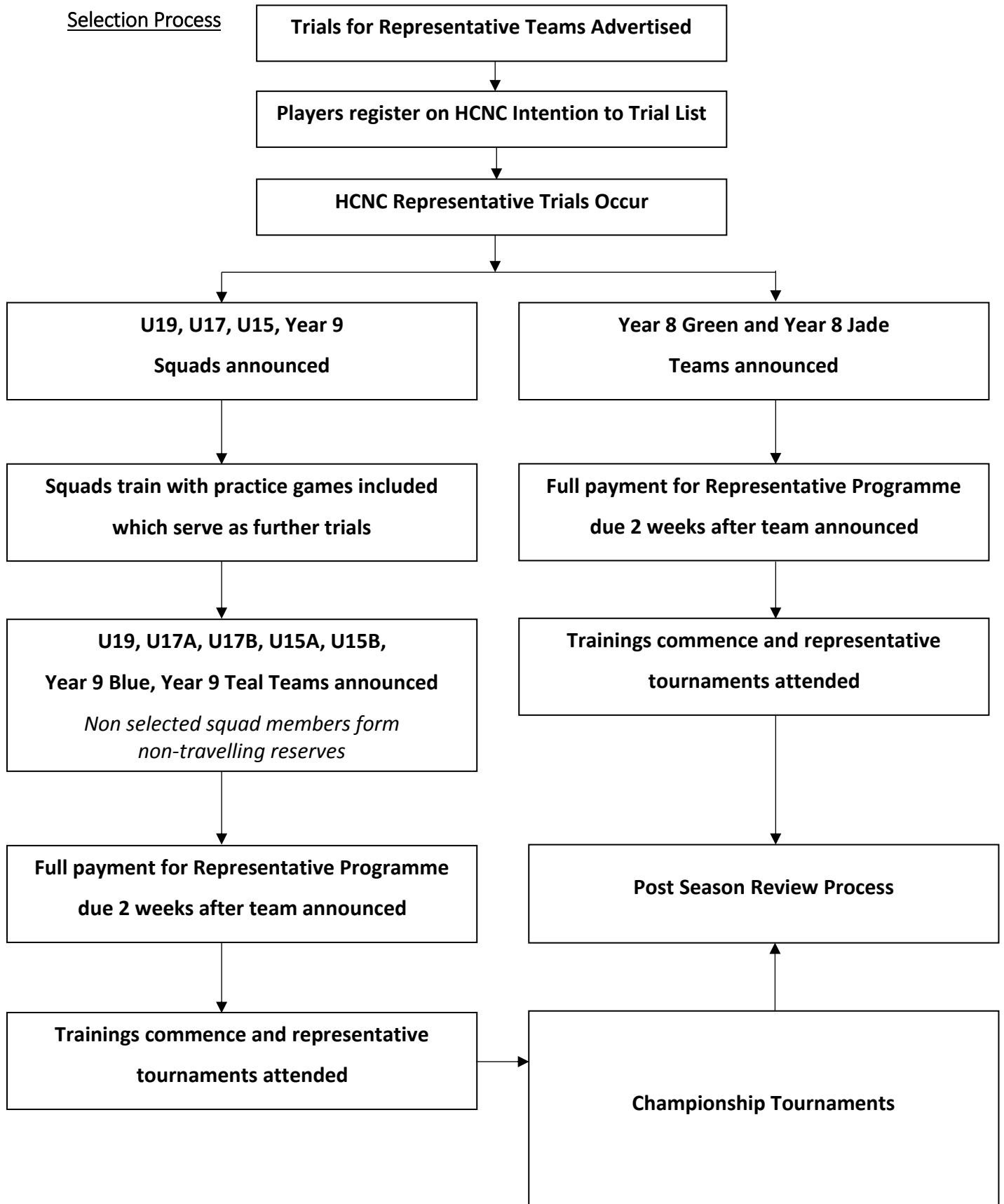
### 3. Player Selection Policy

#### Player Eligibility

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

- 1) Be a registered playing member of an affiliated Club or School of HCNC.  
OR  
Be an affiliated member of a Centre within the Waikato/BOP zone that is unable to field a representative team.
- 2) Have nominated HCNC as their Centre of choice.
- 3) Be in the relevant year or age-group of the team they are trialling for:
  - a) Year 8 players must be enrolled in Year 8 at school.
  - b) Year 9 players must be enrolled in Year 9 at school and be under 15 as at 01 January in the year of the representative season. Year 9 players are not eligible to play for Under 15 teams.
  - c) Under 15, Under 17 and Under 19 players must be under the required age as at 01 January in the year of the representative season.
- 4) Be financial to both Club and HCNC.
- 5) Be registered on the HCNC Intention to Trial Player list.
- 6) 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.
- 7) 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 squad/team for the current season.
- 8) Once trials have been completed and squads/teams are named, a player may not play or be selected to play for any other Centre in the same representative season.
- 9) Players must meet all financial commitments for the representative programme on or before the dates stated by HCNC or a payment plan is approved by HCNC on or before the dates stated.
- 10) HCNC has the right to determine as to when it will select or re-select any HCNC player for a squad or team and no player has a right or expectation of ongoing selection at any time.
- 11) Players who do not meet the above eligibility will be unable to trial and will be withdrawn from the Intention to Trial Player list. If ineligibility has occurred after selection HCNC will withdraw the player from the squad or team.

Selection Process



## Player Selection Panel

- 1) Selections for players for the representative squads and teams will be made by the HCNC Selection Panel.
- 2) The HCNC Development Co-ordinator shall convene the Selection Panel which shall comprise of not less than three people. This where possible, will be the team coach/es and not less than two others.
- 3) In making any selections, the Selection Panel must fully comply with this policy and procedures.
- 4) Should there not be an agreement between the Selection Panel on the selection of a Player or any other matter, then the HCNC Development Co-ordinator 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 HCNC Development Co-ordinator.
- 7) The HCNC Development Co-ordinator 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 squad or team, which could give rise to a question or inference of bias or conflict of interest in the selection decisions.
- 8) Should a member of the Selection Panel have a family member on the Intention to Trial Player List, they must declare the relationship to the player to the Selection Panel and the Development Coordinator. The HCNC 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 squads and teams:
  - a) Display control, discipline and team qualities on and off the court
  - b) Coachability – understand expectations and can apply learning and make changes
  - c) State of fitness, health and wellbeing
  - d) Commitment to achieving and maintaining fitness required for competition level
  - e) Attitude, Motivation, Determination
  - f) Incorporation of flair, skill, versatility and adaptability into their game.

## Trials for Squads and Teams

- 1) A trial process will take place for all HCNC representative squads and teams at the start of each year's representative season.
- 2) Hamilton City Netball Centre will communicate the time and place of the trial process as widely and as early as possible amongst its members and the wider Waikato Bay of Plenty Netball community.
- 3) All players shall be selected from the HCNC Intention to Trial Player list.
- 4) The trials programme will be designed by the Development Coordinator and may consist of skills/drills, fitness testing and trial games which may be conducted by invited coaches or personnel.
- 5) All trials are compulsory for selection into HCNC Representative Squads and Teams except where a dispensation has been granted.
- 6) Appointed Selection Panel members may observe games and player performances at all or some of the following events prior to trials for any HCNC representative team:
  - Post and Pre Season Development Programmes
  - Club trials or competitions
  - Secondary school team trials or competitions
  - National league trainings or games
  - Any other competitions / events that the selection panel deems relevant.

## Squad and Team Announcement

### U19, U17, U15, Year 9

- 1) Following the trial process U19, U17, U15 and Year 9 squads will be announced. All successful and unsuccessful players will receive an email to their registered email address. 24 hours after emails have been sent the squad lists will be placed on the HCNC website and other HCNC media.
- 2) U19, U17, U15 and Year 9 squads will train as squads with some games within the squads forming part of the training. These squad trainings will serve as further trials for the HCNC Representative teams.
- 3) After the notified number of training weeks for each squad an U19, U17A, U17B, U15A, U15B, Year 9 Blue, Year 9 Teal team will be named for the Championship Tournaments. Players will be notified as to which team they are in by receiving an email to their registered email address.

24 hours after emails have been sent the team lists will be placed on the HCNC website and other HCNC media.

- 4) Those squad members not named in the HCNC representative teams will form the non-travelling reserves. Non-travelling reserves may be called into teams as outlined in the Replacement Players in Teams section (*see Replacement Players*). Non-travelling reserves will not train with the teams.

## Year 8

- 5) Following the trial process a Year 8 Green and Year 8 Jade team will be announced. All successful and unsuccessful players will receive an email to their registered email address. 24 hours after emails have been sent the team lists will be placed on the HCNC website and other HCNC media.

## Dispensations

- 1) Dispensations will not be considered from a player if the player is not registered on the Intention to Trial list.
- 2) All requests for dispensation must be received in writing to HCNC, stating reasons why dispensation is being requested. The dispensation must be received before the close off date for Intention to Trial registrations. Dispensation could be sought for:
  - a) not being able to attend one or more trials
  - b) not being able to attend regular trainings
  - c) 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:
  - a) national netball representative team commitment
  - b) national netball league team commitment
  - c) other sporting code representative team commitment
  - d) educational 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 Intention to Trial list, squad or 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) HCNC Development Co-ordinator, 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 by the players registered email address before the first trial is to occur.
- 8) Any dispensations received after the close off date of the Intention to Trial registration may or may not be considered by HCNC at its discretion.

### Representative Player Responsibilities

Representative Players will:

- 1) General
  - a) Sign the HCNC Player Agreement and Medical Declaration.
  - b) Fully comply with all policies, rules, regulations and procedures of HCNC and Netball New Zealand, including drug testing requirements of Drug Free Sport NZ and / or NNZ.
  - c) Meet all financial commitments on or before the date payment is required.
  - d) Agree to have the players name and photo used by HCNC for the promotion of netball.
  - e) Be prepared to attend and take part in any Hamilton City Netball promotional or sponsorship activities, which may be organised from time to time, involving sponsors' obligations.
  - f) Have the Coach, Manager or their delegated representative present at any time when talking or be interviewed by any member of the Media.
- 2) Fitness
  - a) Build and maintain a level of fitness and performance consistent with what is required of a developing representative athlete.
  - b) Undertake any reasonable medical and/or fitness assessment required by HCNC.
  - c) 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) Trainings, tournaments, games, related activities
  - a) Attend all trainings, tournaments, games or other related activities arranged for the squad/team for the current season.

- b) On any occasion 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

- a) Accept responsibility for maintaining all issued uniforms in a clean and tidy condition.
- b) 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 skirt over the top of tracksuit pants.
- c) Return all issued uniforms in good clean condition at the time it is requested. If not returned on time or in a clean state a late fee of \$30 will be charged. If the uniform is not returned or returned in a damaged state full replacement costs will be charged.

#### 5) Behaviour

- a) Comply with the NNZ and HCNC Codes of Conduct.
- b) Maintain the highest standard of behaviour at all times while a member of a Hamilton City Netball Centre representative squad and/or team.
- c) Accept and adhere to all decisions made by the Coach or Manager relating to team organisation on and off the court.
- d) Communicate promptly with the Coach or the Manager on any matters, which are cause for concern or affect team harmony.
- e) Discuss any matter of concern not able to be discussed with the Coach or Manager directly with the HCNC Development Co-ordinator.
- f) Adhere to all health and safety guidelines as set out by HCNC, Coaches and Management.
- g) No smoking, chewing gum or consuming alcohol during any activity associated with the representative programme.

#### 6) Injuries

- a) Players must accept responsibility for the assessment and treatment of any injury. They must promptly advise the Coach and/or Manager on the state of any injury or illness.
- b) It is expected that injured players will still attend trainings and tournaments to observe and be part of the team, unless physically unable to.

- c) 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. A copy must be given to the Coach and the HCNC Development Co-ordinator.
- d) 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 player's ability to attend the Championship Tournament safely.
- e) A percentage of Representative fees may be refunded if a player needs to entirely withdraw from a team or squad, a medical certificate must provide (see Refund section).

**Fee Payments, Withdrawals and Refunds**

- 1) Full payment of representative player fees are due 2 weeks after teams are announced. Each player will be sent an invoice. Alternatively if a player is unable to pay the fees in full by the due date then a payment plan must have been discussed and approved by HCNC.
- 2) If representative players' fees or a payment plan has not been approved by the due date then the player will be withdrawn from the team.
- 3) All withdrawals from the representative programme must be received in writing to HCNC. Until a withdrawal is received in writing a player is still considered to be part of the team.
- 4) Refunds for withdrawal are calculated from the date the withdrawal is received in writing.

<b>Withdrawal Date</b>	<b>Pro-Rata Refund given</b>
Within 2 weeks of Championships	50% of player fees
Within 4 weeks of Championships	65% of player fees
Within 6 weeks of Championships	75% of player fees
After team is announced	85% of player fees
Before team is announced	100% of player fees



## Replacement Players

- 1) Should a player need to be replaced in a team the original selection panel will be convened to decide on a replacement player.
- 2) The replacement player for A teams will be selected from the B team in the first instance.
- 3) For B team replacement players or if an A team replacement player is not a viable option from the B team, a player will be selected from the relevant squad of non-travelling reserves.
- 4) Should the squad non-travelling reserve members be unavailable or deemed unsuitable by the selection panel then the Intention to Trial Player list will be used.
- 5) The Selection panel will select a replacement player by looking at the next ranked player from the trials in the required position.
- 6) Only in the case where no one on the original Intention to Trial list is available or able to play in the required position may the Selection Panel look outside of the Intention to Trial List.
- 7) 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.

<b>Acceptance of Replacement Player Date</b>	<b>Pro-Rata Fees</b>
Within 2 weeks of Championships	55% of player fees
Within 4 weeks of Championships	70% of player fees
Within 6 weeks of Championships	80% of player fees
After team is announced	90% of player fees
Before team is announced	100% of player fees

- 8) Fees for replacement players will be due 2 weeks after the replace player accepts the place in the team. The player will be sent an invoice. 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 HCNC.

## 4. Coach Selection Policy

### Coach Selection

- 1) Hamilton City Netball Centre will communicate the coach selection process as widely and as early as possible amongst its members and the wider Waikato Bay of Plenty Netball community. Where possible coaches will be appointed to teams in the pre-season before the trial process begins, to allow for coach involvement with the pre-season and trial process.
- 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) Individuals who have applied may be asked to attend selection meetings with a panel to ascertain the individuals' alignment with the representative programme.
- 4) The coach selection panel will include the HCNC Development Co-ordinator and a least one other person nominated by the HCNC Development Co-ordinator.
- 5) The selection panel may seek the views and input of third parties on coaches but any final selection decisions rest with the selection panel.
- 6) The coach selection panel at their discretion will appoint coaches to the representative teams.
- 7) The coach selection panel will take into consideration the following competencies and qualities:
  - a) Must agree with and adhere to the HCNC development philosophy and vision.
  - b) Ability to develop, enable and encourage our HCNC representative players.
  - c) Display leadership, control, discipline and team qualities on and off the court.
  - d) A tactical understanding of the game and sound knowledge of technical skill, and competencies of players.
- 8) Representative Coaches must be on the Netball New Zealand's Community Coaching Award (CCA) coach development pathway with the below minimum qualifications.

<b>Team</b>	<b>Qualification</b>
Year 8	Netball New Zealand's CCA1
Year 9	Netball New Zealand's CCA1
U15	Netball New Zealand's CCA1
U17	Netball New Zealand's CCA2
U19	Netball New Zealand's CCA2

Considerations may be made for those who are working towards the completion of these qualifications.

- 9) All coaches who have applied and/or have been asked to attend a selection meeting will be sent an email letting them know if they have been successful.
- 10) All appointed coaches will be required to complete a screening process and police vetting form every 3 years (see Safe Netball for Children Policy). The screening will include the following:
  - Interviewing the applicant.
  - Verifying the applicant's application form and referees.
  - Obtaining a Police Check for the preferred applicant.
  - Obtaining a Ministry of Justice Criminal check for the preferred applicant.

### Coach Responsibilities

The overall goal for the Coach position is to coach a Hamilton City Netball Centre representative 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

- a) Sign the HCNC Coach Agreement.
- b) Fully comply with all policies, rules, regulations and procedures of HCNC and Netball New Zealand, including drug testing requirements of Drug Free Sport NZ and / or NNZ.
- c) Uphold the philosophy and standards as expected by the Hamilton City Netball Centre including the Code of Conduct.
- d) Participate in selecting the squad and team as a member of the selection panel.
- e) Be available for seminars, workshops, sponsor events and photo sessions as required by HCNC.
- f) Maintain close communication with the team Manager and HCNC Development Co-ordinator.

#### 2) Player Development

- a) HCNC Representative Coaches must develop all players in their teams and squads equally and fairly.
- b) Must provide equal game time opportunities for all players in the team.
- c) Must adhere to NNZ's tournament loading recommendations as adopted by HCNC:
  - i) 1 day tournament: Players are to have no more than 120 minutes game time. This works out to be 20mins per game if there is 6 games per day, therefore it is

recommended that all team members play no more than ½ a game, each game (based off 10min quarters).

- ii) U15s Championship Tournament - Players are to have no more than 60 minutes game time per day.
  - iii) U17s Championship Tournament Players are to have no more than 70 minutes game time per day.
  - iv) U19s Championship Tournament Players are to have no more than 70 minutes game time per day.
- d) Ensure that the manager is recording game times for each player at tournament, which must then be reported back to the Development Coordinator 1 day post tournament. A template will be provided.

### 3) Coaching

- a) Attend all trainings, tournaments, games or other related activities arranged for the squad/team for the current season.
- b) Accept responsibility for the organisation of approved physical fitness, training programmes, practice sessions and teamwork for the team and individual team members as necessary.
- c) Attend the national championships with team including travelling, staying and participating in all activities organised for the team.
- d) Be responsible for all aspects of coaching the team. Team trainings and physical fitness planning must align with HCNC programme guidelines and involve the HCNC Development Co-ordinator.
- e) Consult with team manager regarding appointment of captain and vice-captain prior to submitting names to the HCNC Development Co-ordinator.

### 4) Player Welfare

- a) Player welfare must be first on the priority list at all times.
- b) Commit to using the NetballSmart injury prevention programme.
- c) Adhere to NNZ tournament player game time recommendations to assist with preventing player overload as adopted by HCNC.
- d) 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.
- e) Ensure that individualised training sessions are provided to promote optimal rehabilitation of the players' injuries. If the coach is unsure on how to adapt training sessions to suit injuries, they must seek assistance to do so and inform the development coordinator.

f) Inform the manager of the date, time and anatomical sites of any injuries during training sessions and games, so they can keep a record.

4) Administration

- a) Compile a report on the team and submit to the HCNC Development Co-ordinator 7 days after the Championship Tournament or last tournament for Year 8. A template will be given.
- b) Participate in the season review process.
- c) Assist team manager with preparation of correspondence/newsletters both before and after games for parents/caregivers and players.

## 5. Manager Selection Policy

### Manager Selection

- 1) Hamilton City Netball Centre will communicate the manager selection process as widely as possible and as early as possible amongst its members and the wider Waikato Bay of Plenty Netball community. Where possible managers will be appointed to teams before the team is announced.
- 2) 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) Individuals who have applied may be asked to attend a selection meeting with the HCNC Development Co-ordinator to ascertain the individuals' alignment with the representative programme. This meeting may include another person/s nominated by the HCNC Development Co-ordinator to form a panel.
- 4) The HCNC Development Co-ordinator at their discretion will appoint managers to the representative teams.
- 5) The selection panel may seek the views and input of third parties on managers but any final selection decisions rest with the Development Co-ordinator.
- 6) The following competencies and qualities will be taken into consideration:
  - a) Must agree with and adhere to the HCNC development philosophy and vision.
  - b) Ability to engage and encourage HCNC representative players.
  - c) Display leadership, control, discipline and team qualities at all times.
  - d) An understanding of the requirements of a sports team traveling and staying away.
- 7) All managers who have applied and/or have been asked to attend a selection meeting will be sent an email letting them know if they have been successful.
- 8) All appointed managers will be required to complete a screening process and police vetting form every 3 years (see Safe Netball for Children Policy). The screening will include the following:
  - Interviewing the applicant.
  - Verifying the applicant's application form and referees.
  - Obtaining a Police Check for the preferred applicant.
  - Obtaining a Ministry of Justice Criminal check for the preferred applicant.

## Manager Responsibilities

The overall goal for the Manager position is to manage the Hamilton City 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 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.

The Manager will:

### 1) General

- a) Sign the HCNC Manager Agreement.
- b) Fully comply with all policies, rules, regulations and procedures of HCNC and Netball New Zealand, including drug testing requirements of Drug Free Sport NZ and / or NNZ.
- c) Liaise with HCNC, the Coach of the team, and any other people who may have contact with the team at any time.
- d) Uphold the philosophy and standards as expected by the Hamilton City Netball Centre including the Code of Conduct.
- e) Maintain close communication with the Coach and HCNC Development Co-ordinator.

### 2) Team Management

- a) Organise and manage all team training, game and activity requirements.
- b) Attendance at all team practices is not seen as necessary but should be discussed with the coach as to what is best for the team.
- c) Attend the championship tournament and all other tournaments with the team including travelling, staying and participating in all activities organised for the team.
- d) Provide support for the Coach and other officials as and when needed.
- e) Attend meetings relating to the team to speak on behalf of the team, Coach and HCNC.

### 3) Game/ Tournament Management

- a) 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.
- b) Be familiar with and check all arrangements for the team including:
  - i) Be responsible for all tickets, bookings slips etc for team members.
  - ii) Check arrival, departure times, luggage allowance.

- iii) Check with players for travel sickness, unusual circumstances.
  - iv) Confirm accommodation requirements, arrival and departure times and addresses.
  - v) Allocate team members to rooms.
  - vi) Check on meal times, laundry facilities.
- c) Ensure that all players have correct personal playing or travelling gear i.e. socks, underwear to match uniform, suitable footwear.
- d) Check first aid facilities available at any playing venue.
- e) Be familiar with rules of the game relating to injury, substitution and blood policy.
- f) Assist Coach by taking of such records and statistics as they may require i.e. running score.
- g) Tournament Reporting – The day after the tournament submit to the HCNC Development Co-ordinator a report (template will be provided) which must include:
  - i) Each players time on court for each game
  - ii) Team results for each game
  - iii) Any team placings and photos
  - iv) Injuries or incidents to players

#### 4) Player Welfare

- a) Player welfare must be first on the priority list at all times.
- b) Acknowledge player injuries including overloading and wellbeing issues from the representative programme and from the players other sports and activities. Advice and/or treatment must be given during the season including tournaments, in consultation with the players' parents and the team coach.
- c) Check players personal medical records for allergies, special medications etc.
- d) 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.
- e) Keep a record of all injuries during the season including trainings and tournaments. Ensure the coach is aware of all injuries and wellbeing issues. A template will be provided for recording injuries.

#### 5) Administration

- a) 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.
- b) Accept responsibility for all monies handed out by HCNC and present a written statement of account for all money spent no later than 7 days after completion of representative season.



- c) Report to the HCNC Development Co-ordinator after consultation with the Coach on team management matters when required.
- d) Compile an end of season report on team activities and submit 7 days after the National Championship or last tournament for Year 8. A template will be provided.
- e) Check all uniforms are returned.
- f) Participate in the season review process.
- g) Assist team coach and HCNC Development Co-ordinator with preparation of correspondence/newsletters.