



CAMDEN & DISTRICT NETBALL ASSOCIATION INC

REPRESENTATIVE TEAM OFFICIALS POLICY AND DUTIES

Adopted 20th August 2021



CAMDEN & DISTRICT NETBALL ASSOCIATION REPRESENTATIVE TEAM OFFICIALS POLICY and DUTIES

1. Purpose

This policy provides alignment and consistency for all levels of the Camden & District Netball Association (C&DNA) Coaching and Player Development Pathway and ensures transparency of the involved processes.

2. Scope

The Representative Coaching Officials are responsible for the coaching of the Association Representative players consisting of:

- a) Development Squads / Train-on teams
- b) State Titles representative teams
- c) Metro League teams
- d) Court Craft Summer Series teams
- e) Other teams as may be determined

The Coaching Coordinator will provide administrative support by arranging meetings with the Coaching Officials, oversee the administration requirements of the coaching process and liaise with the Executive Committee.

3. Appointment of Coaching Officials

C&DNA will advertise the applications for Coaching Officials on the Camden Netball Website and any other appropriate means as determined.

- a) Representative Coaching Officials for Netball NSW Junior and Senior State Titles, Metro League, and the Association Development / Train-on teams are:
 1. Coach
 2. Assistant Coach
 3. Manager
 4. Trainee Coach (may be appointed)
- b) The dates for advertisements will be determined each year by the Executive.
- c) The advertising period is a minimum of 14 days, and the closing date will be adhered to.
- d) Coaching Officials will be appointed from applications received by the due date.
- e) The term of the Coaching Officials will be ***from the date of appointment until:-***

Team	Appointment end date
11 and 12 years Development	30 days from date of final representative carnival
Junior State Titles team	30 days from the final day of the Junior State Titles competition
Senior State Titles team	30 days from the final day of the Senior State Titles competition
Metro League	30 days from the final day of competition
Court Craft Summer	31 st December of current coaching year

- f) Persons wishing to be considered for appointment as a Coach must fulfil the following criteria:
- Head Coach - minimum Development accreditation and a minimum of 2 years practical coaching experience at club level
 - Assistant Coach – minimum Foundation Coaching accreditation and working towards Development accreditation and minimum 1-year practical coaching experience at club level
 - Trainee Coach – minimum National Foundation Coaching accreditation
 - Hold a pass in the Netball Australia Theoretical Umpires Examination – Section 1
 - Be a current financial member of Netball NSW.
 - Have a current Working with Children’s check and clearance
- g) Allocation of Coaches will be considered on their qualifications and experience, level of teams previously coached, and the performance of teams previously coached.
- h) The number of Coaching Officials required will be determined by the number of teams selected by the Selection Committee
- i) The Coaching Coordinator/Representative Coordinator may discuss the applications with the applicants prior to a decision being made.
- j) A coach shall hold a coaching position with the same consecutively aged representative team for a maximum of two years.
- k) Applicants will not be appointed to coach a team which includes an immediate relative, except where the Executive Committee believe that extenuating circumstances apply.
- l) The Coaching Selection Panel will consist of the Coaching Coordinator, Representative Coordinator and the Association President. If a unanimous vote is not reached, then the C&DNA Executive Committee will be consulted where it becomes a majority vote. Any Executive who had applied for a coaching position will not be present at the meeting where voting takes place.
- m) The Coaching Coordinator will make recommendations for the appointment of the Coaches / Managers to the Executive Committee.

- n) On appointment, all Coaching Officials will be required to sign the C&DNA Representative Coaching Agreement and the C&DNA Representative Code of Behaviour document and agree to confidentiality throughout the entire coaching term. Coaching appointments will not commence until both documents are signed and returned to the Coaching Coordinator.
- o) Representative Coaches are not permitted to sit on the selection panel for any team where they have applied for a Coaching role for the current year, however, they can provide information on players if requested by the Selection panel.

4. Removal of Coaches

A Coach will be removed from coaching their appointed team if it is found they have breached the C&DNA Constitution, associated C&DNA Policies, the NNSW or C&DNA Coaches Code of Behaviour or the signed C&DNA Representative Coaching Agreement.

5. Coaching Responsibilities

Head Coach

Overview of the Head Coach Responsibilities

- a) Provide clear direction and a positive environment for players by planning and delivering technical and tactical coaching sessions aimed at improving player skill levels.
- b) Provide a continuous improvement mindset to the players and inspire players to demonstrate respect, tolerance and sportsmanship.
- c) Establish and maintain positive working relationships with the Assistant Coach, Trainee Coach, Manager, Players, Representative Coordinator, Coaching Coordinator and all C&DNA Executive officials.

General Responsibilities of Head Coach

- a) Attend all training sessions and carnivals or inform the Coaching Coordinator if unable to attend any sessions or carnivals.
- b) Attend training at the nominated and approved training venues. Any change to the approved training venue must be approved by the Representative Coordinator prior to the training session.
- c) Ensure equipment used at training sessions is fit for purpose and in good working order.
- d) Report damaged or lost equipment to the Coaching Coordinator immediately it is known.
- e) Co-operate with any other person appointed by the Coaching Coordinator and the Executive Committee to assist with coaching duties.
- f) Be available to assist with any coaching and mentoring of other coaches as required during the year.
- g) Refrain from inviting outside personnel to attend training sessions unless prior approval has been granted by the Representative Coordinator and/or Coaching Coordinator.

- h) Keep a player attendance record of all training and games.
- i) Confidentially discuss with the Representative Coordinator any issues with player behaviours that require escalation.
- j) Immediately report to the Representative Coordinator any medical condition that may affect a players performance or ability to continue in the team.
- k) Following the completion of competition events, complete and submit confidential player assessment forms to the Representative Coordinator by the due date.
- l) Attend a debriefing session following the completion of all competition events, with the Coaching and Representative Coordinators, and a third nominated member of the Executive Committee. This debrief will cover all requested aspects of the season and the Coaching Coordinator will submit a written report to the Executive Committee.
- m) Adhere to the Netball NSW player percentage rule pertinent to the Netball NSW Junior or Senior State Titles.
- n) Be in attendance for team photos, presentation night and any fund-raising activities.

Assistant Coach

Overview of the Assistant Coach Responsibilities

- a) Carry out activities as directed by the Head Coach
- b) Actively participate under the Head Coach's direction in training sessions and carnivals
- c) Establish and maintain positive working relationships with the Head Coach, Trainee Coach, Manager, Players, Representative Coordinator, Coaching Coordinator and all C&DNA Executive officials

General Responsibilities of the Assistant Coach

- a) Attend all training sessions and carnivals or inform the Coaching Coordinator if unable to attend any sessions or carnivals.
- b) Co-operate with any other person appointed by the Coaching Coordinator and the Executive Committee to assist with coaching duties.
- c) Keep an attendance record of all training and games.
- d) Be available to assist with any coaching and mentoring of other coaches as required during the year.
- e) Be in attendance for team photos, presentation night and any fund-raising activities.

Trainee Coach

Overview of the Trainee Coach Responsibilities

The trainee coach is a learning opportunity with the view to progressing to Assistant Coach and then Head Coach in the future. The trainee coach is required to observe and learn from both the Head and Assistant team coach. The Trainee Coach is not a decision maker within the coaching staff.

General Responsibilities of the Trainee Coach

- a) Carry out tasks as set down by the Head Coach.
- b) Attend all training sessions and carnivals or inform the Head Coach if unable to attend any sessions or carnivals.
- c) Assist the Head Coach and Assistant Coach in providing a positive environment for players.
- d) Be in attendance for team photos, presentation night and any fund-raising activities.

Manager

General Responsibilities of the Manager

- a) Attend training sessions as required and any events in which the team is participating
- b) Be the contact person for arrangements for Association events that the team is involved with.
- c) Be responsible for communication with players regarding events as necessary.
- d) Maintain a register of player contact details and medical information.
- e) Appoint an official scorer at all carnivals in which the team is participating.
- f) Consult with the Representative Coordinator or a C&DNA Executive member should any issues arise during carnivals or the Junior or Senior State titles.
- g) Be responsible for completing the player percentage rule form and returning for to the venue control.
- h) Be responsible for returning to the Association, in good order and condition, all Association property after the Netball Junior and/or Senior State Titles, Metro League and the Court Craft Summer Series competition.
- i) Ensure that all the team's coaching staff and players are in attendance for team photos, presentation night and any fund-raising activities.
- j) Be responsible for organising the parent BBQ duties roster and ensuring that the roster is fulfilled on the allocated day
- k) Assist with supervision of the team and assist the Head Coach and Assistant Coach as necessary
- l) Metro League Managers are to ensure all members who are allocated to carry out the bench official duty are qualified and that the team has a primary carer, scorer/timekeeper at all games

6. Selection Of Team Captains

The Head Coach in consultation with the Assistant Coach shall appoint two players to fulfil the positions of Co-Captains. The appointment should occur following the attendance of the first carnival of the Representative season and the Representative Coordinator is to be informed of the decision immediately.

Co-Captains should be appointed with the following criteria in mind:

- a) Have a passion for the game and for competing at a high level.
- b) Treats their teammates with respect and recognizes the contributions of all team members.
- c) Is positive role model, leads by example and inspires her team members

TEAM OFFICIALS CONTACT PROTOCOL

OFFICIAL	ISSUE	WHO SHOULD I CONTACT?
Managers and Coaches	Parent or Player related issues	Representative Coordinator
Managers and Coaches	Injuries	Representative Coordinator
Managers and Coaches	Behavioural issues Parent and/or Player	Representative Coordinator
Managers and Coaches	Concerns of non-attendance	Representative Coordinator
Managers and Coaches	Rep Calendar events	Representative Coordinator
Managers and Coaches	Replacement player requests	Representative Coordinator
Managers and Coaches	Change of training or location	Representative Coordinator
Managers and Coaches	Special training games	Representative Coordinator
Managers and Coaches	Uniform enquiries	Vice President
Managers and Coaches	State Titles & Metro Procedures	Representative Coordinator
Managers	First aid kits ,manager equipment including player patches	Representative Coordinator
Managers and Coaches	Technical Coaching, Ongoing development, Learning and Courses, Coaching assistance and support	Coaching Coordinator
Coaches	Coaching equipment	Coaching Coordinator