



CAMDEN & DISTRICT NETBALL ASSOCIATION INC

**REPRESENTATIVE TEAM OFFICIALS'
POLICY AND DUTIES**

Adopted 20th August 2021

C&DNA Representative Coaching Policy – Adopted 20th August 2021

Update #1 - Title change, Contact Protocol added, 9th May 2022

Update #2 – Appointment of Coaches, Coaching Responsibilities, Selection of Team Captains updated, 10th August 2024

Update#3-Manager duties,8th October 2024



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:** -

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| - 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 |
| - Senior State Titles team | 30 days from the final day of the Senior State Titles |
| - Metro League | 30 days from the final day of competition |
| - Court Craft Summer Series | 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 Intermediate accreditation and working towards Advanced Coaching Accreditation and a minimum of 2 years practical coaching experience at club level
 - Assistant Coach – minimum Development Coaching accreditation and working towards Intermediate accreditation and minimum 1-year practical coaching experience at club level
 - Trainee Coach – minimum National Foundation Coaching accreditation and working towards development
 - 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
 - Have completed the Netball Australia Safeguarding Children and Young Persons training and provided a Certificate of Completion to the Coaching Coordinator
- 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, unless agreed by the Executive Team. Minimum criteria for review are that the state titles team must have finished in the top 5 of the previous Championship Division.
- k) Applicants will not be appointed to coach a team which includes an immediate relative.
- 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 to the Executive Committee. The Representative Coordinator will make recommendations for the appointment of the Managers to the Executive Committee.
- n) On appointment, all Coaches and Managers will be required to sign the C&DNA Representative Coaching/Manager Agreement and the C&DNA Representative Code of Behaviour document and agree to confidentiality throughout the entire coaching term. Coaching/Manager 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 perform the role of advisor to the selection panel should queries be raised regarding a player’s ability/behaviour/skill if requested.

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 Committee members

General Responsibilities of Head Coach

- a) Attend all training sessions and carnivals or inform the Coaching Coordinator and Representative 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 if 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 behaviour 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/media day, team bonding, presentation night and any fundraising 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 Committee

General Responsibilities of the Assistant Coach

- a) Attend all training sessions and carnivals or inform the Coaching Coordinator and Representative 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/media day, team bonding, presentation night and any fundraising 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.

Team Manager

The team manager is responsible for coordinating off court logistics for the team. They should have strong communication skills, excel in building relationships and prioritize organizational and planning tasks.

The manager serves as a communication link between players, coaches, parents and program administrators, while also adhering to communication protocols and escalating concerns when necessary

Managers are only required to attend team training on the training session prior to Carnivals, team BBQ duties and State Titles events for the purpose of confirming parent responsibilities.

General Responsibilities of the Manager

- a) Act as the point of contact for organizing all mandatory Association events including Carnivals, BBQ Duty, State Titles events, Media events and Presentation night
- b) Manage player contact details and medical information, updating as necessary while respecting confidentiality
- c) Assigning parents to act as scorers at carnivals and State Titles events, as well as delegation of duties such as benches, water, and bathroom breaks at these events.
- d) Consult with the Representative Coordinator or a C&DNA Executive member on any issues that may arise during carnivals or the State titles games
- e) For Junior State Titles teams only, be responsible for completing the player percentage rule form and returning to the venue control.
- f) Ensure the return of all Association property in good condition after Junior and/or Senior State Titles, Metro League and Court Craft Summer series competitions.
- g) Be responsible for organizing the parent BBQ roster and ensuring its fulfillment on the allocated day. They should be available on the designated day to ensure the roster is covered and if necessary secure replacements
- h) Assist with supervision of the team in an off court environment only
- i) Metro League team managers must ensure that all bench official duties are carried out by qualified persons and that the team has a primary carer, scorer, and 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 Head Coach will meet with the Coaching Coordinator and Representative Coordinator to discuss their nominations prior to announcing the selections to their respective teams. The coordinator's reserve the right to request a change to the recommendation should players not meet the criteria outlined below. The appointment must be confirmed prior to the Camden Representative Carnival. The Representative Coordinator is to confirm the selection with the Executive Committee.

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 their team members
- d) Adheres to the C&DNA and NNSW Code of Conduct at all times when representing the Association

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 and Coaching Coordinator
Managers and Coaches	Uniform enquiries	Executive Member assigned to Uniform management
Managers and Coaches	State Titles & Metro Procedures	Representative Coordinator and Coaching Coordinator
Managers	First aid kits ,manager equipment including player patches	Representative Coordinator
Coaches	Technical Coaching, Ongoing development, Learning and Courses, Coaching assistance and support	Coaching Coordinator
Coaches	Coaching equipment	Coaching Coordinator

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