



PARRAMATTA AUBURN NETBALL ASSOCIATION INC.

(hereinafter referred to as PANA)

REPRESENTATIVE TEAM MANAGEMENT POLICY AND PROCEDURES

Adopted by Parramatta Auburn Netball Association Inc.

**At Special Meeting on
25th February 2017**

Update	Comments
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1. APPOINTMENTS PANEL

1.1 Panel Members

The panel shall consist of the PANA Executive.

Panel members must excuse themselves if there is a nomination from a family member or if they themselves have nominated for a team management position.

1.2 Duties

The duties of the Panel are to:

- 1) Appoint Representative Managers,
- 2) Appoint Representative Coaching personnel.
- 3) Appoint Representative Team Primary Carers.
- 4) Appointments are to be made prior to team selection, where possible.

2. REPRESENTATIVE COACH

Coaching personnel may receive an honorary gratuity for carrying out their official duties for the season. Some uniform items may be supplied. The level of support may vary from year to year according to the approved budget allowance.

2.1 Appointment Criteria

To be eligible for appointment, a Representative coach must:

- 1) Hold a current Netball Australia Registration and be a Financial Member of Netball NSW. If not already registered with PANA, this must be undertaken prior to the commencement of the appointment.
- 2) As a minimum hold a current Netball Australia Foundation Course Accreditation (or completion in year of appointment, preferably prior to the commencement of the position),
- 3) Have a current Netball Australia Umpiring Theory Examination Pass,
- 4) Be suitable in terms of behaviour, ethics and attitude to represent PANA,
- 5) Have planning, communication and organisational skills
- 6) Possess the ability to meet the duties, attendance and reporting requirements as per this policy,
- 7) Give assurance that the policies and documents of PANA and Netball NSW will be followed, including the players under their control.



2.2 Uniform

The Representative Coach:

- 1) Must wear the PANA uniform at all Representative games, and
- 2) Is encouraged to wear the PANA uniform at all training and timetabled events
- 3) The PANA uniform can be either PANA full tracksuit or PANA shirt and shorts or black pants.
- 4) The PANA Executive committee will inform Coaches of the current elected uniform.

2.3 Duties

The Representative Coach will:

- 1) Report to the Coaching Convenor and liaise with Representative Convenor,
- 2) Organise training sessions necessary for the development of players,
- 3) Liaise with the Assistant Coach (if appointed) to devise a Programme for player development and team preparation,
- 4) Liaise with the team Manager,
- 5) Report immediately to the Representative Convenor, any player who fails to fulfil their commitment or is at risk of not fulfilling their commitment,
- 6) Select a team to participate in each match and adhere to the minimum playing % PANA Executive nominate for carnivals or NSW Netball nominate for State Age Championships.
- 7) Attend meetings as determined by the Representative Convenor or Coaching Convenor,
- 8) Attend training sessions and games,
- 9) Attend squad training (if applicable),
- 10) Be available to attend selection trials as observer,
- 11) Contact the Coaching Convenor if unavailable for an extended period of time,
- 12) During the period of appointment, be available on at least 2 occasions to deliver coaching education for PANA,
- 13) Attend professional development opportunities,
- 14) Submit all reports as requested by the Coaching Convenor and Representative Convenor,
- 15) Be responsible for returning in good order and condition all equipment within 4 weeks of competition conclusion, and
- 16) Attend all competitions as entered by PANA (if applicable).

3. REPRESENTATIVE ASSISTANT COACH

Assistant Coaches may receive an honorary gratuity for carrying out their official duties for the season, unless it forms part of their senior representative player duties. Some uniform items may be supplied. The level of support may vary from year to year according to the approved budget allowance.

3.1 Appointment Criteria

To be eligible for appointment, an Assistant Representative Coach must:



- 1) Have a current Netball Australia Registration and be a Financial Member of Netball NSW. If not already registered with PANA, this must be undertaken as soon as possible.
- 2) Hold a current Netball Australia Foundation Course Accreditation (or completion in year of appointment, preferably before training commences),
- 3) Hold a current Netball Australia Umpiring Theory Examination Pass,
- 4) Be suitable in terms of behaviour, ethics and attitude to represent PANA,
- 5) Give assurance that the policies and documents of PANA and Netball NSW will be followed, including the players that they are in control of.

3.2 Uniform

The Representative Assistant Coach:

- 1) Must wear the PANA uniform at all Representative games, and
- 2) Is encouraged to wear the PANA uniform at all training and timetabled events
- 3) The PANA uniform can be either PANA full tracksuit or PANA shirt and shorts or black pants.
- 4) The PANA Executive committee will inform Assistant Coaches of the current elected uniform.

3.3 Duties

Assist the Coach in all duties as directed and per the coaching duties.

4. REPRESENTATIVE MANAGER

Managers may receive an honorary gratuity for carrying out their official duties for the season, unless if forms part of their senior representative player duties. Some uniform items may be supplied. The level of support may vary from year to year according to the approved budget allowance.

4.1 Appointment Criteria

To be eligible for appointment, a Representative Manager must:

- 1) Have a current Netball Australia Registration and Financial Member of PANA,
- 2) Hold a current Netball Australia Umpiring Theory Examination Pass,
- 3) Be Suitable in terms of behaviour, ethics and attitude to represent PANA,
- 4) Have planning, communication and organisational skills,
- 5) Possess the ability to meet the duties, attendance and reporting requirements as per this policy
- 6) Give assurance that the policies and documents of PANA and Netball NSW will be followed, including all coaches, assistant coaches, players and parents within the team.



4.2 Uniform

- 1) The Representative Manager Must wear the PANA uniform at all Representative games, and
- 2) Is encouraged to wear the PANA uniform at all training and timetabled events.
- 3) The PANA uniform can be either the PANA full tracksuit, or PANA shirt and shorts or black pants.
- 4) The PANA Executive committee will inform Assistant Coaches of the current elected uniform.

4.3 Duties

The Representative Manager will:

- 1) Be the Liaison Officer for all members of the team,
- 2) Be responsible for the conduct, well-being and appearance of all Representatives within their team,
- 3) Act as Primary Care Person at all competition games and training sessions if necessary, unless a Primary Carer is appointed.
- 4) Submit all reports as requested by Representative Convenor and Coaching Convenor,
- 5) Provide names of the Captain and Vice-Captain to the Representative Convenor,
- 6) Liaise with Coach, Assistant Coach (if appointed) and Representative Convenor on all team logistics,
- 7) Liaise with player and/or parents in relation to player injury management,
- 8) Have the final decision on player welfare,
- 9) Provide information to parents and/or players,
- 10) Organise Bench personnel, and ensure NNSW accreditation is valid where necessary,
- 11) Collect the draw at all competitions,
- 12) Ensure that the coach and Representative Convenor receives all information pertaining to any injury or illness of a team member,
- 13) Be responsible for returning in good order and condition all equipment within 4 weeks of competition conclusion,
- 14) Attend meetings as determined by Representative Convenor,
- 15) Liaise with Representative Convenor for all matters relating to the PANA Representative uniform package,
- 16) Perform such duties as delegated by the Representative Convenor or Coach,
- 17) Be responsible for the whereabouts of all team members whilst participating in PANA sanctioned events,
- 18) Attend training sessions, games and any event in which the team is participating as required,
- 19) Attend professional development opportunities,
- 20) Attend selection trials if desired,
- 21) Attend squad training (if applicable),
- 22) Contact the Representative Convenor if unavailable for an extended period of time,
- 23) Ensure all players understand they should have a current Netball Australia Umpiring Theory Pass, with exception of the 11 years Squad.



REPRESENTATIVE PRIMARY CARER

Primary Carers may receive an honorary gratuity for carrying out their official duties for the season, unless done as part of their senior representative player duties. Some uniform items may be supplied. The level of support may vary from year to year according to the approved budget allowance.

5.1 Appointment Criteria

To be eligible for appointment, a Primary Carer must:

- 1) Have a current Netball Australia Registration and be a Financial Member of Netball NSW. If not already registered with PANA, this must be undertaken as soon as possible.
- 2) Hold a current senior first aid certificate or higher.
- 3) Preferably have undertaken an injury strapping course.
- 4) Be suitable in terms of behaviour, ethics and attitude to represent PANA,
- 5) Give assurance that the policies and documents of PANA and Netball NSW will be followed.