



## REPRESENTATIVE GUIDELINES

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### Purpose & Objectives

Palmerston Netball Association (PNA) is committed to providing affordable development opportunities for its members through participation in representative events including but not limited to the NT championships.

PNA's objective is to select squads and teams of PNA athletes and officials that provide the best opportunity for team success in the event. This document aims to ensure:

1. The selection process is fair, transparent and consistent
2. There is continuous improvement in the planning and execution of the selection process, event logistics and participant preparation
3. Roles and responsibilities of PNA MT, athletes and officials are defined and understood
4. The event is a positive experience for everyone

### PNA Management Team

PNA Management Team (PNA MT) takes overall responsibility for any PNA representative team, including appointment of coaches, managers, team officials and announcing squads/teams.

Correspondence with PNA is via email: [palmerstonnetball@hotmail.com](mailto:palmerstonnetball@hotmail.com)

As soon as practicable, prior to an event, PNA MT will advertise to Clubs about upcoming representative events. Advertising will include event location, dates and information pertaining to event selections.

PNA MT is responsible for the collation and submission of event registration, including medical and parental consents, and evidence of learning that records course completion from athletes and PNA officials.

All participating PNA MT members are required to complete the courses noted in the Learning Matrix prior to any representative event, as well as any courses mandated by event organisers.

Perpetual courses must be completed within 24 months of the representative event. Evidence of learning must be forwarded to PNA as soon as practicable, prior to event selections.

PNA MT is responsible for all representative team sponsorship negotiations, including uniform design and advertising, and welcomes member input for new potential supporters.

PNA MT must be included in any private team social media groups established for the purpose of the event. All social media posts on behalf of or about representative teams/squads are first made by PNA MT.

PNA MT may appoint a catering delegate to work with Managers in preparation of recovery food, hydration, and nutritional meals.

PNA MT will hold a coach and manager briefing session prior to the event.

## Clubs

Clubs are expected to encourage their members to nominate athletes, coaches, managers, umpires and other officials for PNA representative teams. PNA MT expects all affiliated Clubs to forward information and promote representative opportunities amongst their members.

Club and/or familial attendance is discouraged during representative selections. However, where accompanying support people are in attendance, they are required to remain in the designated spectator area and refrain from cheering, coaching or interfering with selections.

Coaching of athletes during selection trials is strictly prohibited. Anyone observed directing or coaching athletes may be asked to leave the area.

Clubs are encouraged to provide both positive and constructive feedback after the event and through the survey released and distributed by PNA.

## Selectors

PNA selection panels consist of a minimum of 3 people and, where possible, include the Head Coach of each team.

Selectors are required to complete the courses identified in the Learning Matrix and provide evidence of completion to PNA MT at least 1 week prior to representative selections.

During selection trials, the selection panel/s will sit in a designated area removed from athletes and supporters.

Selectors are required to take notes in order to rank every athlete in every round and contribute towards written athlete feedback reports. Upon completion of each selection round, selectors must return their notes with any rank preferences to PNA MT for data collation.

PNA upholds integrity, fairness, and equity in our selection processes. Selectors are required to maintain confidentiality of all records and discussions pertaining to athlete selection prior to, during and after an event. Breaches of confidentiality may result in a selector being removed from the panel and/or removal from future PNA official duties.

Coaching athletes is not permitted at any time during selection trials. Athletes are selected based on their merits displayed during selection trials; with exception of pre-approved match play observations made by the selection panel. Selectors may be removed from panels if observed coaching during selection trials.

Appropriate clothing is expected at all selection trial events. Appropriate clothing must be devoid of any club logos or branding, other than that supplied by PNA, Netball NT or Netball Australia.

## Athletes

All athletes must nominate for selection prior to an event, including underage athletes with parental consent. When nominating, athletes must identify 3 preferred playing positions. While PNA Selectors will attempt to give athletes equal opportunity in all positions, this may be impracticable due to the number of nominees for some positions.

Attendance at all selections and trainings is compulsory. Injured athletes are expected to attend all selections and trainings and participate in a managed manner. Unwell athletes must adhere to all relevant advice and directions issued by the Chief Health Officer. Any absence must be communicated in writing - for selections to PNA and for trainings to the squad/team's Head Coach.

Injury-prevention by strapping or bracing ankles prior to every selection, training and match events is expected of all athletes. This is in accordance with Netball Australia and Netball NT Representative policies.

Appropriate clothing is expected at all selection, training and match events. Appropriate clothing includes a white or black top, black shorts or black pants/tights, netball-appropriate footwear and socks. The style of clothing must support both movement and modesty, with appropriate coverage. Representative clothing must be devoid of any club logos or branding, other than that supplied by PNA for the event.

Athletes must adhere to the principles of good sportsmanship as outlined by INF and Netball Australia's Code of Conduct at all times, including online. Any athlete failing to adhere to these principles and/or displaying qualities that are unbecoming or may bring the reputation of PNA or a PNA sponsor into disrepute may be asked to leave the squad/team.

While personal devices are acceptable, they are brought to events at the owner's own risk and underage athletes must surrender devices to PNA officials when requested during the event, such as for curfew (if travelling) or game preparation.

Selected athletes, including reserve training partners, are expected to complete the courses identified in the Learning Matrix as well as any courses required by event organizers. Certificates of completion or proof of learning must be submitted to PNA by the requested date, being at least one week prior to the event's official registration date.

## Coaches

PNA encourages Club coaches to nominate for representative events.

Following PNA MT's advertisement of the event, Coaches submit a written expression of interest outlining their experience and skills suitable to be a representative coach. Coaches are appointed by PNA MT after expressions of interest are received and in accordance with representative event rules.

At a minimum, PNA expects representative underage coaches to have hold current Netball Australia Foundation Coach Accreditation. Representative overage coaches are expected to hold, at a minimum, current Development Coach Accreditation.

Appropriate clothing is expected at all selection, training and match events. Appropriate clothing must be devoid of any club logos or branding, other than that supplied by PNA, Netball NT or Netball Australia.

PNA supplied shirts must be worn for all official travel to, from and during event, over black shorts or black pants/tights. Appropriate closed footwear is required at all times, unless required due to a certified medical condition.

PNA expects appointed coach/es to assist with selection trials, specifically the warm-up and cool down of athletes and Head Coaches as part of the selection panel for their appointed team.

PNA MT will facilitate selection athlete rotations based on nominations submitted and to ensure fairness and equity. Head coach input for athlete combinations to observe after the initial trial event for upcoming selections are requested in writing to PNA MT at least 48 hours prior to the relevant trial event.

Coaches partaking in a selection panel are required to follow guidelines noted for Selectors.

At all times, Coach key responsibilities include:

- Work with PNA MT and all other officials to ensure a positive sporting experience for all involved in the program
- Ensure confidentiality at all times
- Plan and deliver quality coach leadership in accordance with Netball Australia's player-centred approach
- Adhere to all Netball NT policies and procedures, as well as the relevant competition's rules
- Maintain attendance records for trainings and forward to PNA MT as required

- Maintain match-play records for all team members throughout the competition and forward to PNA MT upon completion of the event
- Submit post-event feedback to PNA MT by completing a survey
- Lead by example by demonstrating good sportsmanship, as outlined in the INF Rules of Netball.

All appointed coaches are required to complete the courses noted in the Learning Matrix, prior to any representative event, as well as any courses mandated by event organisers.

Perpetual courses must be completed within 24 months of the representative event. Evidence of learning and coaching qualifications must be forwarded to PNA MT prior to event registration.

PNA MT expects weekly training to commence upon announcement of the squad/team, and a full training schedule supplied to PNA MT prior to selected squad/team announcements. Any changes to the training schedule must be communicated to PNA MT as soon as practicable for publication on PNA socials.

Attendance at selection, training and match events is mandatory for all coaches and athletes. Manager attendance at trainings is optional, at the discretion of the Head Coach. Records of attendance must be retained and forwarded to PNA MT each Sunday. PNA MT will provide access to PNA facilities should coaches not already have Club accessibility.

Coaches take responsibility for all supplied PNA equipment and are required to report any lost or damaged equipment immediately to PNA MT. Upon completion of the event, all equipment must be returned to PNA within 1 week or through negotiation with PNA MT.

Upon receipt of uniforms, Coaches must advise PNA MT where, when, and how representative uniforms will be distributed, allowing for PNA photography.

## Managers

PNA encourages parents and developing coaches, managers, scorers and experienced players to nominate for Team Manager roles in representative events.

Following PNA MT's advertisement of the event, Managers submit a written expression of interest outlining their experience and skills suitable to be a representative team manager. PNA MT deliberate and appoint selected Managers during the selection phase for a representative team. The Manager reports to the team's Head Coach or direct to PNA MT should it be appropriate.

Managers are expected to complete the courses noted in the Learning Matrix, prior to any representative event, as well as any courses mandated by event organizers.

Perpetual courses must be completed within 24 months of the representative event. Evidence of learning must be forwarded to the PNA MT prior to event registrations.

At all times, Manager key responsibilities include:

- Work with the Head Coach and all other officials to ensure a positive sporting experience for all involved in the program
- Ensure confidentiality at all times
- Adhere to all Netball NT policies and procedures
- Manage allocated team budget (if applicable), account for all expenditure and provide copies of said expenditure to PNA MT within 1 week
- Assist with supervision of underage athletes
- Lead by example by demonstrating good sportsmanship, as outlined in the INF Rules of Netball.

Prior to the event, Manager duties may include:

- Attend all trainings requested by the Head Coach
- Assist with attendance record keeping and forwarding to PNA MT, as required

- Follow up administrative tasks with team member families, such as consent permissions, medical clearances, and non-payments, at direction of the PNA MT
- Assist PNA MT with uniform dress allocation and associated record keeping
- Liaise with PNA MT delegate responsible for menu preparations and prepare recovery food and team meals, in consultation with the Head Coach.

During the event, Manager duties may include:

- Assist the Head Coach with player movements to, from and around the event
- Official scoring and/or timekeeping during event matches
- Filling water bottles prior to match
- Organise post-game recovery food
- Washing uniforms overnight (if travelling)
- Provide first aid
- Liaise with PNA MT officials and parents/carers should illness or injury arise
- Assist with food preparation for your team
- Obtain official team photograph (if available) or take a team photo and forward to PNA MT

After the event, Manager duties may include:

- Assist PNA MT with return of all team uniform dresses within 1 week of the event
- Assist Head Coach with return of all PNA equipment
- Provide copies of all team budget related expenditure and return any unspent funds within 1 week
- Complete a PNA feedback survey in relation to the event.

Appropriate clothing is expected at all training and match events. Appropriate clothing must be devoid of any club logos or branding, other than that supplied by PNA, Netball NT or Netball Australia. PNA supplied shirts must be worn for all official travel to, from and during event, over black shorts or black pants/tights. Appropriate closed footwear is required at all times, unless required due to a certified medical condition.

## Umpires

Eligible umpires must have attained a minimum National C Badge accreditation. Umpires must submit an expression of interest as soon as practicable, prior to representative events, outlining their experience and skills suitable to be a representative umpire in writing to PNA MT. PNA MT and the PNA Umpire Coordinator (if not part of the MT) deliberate and appoint representative umpires. PNA representative umpires report to the PNA Umpire Coordinator in the first instance, or direct to PNA MT should it be appropriate.

Selected umpires will be provided a PNA uniform and it must be worn during official travel to/from events and any other time during the official event except when the event organiser stipulates otherwise e.g. opening and closing ceremonies.

Umpires are expected to provide their own equipment, such as whistles, refillable drink bottles and white socks.

Umpires are expected to complete the following online courses noted in the Learning Matrix prior to any representative event, as well as any courses mandated by event organizers.

Perpetual courses must be completed within 24 months of the representative event. Evidence of learning must be forwarded to the PNA MT as soon as practicable, prior to event registrations.

## Uniforms

Match play uniforms are provided by PNA and remain the property of PNA. All uniform dresses will be distributed prior to the event and must be returned after the event. Non-return of a uniform dress will result in the issuance of a \$100 invoice for replacement.

Athletes are required to provide their own black sport shorts to wear under the dress and plain white socks. Sport shorts cannot be visible when presenting for umpire inspections prior to match play. Sport shorts must be plain without club branding.

Athletes will be provided with their own PNA representative shirt. PNA representative uniforms must be worn with black shorts or black pants/tights to all official representative events, such as opening and closing ceremonies and official travel to/from events.

Club clothing is not permitted as part of the PNA Representative uniform.

## Payments

Total athlete payment for any representative teams will be determined by the PNA MT as soon as practicable and advertised prior to the first selection date. Fees are inclusive of travel, accommodation, and all meals for events outside the Greater Darwin and Palmerston Rural areas.

A payment schedule of instalments will be determined by the PNA Treasurer and emailed to squad members, once announced. If payments are not met, and PNA receives no written communication in regard to alternative payments, athletes may be asked to leave the squad.

Reserve training partner athletes are required to make payments to PNA as per the payment schedule set by the PNA Treasurer. Reserve training partners will be issued a PNA uniform, including representative PNA shirt, only if they become a representative player. Should reserve training partners not partake in the representative event, a full refund will be issued.

## Representative Participant Learning Matrix

Course/position	PNA MT	Selector	Coach	Manager	Umpire
KNEE for Coaches		✓	✓		✓
Foundation Coach accreditation		✓			
Development Coach accreditation			✓		
Select for Netball Success		✓	✓		
C Badge Umpire accreditation					✓
Bench Officials Education Course	✓			✓	
Coaching our Way			✓		
PBTR - Harassment and Discrimination	✓		✓	✓	✓
PBTR - Child Protection and Safeguarding	✓		✓	✓	✓

## Policy Review Date

July 2022

## Document History

Version	Date	Editor	Summary of Changes
2021.0	25 February 2022	PNA MT	Authorisation