



Representative Procedures

Table of Contents

1.	Definitions & Abbreviations	2
2.	Scope & Operation	3
3.	Representative Convenor.....	3
4.	Representative Teams Sub-Committee.....	3
5.	Player Nomination.....	3
6.	Player Selection.....	5
7.	Official Application and Appointment.....	7
8.	Player or Official Replacement.....	10
9.	Representative Teams.....	11
10.	Finance, Fundraising and Sponsorship.....	16
11.	Uniforms and Equipment	19
12.	Umpires.....	20
13.	Accommodation and Transport - State Titles.....	20
14.	General Representative Information	21

1. Definitions & Abbreviations

MNA	Muswellbrook Netball Association
Executive	The Executive Committee as defined in the Constitution of MNA
Player	A selected MNA Representative Player in an MNA Representative Team or Development Squad
Training Partner	An unselected player who can train only with a Representative Team for the purposes of further development
Primary Age Group	The age group as defined by a Player's age as of 31 st December of the playing year
Official	A Coach, a Manager, a Primary Carer and where they exist, an Assistant Coach and a Trainer of an MNA Representative Team or Development Squad
Coach	An appointed Coach by MNA for a Representative Team or Development Squad
Assistant Coach	An appointed Assistant Coach by MNA for a Representative Team or Development Squad
Trainer	An approved Trainer by MNA for a Representative Team or Development Squad
Manager	An approved Manager by MNA for a Representative Team or Development Squad
Primary Carer	An approved Primary Carer by MNA for a Representative Team or Development Squad
In Writing	Letter, email, SMS, MMS, not Facebook message
EOI	Expression of Interest
Levies	A set value of financial cost for the MNA Representative Season
Sponsorship	Funds provided from approved external parties to MNA for the representative teams to assist in meeting the MNA set Levies
Fundraising	Activities approved by MNA, organised, and run by representative teams to assist in meeting the MNA set Levies

2. Scope & Operation

- 2.1. These Procedures apply to all MNA Representative Teams and Development Squads.
- 2.2. Upon receipt of a recommendation from the Representative Convenor, or at any other time as deemed appropriate by the Executive, the Executive can approve case by case variations to these Procedures by way of properly executed business at an Executive Meeting.
- 2.3. Any decision made by the Executive or by the Representative Convenor as prescribed by these Procedures is final.

3. Representative Convenor

- 3.1. Representative activities are governed by the Representative Convenor.
- 3.2. The Representative Convenor is nominated and elected at the AGM.
- 3.3. All official correspondence with the Representative Convenor is in writing.

4. Representative Teams Sub-Committee

- 4.1. In accordance with the Constitution of MNA, the Representative Convenor chairs a Representative Teams Sub-Committee that meets at least four times each calendar year. The Representative Teams Sub-Committee consists of:
 - The Representative Convenor
 - An Official from each Representative Team
 - The Treasurer
 - The Carnival Convenor
 - The Umpires Convener
- 4.2. If deemed appropriate by the Representative Convenor, other members are co-opted to the Representative Teams Sub-Committee in the form of:
 - Uniform Coordinator
 - Accommodation and Travel Coordinator
- 4.3. Minutes of each Representative Teams Sub-Committee meeting are taken and made available online, however discussion items deemed by the Representative Convenor to be private are not published.
- 4.4. At each Representative Teams Sub-Committee meeting, the Official present from each Representative Team gives a small status report on their team. A hard copy of this report is given to the Representative Convenor at the meeting.

5. Player Nomination

General

- 5.1. A player nominates in that player's Primary Age Group. A Player may be considered to trial for a higher age group, but only as set out in 6.2.
- 5.2. Prior to the commencement of the first Representative training session, a Selected Player must obtain the following accreditations:
 - i. Registration as a playing member of MNA
 - ii. Rules of Netball Theory (excluding 11's development)

Nomination Prior to Commencement of the Player Selection Process

- 5.3.** To nominate as a Player, an individual completes an MNA Representative Player Nomination Form in full and submits that form by the nominated closing date and time as noted on the MNA Representative Player Nomination Form. To be eligible to nominate, an individual must be a registered member of Netball NSW or commit to becoming a registered member prior to commencement of the first selection trial that forms part of the Player Selection process set out in section (6), all with the understanding that the registration period ceases on December 31st of each year.
- Nominations need to be handed into the office window at netball or be emailed to the Representative Convenor at repnetball.muswellbrook@gmail.com

Nomination During the Player Selection Process

- 5.4.** To nominate as a Player, an individual notifies the Representative Convenor in writing, providing:
- An explanation as to why the nomination was not submitted by the nominated closing date and time, and
 - A fully completed MNA Representative Player Nomination Form.
 - Confirmation that they are registered with Netball NSW.

If, in the opinion of the Representative Convenor, the explanation is considered to have merit, the Representative Convenor submits a proposal for inclusion of the individual in the trialling squad for consideration and, if thought fit, approval by the Executive. To be considered further, the individual must then attend all of the subsequent selection trials.

Nomination Subsequent to Completion of the Player Selection Process

- 5.5.** An individual who was not a registered MNA player in the previous season due to recently moving to the area, returning to the association after a period of absence or other circumstances deemed relevant by the Executive, and who registers with MNA after completion of the Player Selection process set out in section (6), nominates as a Player by notifying the Representative Convenor in writing. This nomination will be considered by the executive committee in consultation with the appointed team coach with the decision to appoint an additional player made at their discretion. No existing selected player will be dropped to make way for a late addition.
- 5.6.** All individuals who submit a fully completed MNA Representative Player Nomination Form in accordance with any of 5.3, 5.4, or 5.5, is issued with a Representative Handbook. It is required that all individuals and/or Parents/Caregivers (if under 18 years old at time of submission) read, understand, and sign an agreement of this prior to the nominated trials dates. A nomination by an individual who is under 18 years of age at the time of nomination is not accepted unless accompanied by the signature of a parent/guardian prior to submission.
- 5.7.** An individual seeking exemption from any part or parts of this Player Nomination process submits a letter to the Representative Convenor stating the grounds on which the exemption is sought. Applications for exemption are submitted by the Representative Convenor for review and adjudication by the Executive on a case by case basis.

6. Player Selection

Selection Panel

- 6.1.** Player selection is overseen by a Selection Panel whose members are nominated by the Representative Convenor and ratified by the Executive. The Selection Panel consists of three (3) members. Of these three members, the appointed team coach and 2 others who are either an MNA member or an appropriate external person as notified to and accepted by the Executive. At least one of the three Selection Panel members is a member of the Selection Panel for all Representative Teams for a given year.

Selection Process

- 6.2.** To commence the Selection Process, there must be a minimum of six (6) Player Nominations before a squad is trialled for that age division. Irrespective of the number of Trialling Players, selection is not guaranteed. In the event that there are less than six nominations for an age division at the nominated closing date & time, a further 7 days is allocated during which additional nominations can be sourced. If there are no further nominations, the team may be abandoned. Those individuals that nominated for Player on or before the extended nominated closing date and time may be considered to trial for an older age division if they choose. It is important to note that Netball NSW will only allow three (3) Players in any one team to play in a higher age group.
- 6.3.** Once the decision is made to trial a squad, a series of selection trials is convened. Selection trial dates are nominated by the Representative Convenor and ratified by the Executive. Notification of Trialling dates will be given in writing to all approved nominating players, at least one week prior to commencement of Selection Trials, additional dates may be required as per Clause 6.5.
- 6.4.** At the conclusion of the first selection trial, the appointed Coach advises the Representative Convenor how many players he/she would like selected for the team.
- 6.5.** Trialling Players must attend and/or be viewed by the Selection Panel at least twice at trials unless prior agreements have been approved by the Representative Convenor and the executive. If deemed necessary, further selection trial sessions may be scheduled until such time as the Selection Panel is sure of its determination.
- 6.6.** A Player that is unavailable for a particular selection trial advises the Representative Convenor in writing no later than 24 hours before the trial they will miss. Failure to communicate non-attendance prior to the trialling session may be deemed as withdrawal from the selection process
- 6.7.** A player with one or more serious injuries is ineligible to trial for representative selection until that player presents a medical certificate giving clearance to play netball. Any injured players that are unavailable for a selection trial, advises the Representative Convenor in writing no later than two days before the trial they will miss. If the injured player remains unavailable for all selection trials, they can still be considered for selection at the discretion of the appointed panel based on their merits as a player from previous seasons.
- 6.8.** All Trialling Players will be allocated a number, this number is to be written on their arms and legs to assist the Selection Panel in identify them. These numbers will remain the same for each of the trial selections.
- 6.9.** During the selection process, all spectators are to be seated on the opposite side of the court to the Selection Panel.

Selection Process Outcomes

- 6.10.** Once the appointed coach has been advised of the team selection outcome, the team will be announced on the MNA website and Facebook page.

-
- 6.11.** All selected players are required to pay a non-refundable commitment fee of \$100 by the due date determined by the Representative Convenor.
- 6.12.** An appointed coach can offer any unselected player, the opportunity to become a Training Partner for the purposes of further development. The \$100 deposit referenced in Clause 6.11 does not apply to a Training Partner unless that player transitions to become a selected player.

7. Official Application and Appointment

Coach

- 7.1. Existing Representative Coaches and Assistant Coaches are advised in writing and information is placed in/on the following media sites when applications for Coach positions are open:
 - MNA website
 - MNA Facebook page
 - PA announcements at Saturday Netball
- 7.2. An applicant for a Representative Coach position is required to hold the following accreditations which must be current at the time of application submission or agree to obtain them prior to the commencement of the Representative Training Season, or other time agreed with the Representative Convenor and Executive.:
 - Rules of Netball Theory
 - Development Coaching (online and face to face)
- 7.3. An applicant for a Representative Coach position completes the MNA Representative Coach Application Form in full. The form is available on the MNA website. An incomplete application form will be deemed unsuccessful and given no further consideration in the selection process.
- 7.4. Coach application and appointment is overseen and voted on by the Executive. Any person who has a conflict of interest during this process removes themselves from the decision making process. The decision arising from this process is final.
- 7.5. A successful applicant is notified in writing by the Representative Convenor. In response, the successful applicant completes and signs the Official's Acknowledgement of Procedures & Codes of Conduct set out in Appendix 1 and returns that to the Representative Convenor prior to commencement of the first selection trial.
- 7.6. An unsuccessful applicant can receive feedback on their application in writing from the Representative Convenor upon request.
- 7.7. Via the Representative Convenor, the Executive may offer any unsuccessful applicants the opportunity to apply for any vacant Coach or Assistant Coach positions.
- 7.8. Late nominations for Coach positions will only be accepted/considered if Coach applications are reopened for unfilled positions. Applicants are notified by the Representative Convenor in writing of the closing date for the positions.
- 7.9. An appointed Coach will receive a copy of their team's player nominations as soon as practical after the closing date and prior to the start of the selection trials. The original list is retained by the Representative Convenor.

- 7.10.** The Representative Convenor issues each appointed Coach with a Coach's Pack. The Coach's Pack is issued under signature of a witness and, at the end of the representative season, is returned under signature of a witness. The Coach's pack contains:
- Keys to the toilets, storage shed, meeting room and lights; and,
 - Two sets of positional patches.
- 7.11.** A Coach who gains the Development Coaching Face to Face accreditation or higher may be reimbursed costs by MNA. A request for reimbursement is submitted in writing to the Executive and is reviewed on a case by case basis. Only the direct cost of both the on-line and face to face components of the course is considered for reimbursement. Reimbursement of costs for accommodation, meals and travel are not considered.

Assistant Coach

- 7.12.** Existing Representative Coaches and Assistant Coaches are advised in writing and information is placed in/on the following media sites when EOI for Assistant Coach positions are open:
- MNA website
 - MNA Facebook page
 - PA announcements at Saturday Netball
- 7.13.** An EOI Applicant for an Assistant Coach position is required to hold the following accreditations which must be current at the time of application submission, or agree to obtain them Prior to the commencement of the Representative Playing Season, or other time agreed with the Representative Convenor:
- Rules of Netball Theory
 - Foundation Coaching as a minimum
- 7.14.** An EOI applicant for a representative assistant coaching position completes the MNA Representative Assistant Coach Expression of Interest Form in full. The form is available on the MNA website. An incomplete form will be deemed unsuccessful and given no further consideration in the selection process.
- 7.15.** Assistant Coach Expression of Interest and appointment is overseen and voted on by the MNA Executive in consultation with the appointed coach of the subject team. Any person who has a conflict of interest during this process removes themselves from the decision making process. The decision arising from this process is final.
- 7.16.** A successful applicant is notified in writing by the Representative Convenor. In response, the successful applicant completes and signs the Official's Acknowledgement of Procedures & Codes of Conduct set out in Appendix 2 and returns that to the Representative Convenor within one week of appointment.
- 7.17.** Any unsuccessful applicant/s can receive feedback on their application in writing by the Representative Convenor upon request.
- 7.18.** Via the Representative Convenor, the Executive may offer any unsuccessful applicants the opportunity to apply for any vacant Coach or Assistant Coach positions.
- 7.19.** Late EOIs for Assistant Coach positions are only accepted if Assistant Coach EOIs are reopened for unfilled positions. Applicants are notified by the Representative Convenor in writing of the closing date for the positions.
- 7.20.** A Representative Assistant Coach who gains the Development Coaching Face to Face accreditation or higher may be reimbursed costs by MNA. A request for reimbursement is submitted in writing to the Executive and is reviewed on a case by case basis. Only the direct cost of both the on-line and face to face components of the course is considered for reimbursement. Reimbursement of costs for accommodation, meals and travel is not considered.

Manager, Primary Carer and Trainer

- 7.21.** Information is placed in/on the following media sites when Expressions of Interest for Manager, Primary Carer and Trainer positions are open:
- MNA website.
 - MNA Facebook page.
- 7.22.** Any person wishing to apply for a manager, primary carer, or trainer position, must complete, in full (incomplete applications will not be considered), the 'MNA representative official' expression of interest form (found on the MNA website).
- 7.23.** Manager, Primary Carer and Trainer EOI and appointment is overseen by the Executive in consultation with the appointed Coach of the subject team. Any person who has a conflict of interest during this process removes themselves from the decision making process. The decision arising from this process is final.
- 7.24.** In the case of more than one (1) application, within the same team, for the same position, The Executive may seek additional information in relation to any EOI.
- 7.25.** A successful EOI applicant is notified in writing by the Representative Convenor. In response, the successful applicant completes and signs the Official's Acknowledgement of Procedures & Codes of Conduct set out in Appendix 2 and returns that to the Representative Convenor within one week of appointment.
- 7.26.** All unsuccessful applicants can receive feedback on their application in writing from the Representative Convenor upon request.
- 7.27.** Via the Representative Convenor, the Executive offers any unsuccessful EOI applicants the opportunity to apply for any vacant Manager, Primary Carer or Trainer positions.
- 7.28.** Late EOI's for Manager, Primary Carer or Trainer positions are only accepted if EOI's are reopened for unfilled positions. Applicants are notified by the Representative Convenor in writing of the closing date for the positions.

8. Player or Official Replacement

Player

- 8.1.** In the event that a player from a team incurs an injury during the season and is deemed unfit for Netball NSW Junior or Senior State Titles, it is at the discretion of the Coach and team Officials as to whether to replace this player. Any existing Training Partners designated for the team should be the first replacement options considered. Thereafter, any new player may not necessarily come from the original trialling list if the Coach feels that the unsuccessful players are not suitable for representative netball. The first players to be considered are from within MNA. If no such player is deemed suitable for representative netball or not a suitable replacement for the injured player's position, the Coach may seek permission to look outside of MNA. If a suitable replacement is found, the following process is applied:
- i. The Representative Convenor and Coach liaise to determine training and game expectations.
 - ii. The expectations so determined are referred to the Executive for ratification.
 - iii. The expectations are put to and discussed with the player. Agreement is reached, documented and signed by the player (and where appropriate the player's parent/guardian), the Coach and the Representative Convenor.
 - iv. The documented and signed agreement is referred to the Executive and, if ratified, the player then becomes a member of MNA by paying all costs set by MNA with the exception of the Netball NSW fee before playing for MNA. The player also fulfils all the duties required of a Representative Player and plays a minimum of three games for the representative team and their town team (17s/Opens exempt) in the Winter Competition.
- 8.2.** In the event of any changes to the team, the Coach notifies the Representative Convenor immediately.
- 8.3.** Should a Representative Team require additional players for a Representative Carnival (not including Titles or Leagues), due to injuries or illness, a request can be submitted in writing to the Representative Convenor to 'borrow' a player from a younger Representative Team, if that team is not already attending a Carnival on the same date. This will be assessed on a case-by-case basis.

Coach

- 8.4.** If it is deemed to be required, replacement of a Representative Coach is made by the MNA Executive. Reasons for replacement can be but are not limited to:
- Resignation of a coach
 - Inappropriate behaviour/ harassment toward a player, official or parent.
 - Failure to follow these Procedures.
 - Bringing MNA or the game of netball into a negative light.
- 8.5.** In regard to 8.4, a coach is given three chances. Advice is issued in writing by the Executive for each instance. After the third (3rd) instance, the Coach is required to attend a meeting with the Executive.
- 8.6.** Notwithstanding 8.4 and 8.5, any major breach as determined by the Executive committee may result in immediate replacement.

Other Official

- 8.7.** The Coach may propose to replace an Official through consultation with the Representative Convenor. The proposed replacement is submitted by the Representative Convenor to the Executive for approval.

9. Representative Teams

Constitution & Operation

- 9.1. Throughout the Representative season, but with the exception of State Titles, each team has a minimum of two and a maximum of three Officials. Mandatory inclusions in the makeup of Officials are one Coach and one Manager.
- 9.2. For State Titles, each team has a minimum of three and a maximum of four Officials. Mandatory inclusions in the makeup of Officials are one Coach, one Manager, and one Primary Carer.
- 9.3. Teams start with ALL playing members, including Training Partners, registered as full members of MNA.
- 9.4. Players, Officials and umpires associated with teams playing in carnivals / Regional League games before the MNA season starts are registered prior to team entry being submitted. They are registered either against their town or against the representative team before commencing any training with any team. Teams that do not have their players registered at this time do not attend the carnival / Regional League event.

Responsibilities - All Persons

- 9.5. A Training Partner is eligible to train with the associated representative team. At the discretion of the appointed Coach, a Training Partner is eligible to play in a representative team at Association Carnivals and must wear the recognised MNA representative uniform if doing so. A Training Partner is not eligible to play in a representative team at Regional League or at Junior or Senior State Titles.
- 9.6. All persons associated with an MNA Representative Team treat the storage shed, club house, bathrooms, canteen, courts, and the greater Karoola Park, with respect and clean up at the conclusion of activities therein.

Responsibilities - Players

- 9.7. To be eligible to play representative netball, a player plays in another registered team in the MNA regular competition. Members of 17 years and Opens Representative Teams are excused from this requirement if they choose. Where a 17 years or Opens Representative Team player chooses to play in another registered team, that team is considered their town team. Where a player's representative team and town team are scheduled to play concurrently, the player should preferentially play for the town team, provided that in so doing, that player's rep team is not caused to forfeit.
- 9.8. Players must attend all training sessions. If they are unable to attend, the Coach or another official nominated by the Coach is notified prior to the absence.
- 9.9. Players must attend all carnivals that the Coach selects throughout the season. If they are unavailable in any instance, this is provided in writing, in advance to the Team Manager and/or Coach.
- 9.10. Players must arrive at all carnivals in full uniform (no thongs, Ugg boots, dresses rolled down with shirts on top, etc.).
- 9.11. Each representative player must umpire two (2) games during the Association's regular Saturday competition. For each of these two (2) duties, the player receives a \$5 umpiring fee which is deducted from their teams' levies. A Representative player may be a reserve umpire, and under that circumstance, the player stays for the whole game. A player who umpires games in addition to the 2 mandatory duties receives a minimum of a \$5 umpiring fee, paid to the player at completion of each additional game. Higher umpiring fees are paid if player has obtained MNA or Netball NSW badges as per MNA Procedures.

Responsibilities - Officials

- 9.12. Training sessions are at the discretion of the Coach, but the duration of training is at least one (1) hour and not more than four (4) hours per week during school terms.
- 9.13. Coaches and Assistant Coaches are available when their players are umpiring to help and mentor where possible.
- 9.14. Officials set a good example to all players and association members.
- 9.15. Officials follow and fulfil their duties as set out in these Procedures.
- 9.16. Officials ensure that all information that is requested of them or their team is given to the requester on or before the requested date.
- 9.17. Officials adhere to all Netball NSW Codes of Conduct and MNA Procedures.
- 9.18. For each match in each event conducted under the auspices of Netball NSW in which the Team competes, the Primary Carer or a suitable delegate shall be present.
- 9.19. All monetary collections are supplied to the MNA Treasurer as outlined in Section 10.

Responsibilities - Teams

- 9.20. Representative teams play in the MNA Winter competition in a grade that the Grading Committee deems appropriate. Representative Teams play in all competition rounds but are ineligible to play semi-finals, finals, and grand finals.
- 9.21. Where a pre-season competition occurs, Representative Teams enter at the discretion of the Coach but are ineligible to win the competition.
- 9.22. Each Representative Team enters a minimum of four (4) carnivals throughout the representative netball season. The Netball NSW Regional League competition is deemed to count as one (1) carnival.
- 9.23. All Representative Teams eligible are encouraged to enter the Netball NSW Regional League competition.
- 9.24. It is the responsibility of each team manager/coach to nominate all carnivals (in writing) to the Carnival Convenor and the Umpires Convenor at the start of the season or as soon as practically possible.
At the time of carnival/regional league/state titles entries, it is the responsibility of the team coach/manager to have read the entry criteria and submit all details to the carnival convenor with the entry or as soon as available.
Details would include:
 - Divisions requested
 - Player and Officials
 - Names
 - Ages
 - netball IDs
 - Applications:
 - To play up age division
 - Division changes
 - Appeals for state titles, etc.
- 9.25. When the carnival list is submitted, the following is submitted to the Treasurer.
 - a separate debit slip to cover the cost of umpiring payments, 2 weeks prior to each planned carnival.
- 9.26. It is the expectation that all persons associated with MNA representative netball, will conduct themselves with integrity, pride and in a manner befitting a representative

player/official/representative of MNA at all training sessions, town games, carnivals, regional league, state titles and any other competition/events where they are representing MNA.

•

- 9.27.** The Carnival Convenor enters all teams for their nominated carnivals, including Netball NSW Regional League and State Titles.
- 9.28.** The carnival convenor will notify the team manager once carnival entries have been submitted. It is the responsibility of the team manager to notify the carnival convenor and umpires convenor as soon as possible if any changes/cancellations need to be made. Where possible, teams attending the same carnival sit together as a display of Association unity.

Responsibilities – Team Manager

- 9.29.** Representative Team Managers are responsible for the overall organisation, communication, and management of their appointed Representative Team.
- 9.30.** All information and communications from the Association and its representatives will be directed to the Representative Team Managers, who are then required to pass this on to their Teams Officials, Players and Parents/Guardians.
- 9.31.** Team Managers must attend all Representative Team Committee Meetings as organised by the Representative Convenor or provide an approved suitable proxy Official for any meetings they are unable to attend (as agreed with the Representative Convenor). These meetings are key to the organisation and planning of the Representative Netball Season and all teams MUST provide an attending Official.
- 9.32.** Team Managers must ensure all team registrations and other documentation is addressed and completed prior to the required dates.
- 9.33.** All queries from other Team Officials, Players and Parents/guardians must be directed to the Team Manager as the first point of call, for clarification with the Representative Convenor or any other relevant party. If any instigator of queries is not satisfied with the Team Managers actions, they should then escalate to the Representative Convenor, then if further escalation required, approach the Committee. Team Managers are to ensure their team are all aware of this.
- 9.34.** Team Managers must establish a team specific bank account (this CANNOT be a personal account) in conjunction with the Team Coach and MNA Treasurer, for the collection of all fundraising, levies and overall team funds and expenses as per Section 10. The MNA Treasurer must be an authorised person and signatory on this account.
- 9.35.** Team Managers are responsible for the obtaining of approval for, the seeking of and the obtaining of team Sponsorship in line with Section 10.
- 9.36.** Team Managers must attend their team's uniform try-on session to manage their team's uniform orders and required deposits, in conjunction with the Representative Convenor. The Representative Convenor is responsible for placing the orders with the product supplier.
- 9.37.** Team Managers are to handle the collection of all their team uniform funds from players, in line with their team's uniform orders. These funds are to be transferred in full to the MNA account as a single transaction to the full order value. A completed MNA Debit/Credit note must be sent to the Treasurer for this transaction.
- 9.38.** Team Managers will be responsible for the confirmation of all their team uniform orders in conjunction with the Representative Convenor, and then responsible for to distribute to their team as per the orders placed. Note, no orders will be distributed until that team's full order value has been received in the MNA account.
- 9.39.** Team Managers must obtain completed, signed medical forms for ALL Players and Officials of

their team, prior to commencement of any training or other team events. Copies of these forms must be kept on-hand at all times with the Team Manager or Primary Carer at all team events throughout the season.

- 9.40.** Two (2) weeks prior to any scheduled major team trip, involving One (1) or more night's accommodation as a team, or by organised transport as a team, the forms obtained as per clause 9.39, must be reviewed and re-signed and returned by the authorised signatory of the form to ensure all Players and Officials medical information is up-to-date prior to the trip. Copies of the reviewed forms must be kept on-hand with the Team Manager or Primary Carer at all times throughout the trip.
- 9.41.** Team Managers must schedule and ensure all Representative Players perform 2 x Rep Umpire Duties throughout the MNA town competition. Rostered players names must be provided to the MNA Umpires Convenor one week prior to the schedule round for inclusion in the umpiring roster. It is the Team Managers responsibility to ensure that players are present and punctual to perform their rostered duties.
- 9.42.** Team Managers are to handle the collection of all team levies as specified by MNA and have them paid to the MNA treasurer by the required date, including any relevant credit/debit notes.
- 9.43.** Team Managers are responsible for seeking approval for, the organisation of and the undertaking of any team fundraising activities to cover costs of the team Levies and expenses as per Section 10.
- 9.44.** Team Managers must organise their Team Officials, Player and Parents/Guardians for all Carnivals, Titles and any other events attended by the team. Including provision of all relevant event information, team equipment and any supplies required for any such event (e.g., First Aid kit, ice, Esky, bench, tent, trolley, water, food (Titles), etc).
- 9.45.** Team Managers, along with their peer Team Officials, must plan, organise and supply all required supplies and food (with the funds from the Levies) for their team, for the Titles event they attend.
- 9.46.** Team Managers must complete required debit/credit slips for the MNA treasurer for all Carnival Umpire Fees at least 2 weeks prior to any planned carnival, the treasurer will then provide cash funds as requested at the preceding Saturday netball in the MNA clubhouse office, for the Team Manager to collect. If the Team Manager fails to do so, they must pay the required Umpires Fee out of their own pocket at the event and request reimbursement post event by the process mentioned above.
- 9.47.** Team Managers must be available for and attend all Carnivals, Titles and Events that their Representative Team attends throughout their appointed season.
- 9.48.** Team Managers are required to conduct the official scoring of all their team matches at all carnivals, titles and any other events attended by the team as per that events rules.
- 9.49.** Team Managers may need to assist the Team Coach with the collection and tallying of any Players-Player or other votes throughout the season, at the Coaches discretion.
- 9.50.** In the event a Player is injured or becomes ill during any team event, Team Managers must communicate with the ill/injured Players Parents/Guardians immediately, advising the situation.
If the ill/injured Player's Parents/Guardians are not present, the Player is to remain in the supervised care of the Team Manager, Primary Carer or Team Coach until the Parents/Guardians arrive or make other arrangements, including if required, within an ambulance and/or hospital.
The attending Official must advise the Representative Convenor of the situation at the earliest convenience.
-

The attending Official must communicate with the Parents/Guardians regularly while the Player is in their care.

- 9.51.** It is the Team Managers responsibility to ensure all undertakings by their Team's Officials, Players and Parents/Guardians, or any other party acting on the team's behalf, are done so in-line with the MNA Policies and Procedures, and with the utmost integrity and diligence.
- 9.52.** It is the Team Managers Responsibility to ensure their Team's Officials, Players and Parents/Guardians understand that the Team Manager **MUST** be aware of all team undertakings/activities, so as to be able to ensure compliance with MNA Policies and Procedures.
- 9.53.** Team Managers must oversee all expenditure of team funds and maintain receipts and evidence of all expenses throughout the season as per Section 10.
- 9.54.** Any breaches of the MNA Policies and Procedures by any Representative Team or any parties acting on that team's behalf, will result in investigation by the Representative Convenor and the Executive Committee, from which that teams Team Manager will be required to attend an Executive Meeting to discuss and assist with further investigations.
- 9.55.** Team Managers may obtain assistance from their peer Team Officials or Parents/Guardians to assist with organising their team. However, the ownership and responsibility of these activities fall on the Team Manager at all times.
- 9.56.** If a Team Manager cannot fulfill any of the above responsibilities for any reason, they must advise the Representative Convenor immediately, with suitable reasoning and timing so as not to disadvantage their appointed team.

10. Finance, Fundraising and Sponsorship

General

- 10.1. At the discretion of the Team Coach/ Representative Convenor/ MNA Executive, any items such as balls, training aids, equipment, shade structures, containers etc. but not limited to the abovementioned purchased with sponsorship, fundraising or levy money for a specific team is the property of MNA. These items may stay with the team / coach until such time as they are no longer playing or coaching for MNA. An itemised list of these items advised to the Representative Convenor in writing at the end of each season; this includes items carried over from the previous year. All items retained by MNA will be reallocated to this same playing group the following season (e.g., this year's U12s team's items are allocated to next year's U13s team).
- 10.2. Teams do not seek fundraising and/or sponsorship until all teams are selected and the Representative Convenor has spoken to Coaches and Managers regarding the process. Failure by a team to follow these fundraising and sponsorship procedures process results in review of the team's fundraising and sponsorship activities by the Executive

Finance

- 10.3. The Treasurer presents a report at each of the Representative meetings.
- 10.4. Bank details for management of direct deposits are held by the Treasurer. The Treasurer provides the Manager with the MNA Financial Responsibilities and Guidelines. When depositing fundraising or sponsorship monies into the nominated MNA bank account, the Manager follows those Financial Responsibilities and Guidelines, as detailed in Appendix 3.
- 10.5. The MNA Treasurer will complete the Financial Responsibilities and Guidelines dates for when levies are due in full, in addition to providing an approximate cost of Levies for the upcoming Representative Season, to all Team Managers at the commencement of the Representative Season.

Fundraising

- 10.6. Through the Fundraising/Sponsorship Coordinator and/or the Representative Convenor, MNA oversees all sponsorship and fundraising application/activities for the representative teams.
- 10.7. MNA holds one or two Representative Fundraising Day/s each year as determined by the Fundraising/Sponsorship Coordinator/Representative Convenor. For these days, all Representative teams work together, and funds raised are distributed equally among participating representative teams.
- 10.8. Separate to the fundraising days referred to in 10.7, each individual representative team is entitled to hold one approved fundraising activity, this includes any fundraising activities conducted by others for the benefit of any representative team. Any such activity shall be presented to and approved by the Representative Convenor prior to its commencement. All fundraising activities must provide traceable accounting of all funds into and out of these events, to the Representative Convenor and the MNA treasurer within 1 week of activity taking place and funds transferred to the MNA account and a deposit slip emailed to the treasurer.
- 10.9. All Representative players are given the option to either fundraise or pay the player levy in full once all sponsorship monies have been received. If the player decides to pay the player levy in full, this is advised in writing to the Manager to forward onto the Representative Convenor.
- 10.10. No fundraising commences prior to sponsorship lists have been approved.
- 10.11. Each team has one member on the Fundraising Committee who attends all meetings, usually the Manager.

Sponsorship

- 10.12.** All sponsorship monies must come to MNA only, directly from the sponsor, in the form of a cheque or direct deposit. Bank details for management of direct deposits are held by the Treasurer. Upon request, the Treasurer will provide all sponsors with an invoice for payment for traceability. These sponsorship monies are for the sole benefit of the intended representative team.
- 10.13.** At the commencement of the Representative Season, the MNA Treasurer provides each team Manager with the MNA Financial Responsibilities and Guidelines as per Appendix 3 When depositing fundraising/Sponsorship monies into the nominated MNA bank account, the Manager must follow the Financial Responsibilities and Guidelines.
- 10.14.** Each Representative Team only approaches sponsors, as approved by the Fundraising/Sponsorship Coordinator and/or the Representative Convenor.
- 10.15.** All monies raised through sponsorship over and above the required levies amount that is not spent for a suitable reason (e.g., team hoodie advertising team sponsors), must be returned to MNA for carrying over to the following season, for the benefit of the same playing group (e.g., this year's 12s funds, become next year's 13s funds).
- 10.16.** The following steps are taken each time a new sponsorship is sought.
- Step 1: Individuals proposing sponsors provide a Team Official with potential sponsor names
 - Step 2: The Team Official submits sponsor names to the Fundraising Committee and/or the Representative Convenor for approval to approach
 - Step 3: The Fundraising Committee Coordinator or the Representative Convenor contacts the Team Official on approval
 - Step 4: The letter Supplied by MNA is given to the sponsor on behalf of the team formally seeking sponsorship
- 10.17.** Failure by a team to follow the process set out in the representative procedures results in review of the team's sponsorship activities by the Executive. Offending officials will be required to attend an MNA executive Meeting to discuss breaches and further appropriate actions may be taken.

Levies

- 10.18.** Levies are set by the MNA Executive each year for Players and for Officials to cover the costs of attending and competing at Netball NSW Junior or Senior State Titles.
- 10.19.** The Manager maintains a levies fund account for that Manager's Representative Team and maintains accurate records of monies paid into that account by Players and Officials, This must not be a personal bank account, but one that has been opened specifically for use by the representative team and the MNA Treasurer must be an authority with the bank with full access rights to the account.
- 10.20.** Each year, if MNA are in a financial position to do so, and MNA Executive approve, MNA will contribute the following amounts to the levy fund of each Representative Team:
- A lump sum amount equivalent to the cost of levies for one Official
- 10.21.** The levy amount for each team is paid into the nominated bank account in full one month prior to the Netball NSW State Titles in which the team is competing. MNA will not transfer into a personal account. Players who have not paid their levies by the due date have their names forwarded to the Executive by a team official for review. For the Development Squad, all levies are deposited by the nominated date.
- 10.22.** A family that will pay for four or more levies in one year can request through the Manager for MNA to pay one of these levies. The Manager submits a request in writing to the Representative

Convenor for consideration by the Executive. If approved by the Executive, MNA will meet the cost of the lowest value levy.

- 10.23.** There are provisions for financial hardship applications. If a team manger believes there are grounds for a financial hardship application, they are to speak with the representative convenor who will liaise with the Executive and decide on the available assistance that can be provided. All details will be omitted from any publicly available minutes and conversations/details kept confidential.
- 10.24.** Managers will be required to submit a debit slip to the treasurer at least three (3) weeks prior to state titles in order to receive the levy monies to purchase food/drinks/items etc to attend the state titles.

11. Uniforms and Equipment

General

- 11.1. A uniform try-on night is organised by the Representative Convenor prior to December of each calendar year. Each Representative Team Manager completes their team's uniform order sheet. This information is then submitted to the Representative Convenor as and when requested.
- 11.2. At the uniform try-on night, any representative player requiring a full uniform, must pay a \$200 deposit.
- 11.3. Anyone who is ordering a recognised MNA Representative bag pays in full for the bag before an order is placed.
- 11.4. Where a Team elects for the players' names to be embroidered onto the Representative track suit jacket, the location of the embroidered name is immediately above the MNA logo.
- 11.5. Autographs from, amongst others, elite netball players appear on the back only of the MNA tracksuit jacket or shirt only. Autographs cannot appear on the MNA Representative dress
- 11.6. Uniform transition period - In the event that the MNA uniform changes, all players and officials MUST update their uniforms to the new format within 3 calendar years.

Uniforms - Development Squad Players

- 11.7. The following MNA uniform items are the only acceptable visible attire for Development Squad Players when representing MNA at any netball competition event.
 - Representative shorts
 - Representative shirt
 - Representative socks
 - Black MNA hoodie

Uniforms - Representative Team Players

- 11.8. The following MNA uniform items are the only acceptable visible attire for Representative Team Players when representing MNA at any netball competition event.
 - Representative dress and bummers
 - Representative track suit jacket
 - Representative track suit pants
 - Representative shirt
 - Representative socks
- 11.9. The following MNA branded item is required for representative players for non-formal MNA events
 - Black MNA hoodie
- 11.10. MNA Representative Player uniform dress code:
 - Only MNA Bummers are permitted under the Representative Dresses
 - MNA dresses must be an acceptable length, where a player is in a natural standing position, the bummers are not visible

Uniforms - Officials

- 11.11.** The following MNA uniform items are the only acceptable visible attire for Officials when representing MNA at any netball competition event.
- Representative track suit jacket
 - Representative track suit pants
 - Representative shorts
 - Representative shirt
 - Representative socks
- 11.12.** The following MNA uniform items are available for purchase by Officials but are not visibly worn when representing MNA at any netball competition event.
- Black MNA hoodie

Equipment

- 11.13.** Each Representative Team Player uses the recognised MNA Representative bag when representing MNA, which will be embroidered with their name on the top panel.

12. Umpires

- 12.1.** The Umpires Convenor allocates umpires to Representative Teams for general representative carnivals.
- 12.2.** For general representative carnivals, the Team pays the allocated umpire the applicable daily fee on the day, this being \$80 for Association badged umpires & \$120 for National badged umpires. The Team also considers offering transport for the umpire to the carnival.
- 12.3.** An umpire who represents MNA at Netball NSW Junior or Senior State Titles who has achieved a "C" badge or higher is supplied with an MNA Umpire's shirt.
- 12.4.** MNA meets the following costs for umpires umpiring at Netball NSW Junior or Senior State Titles:
- Accommodation
 - Meal allowance equivalent to the Team levy allocations for breakfast, lunch and dinner
 - A fee determined by the Executive for petrol expenses if travelling by private vehicle
 - \$150 per day for umpiring, paid at the end of the Titles

13. Accommodation and Transport - State Titles

- 13.1.** MNAs Representative Convenor organises buses for transport to Netball NSW Junior and Senior State Titles.
- 13.2.** Where only one Team is attending a particular venue and a smaller bus and driver is arranged by the Team, the Treasurer provides a petrol allowance of \$200 to the Team Manager. The person driving the bus supplies a copy of their driver's license and a copy of their Working with Children Check to the Representative Convenor. The person driving the bus also registers with MNA as a non-playing member.
- 13.3.** All Representative teams attending the same Netball NSW Junior or Senior State Titles venue travel to and from the venue together.
- 13.4.** MNA pays for the accommodation and meals (as per the team levy) for the bus drivers.

-
- 13.5.** Accommodation is organised by the Representative Convenor as close to the venue/s as possible.
- 13.6.** Accommodation is booked with teams having players and/or officials sharing a double bed to minimise costs where appropriate.
- 13.7.** Generally, when accommodation arrangements are in place a female official is planned to be accommodated in each room with the players, however MNA cannot guarantee this.
- Where this is not possible due to venue maximum occupancy standards & bedding configurations, a female official will be accommodated on the same floor within the same accommodation venue as the players.
 - Any player with special requests in regard to 13.7 may submit a request to the Representative Convenor for consideration, no later than 60 days prior to the commencement of the applicable State Titles.
- 13.8.** If beds are to be shared by adults and players, adults share only with their own children.
- 13.9.** Officials, Players, or parents of players do not contact the transport company or with accommodation venues to discuss travel or accommodation requirements. Such contact is made only by the Representative Convenor or by such other person as delegated by the Representative Convenor.

14. General Representative Information

Representative Information Night

- 14.1.** When possible, the Representative Convenor organises a Representative Information Night for persons associated with representative netball for the following calendar year.

Representative Presentation Night

- 14.2.** The Representative Convenor organises the venue and the order of proceedings for the annual Representative Presentation Night which is held during the period between completion of Netball NSW Junior State Titles and MNA Grand Final Day. There may be a small cost per person or family to attend the Representative Presentation Night.

Representative Awards

- 14.3.** The appropriate one of the following Representative Patches is presented to each Official and to each Player in each Representative Team:
- Player
 - Coach
 - Manager
 - Primary Carer
 - Assistant Coach
 - Trainer
- 14.4.** An Umpire Representative Patch is presented to each Umpire who umpires at Netball NSW Junior or Senior State Titles.
- 14.5.** The following awards are presented at the Representative Presentation Night. For awards associated with Development Squad Players or Representative Team Players, the names of award recipients are established through a process determined by the Coach. The Coach provides the names of award recipients to the Representative Convenor.
- 14.6.** The following Representative Trophies are presented for each Representative Team:
- Players' Player – as voted by the players throughout the representative season

- ii. Coach's Award – Coach's discretion
 - iii. Player of the Year – Determined by each teams Officials
- 14.7.** Normally, each team awards one trophy for each of i. to iii. of 14.6. Where, however, the Team has finished in the top three of their allocated Division at either of Senior or Junior State Titles, awarding of additional trophies for ii. and iii. can proceed upon the recommendation of the Coach and with the approval of the Representative Convenor.
- 14.8.** Development Trophies - The following trophies are presented for the Development Squad:
- Most Consistent – Determined by each teams Officials
 - Coach's Award– Coach's discretion
 - Most Improved – Determined by each teams Officials
- 14.9.** Each Official and each Player of a Team that finishes in the top two of its allocated Division at either of Senior or Junior State Titles is presented with a gift from MNA to recognise the achievement.
- 14.10.** On a case by case basis, and in response to a recommendation from the Representative Convenor, the Executive approves other special awards associated with Representative Netball.

Unprecedented Events or Pandemics

- 14.11.** In the event of any Unprecedented Events or Pandemics, MNA and its subcommittee's will obtain and follow advice provided to them by Netball NSW. Netball NSW liaise with NSW Health and other relevant governing bodies to best determine suitable actions and directions for the Netball community.

Appendix 1 Official's Acknowledgement of Procedures & Codes of Conduct (Coach)

Once appointed, and prior to commencement of the first selection trial, a Coach completes, signs and dates this undertaking and returns it to the Representative Convenor.

I _____ (insert name), Coach of the _____ team for 2022 acknowledge and undertake to follow the Muswellbrook Netball Association Representative Procedures as updated August 2021, the Muswellbrook Netball Association Procedures, and the Netball NSW Coach Code of Conduct during the 2022 Representative season. I will ensure that my team's Officials are also aware of the Muswellbrook Netball Association Representative Procedures as updated August 2021, the Muswellbrook Netball Association Procedures and the relevant Netball NSW Codes of Conduct pertaining to their position.

I understand that if I do not honour this undertaking then I may be removed from my appointed position of Coach.

Signature: _____

Date: _____

Appendix 2 Official's Acknowledgement of Procedures & Codes of Conduct (Assistant Coach, Manager, Primary Carer, Trainer)

Once appointed, and within one week of such appointment, an Official completes, signs and dates this undertaking and returns it to the Representative Convenor.

I _____(insert name), _____(insert position) of
the _____ team for 2022 acknowledge and undertake to follow the Muswellbrook
Netball Association Representative Procedures as updated August 2021, the Muswellbrook Netball
Association Procedures and the Netball NSW Codes of Conduct pertaining to my position.

I understand that if I do not honour this undertaking then I may be removed from my appointed position
of _____(insert position).

Signature: _____

Date: _____

Appendix 3

FINANCIAL RESPONSIBILITIES & GUIDELINES

for Representative Coaches, Assistant Coaches & Managers

All Representative Teams are required to abide by these guidelines in order to assist the Association Treasurer to manage the Associations accounting regarding all financial transactions.

- **ALL** financial transactions will need to be accompanied by a credit/ debit form (please see attached)
- **SPONSORSHIP** money received must note sponsors name on the credit form.
- **ALL** fundraising money received must note the source on the credit form.

All money collected by representative teams either from sponsorship or fundraising **MUST** be deposited into the Association bank account.

Money can be paid by EFT, Cheque, cash, or direct deposit in person or during netball season either given to me in person or given to an official at the office. The Netball Association banks with Regional Bank Account details As follows:

Account Name: Muswellbrook Netball Association
 BSB: 932 000
 Account Number: 429 138

All deposits will need a **reference** of:

Team ID & relevant Code eg:

DSL

= *Development Squad Levies*

ID Key: *Development Squad* = **DS**
 Under 12's = **12** *(same applies for all age groups)*

CODE KEY: *Levies* = **L**
 Sponsorship (list sponsor name) = **S**
 Uniforms = **U**
 Other (write relevant details) = **O**

*If you have any concerns, questions or helpful ideas please don't hesitate to contact
 Muswellbrook Netball Association & Representative Treasurer.*

Appendix 3

FINANCIAL RESPONSIBILITIES & GUIDELINES

for Representative Coaches, Assistant Coaches & Managers

UNIFORMS: All money for the entire team uniform order must be paid before uniforms will be released. Any representative player ordering an entire uniform must pay a deposit of \$200.00. If ordering a bag it must be paid for prior to being ordered (estimated cost \$50.00 'in 2021').

LEVIES: All team levies will be due in full by the date specified on your levy information.

SENIOR STATE TITLES LEVIES DUE IN FULL BY _____

JUNIOR STATE TITLES LEVIES DUE IN FULL BY _____

Attached is an approximate cost of levies for the upcoming representative season. Please be aware these costs are subject to change as final expenses are determined as the State Titles approach. The costs will be confirmed as early as possible, and teams will be notified accordingly.

ATTACHMENTS

- Credit/ Debit form
- Estimated levies

***If you have any concerns, questions or helpful ideas please don't hesitate to contact
Muswellbrook Netball Association & Representative Treasurer.***

Appendix 3 FINANCIAL RESPONSIBILITIES & GUIDELINES for Representative Coaches, Assistant Coaches & Managers

CREDIT NOTE

Team: Muswellbrook _____ (age) Representative team for _____ (year).

Date: _____ Team Representative: _____

Total amount of deposit: \$ _____

Receipt No. (EFT): _____ Chq No. (s) _____

Cash Amount: \$ _____

Being For:

Uniform: \$ _____

Levies: \$ _____

Sponsorship: \$ _____

Other: \$ _____

Representative Signature

Treasurer Signature confirmed

DEBIT SLIP

Team: Muswellbrook _____ (age) Representative team for _____ (year).

Date: _____ Team Representative: _____

Total amount of deposit: \$ _____

Being For:

First Aid: \$ _____

Accom.: \$ _____

Carnival: \$ _____

Umpires: \$ _____

Other: \$ _____

Representative Team Bank Account Details

Account Name: _____

Account BSB: _____

Account Number: _____

NOTE: No funds will be transferred to private accounts.
This **MUST** be an Approved team specific account **ONLY**.

Representative Signature

Treasurer Signature

Appendix 3 FINANCIAL RESPONSIBILITIES & GUIDELINES for Representative Coaches, Assistant Coaches & Managers

REPRESENTATIVE TEAM LEVIES _____ (year)

TEAM: _____ (age) Representative Team

OFFICIALS: _____ Coach
 _____ Assistant Coach
 _____ Manager
 _____ Primary Carer

NOTE: Minimum of **3** Officials required per team for State Titles Events.

NUMBER OF PLAYERS: _____

	PLAYERS	OFFICIALS
First Aid	\$	
Carnivals (____ entry fees)	\$	
Carnival Umpire Payment (____ carnivals)	\$	
Accommodation **	\$	\$
Breakfast (3 x \$____)	\$	\$
Lunch (3 x \$____)	\$	\$
Dinner (3 x \$____)	\$	\$
Lunch (Trip Down)	\$	\$
Weekend Expenses**	\$	
TOTAL	\$	\$

**Total amount due for team \$ _____

** Weekend Expenses is total cost of \$ _____/team divided by the number of players in team

** Accommodation subject to change once final numbers and rooms are confirmed

** Levies due in full by _____ (date)