



Representative By-Laws

1 Management of Representative Teams

- 1.1 The SHNA Representative Coordinator is responsible for the management and organisation of the Representative Program as per Appendix 5.
- 1.2 The Southern Highlands Netball Association (SHNA) Representative Coordinator is to be nominated and passed at the SHNA Annual General Meeting (AGM).

2 Appointment of Selectors, Coaches, Assistant Coaches and Managers

- 2.1 SHNA will advertise all official positions on the SHNA website requesting nominations for the positions. Nominations for Representative Officials shall be submitted in writing to the Association secretary by the end of September or as advertised.
- 2.2 Appointments will be decided by the SHNA Executive Committee and passed at the October Executive Meeting or at a time stipulated by Executive members. Managers will be appointed following the selection of teams.
- 2.3 The SHNA Executive Committee will appoint the positions to the most appropriate applicants.
- 2.4 The SHNA Executive Committee is to appoint a minimum of three (3) and maximum of five (5) selectors to form the Selection Panel.
- 2.5 Allocation of coaches will be determined by the applicants coaching experience and qualifications. Representative Coaches, at a minimum, are expected to have completed the Foundation Coaching Course or working towards this level in the year of their appointment.
- 2.6 Where the Executive Committee is of the opinion that the applicants skills and abilities do not match the needs of the team under consideration for appointment, the Executive Committee has the right to appoint another person who may not necessarily have applied for a position by the closing date.
- 2.7 All appointed and unsuccessful applications are to be officially notified in writing of their success or non-success by the Representative Coordinator.
- 2.8 Representative Coaches, Assistant/Trainee Coaches and Managers must sign and return the respective Agreement document (Appendix 1-4) to SHNA Representative Coordinator before they can represent the Association. Any SHNA Representative party not adhering to their respective Agreement document or Netball NSW Codes of Conduct are to be referred to the Executive Committee to determine the appropriate course of action.
- 2.9 All Representative Officials are to complete the Working with Children check as per Netball NSW guidelines.

3 Eligibility of Officials

- 3.1 Selectors, Coaches and Managers qualifications and experience are to be taken into consideration before appointments are made.
- 3.2 Selectors for the 12–17 year teams must not be involved in their official capacity with their own child's team.
- 3.3 Selectors must declare any conflicts of interest and stand down if the integrity of the selection process is compromised.
- 3.4 Selectors must agree to abide by and sign the Code of Conduct/Agreement in relation to their position.
- 3.5 Representative Coaches, at a minimum, are expected to have completed the Foundation Coaching Course or working towards this level in the year of their appointment.
- 3.6 All coaches, assistant coaches and trainee coaches must have passed the online theory umpire exam.

4 Eligibility of Players

- 4.1 Representative players will be selected each year by the appointed SHNA Representative Selection Panel, into their appropriate age group.
- 4.2 All players seeking selection must be a registered member of an affiliated club within the Southern Highlands Netball Association in the year of selection. Consideration will be given to any player not conforming to this criterion due to extenuating circumstances (i.e. injury, illness, new to the district). This decision will be made by the Executive Committee.
- 4.3 In the year of representing SHNA, all players must be registered with Netball NSW and play a minimum of four (4) SHNA club games prior to the State Age and State Championships.
- 4.4 Under exceptional circumstances a player or players may be sought from another association due to the position/positions not being filled within SHNA, only following approval from SHNA Executive Committee.
- 4.5 Players may be considered for selection into a higher age group at the discretion of the SHNA Executive.
- 4.6 All players shall be bound by the player agreement signed by each player and co-signed by their parent/guardian if the player is under 18 years of age.
- 4.7 Where there is a minimum of five (5) players trying out for a particular age group and it is not possible or appropriate to draw from other age groups to make a team of at least nine (9), the Executive Committee has the discretion to invite the additional numbers necessary to make a team using players from other Associations. In such cases the players from the original nominations and selection process are not to be replaced by the invited player/players. All invited players and the final team composition must be approved by the Executive Committee. Players from out of area may be exempt from playing in the Southern Highlands winter competition but must commit to a minimum of one (1) training session per week.
- 4.8 Applications received by players who move to the Southern Highlands after the selection process has been finalised may be considered for a position on a team if the number of players falls below 10. The Representative Coordinator, on the basis of a player's past experience and/or performance in club games, may invite the player to train with the team. If the player is deemed to be of a high enough standard the player may be considered to join the team. All final decisions on such matters and team composition must be passed by the SHNA Executive Committee.

5 Application of the Selection Policy and Process

- 5.1 Consistent and conscious application of SHNA and Netball NSW Policies.
- 5.2 Communication and clear explanation between all.
- 5.3 Selection processes to be fair to all.
- 5.4 Appointment of high quality and experienced selectors.
- 5.5 All selections to be passed through SHNA Executive before announcement.

6 Nominations for player selection

- 6.1 Nomination forms will be available on the Association's official website.
- 6.2 Applicants will be responsible for submitting completed official nomination forms to SHNA by post, email or to the SHNA clubhouse at Eridge Park Netball Courts marked for the attention of the Representative Coordinator before the cut off date as advertised.
- 6.3 Junior nominees must be members of a club affiliated with the Association. All players under 18 years of age must have a signed parental consent to participate in all representative activities including representative trials.

7 Player's responsibilities in the selection process

- 7.1 Players are to nominate two (2) positions. Players may be requested to trial other positions by the selectors in addition to the two positions if required.
- 7.2 Players involved in selection trials must not wear any article of SHNA representative clothing.
- 7.3 Players unable to attend selection for a legitimate reason will only be considered by the Selection Panel if

a written explanation is submitted to the Representative Coordinator before the trials occur. A certificate from a health professional may be requested by the Representative Coordinator or Executive Committee.

8 Objectives and principles of SHNA Representative Selection Panel

- 8.1 Ensure that selection process is carried out with integrity, fairness and non-bias.
- 8.2 Ensure that all players trialling are given equal court time and opportunity to demonstrate their playing ability.
- 8.3 To identify the best athletes in their relative age groups to represent SHNA at State Age and State Championships.
- 8.4 Select a minimum of 9 (nine) and maximum of 12 players for each team.
- 8.5 Identify athletes with the ability, after specialist coaching and match practice, to make it to the championship levels. These players may be selected as reserves and/or invited to train with the representative team to ensure depth of talent within SHNA and develop short and long term plans for future development.
- 8.6 Reserve Selectors shall assume the role of a selector should a member of the selection panel be unavailable for a phase of the selection process.
- 8.7 Should it be deemed that a member of the Selection Panel has a conflict of interest in any area of the selection process, the selector is required to step down from that process and be replaced by the Reserve Selector.
- 8.8 A list from the selection panel detailing all selected squads/teams must be submitted to the SHNA Executive Committee and Team Coach by the Representative Coordinator for ratification before announcement.
- 8.9 Notification of selection results: Senior State Titles and Junior State Titles teams for all age groups will be posted on the SHNA website once ratified by the Executive no later than one week following Executive meeting. The SHNA Representative Coordinator will then send each successful player a congratulations/information/ Agreement letter.

9 Player acceptance of their representative position

- 9.1 All chosen players will receive an email informing the player that they have been selected and an Agreement which needs to be signed and returned to the Association by the date stipulated in the letter.
- 9.2 Players are to pay \$200 deposit to SHNA when they accept their position by the date stipulated in the letter. This deposit is non-refundable if a player stands down from the position on the team.
- 9.3 Medical forms are to be completed and returned to the Team Manager by the second training session.
- 9.4 Players must agree to attend all carnivals and training sessions as stipulated by the Team Coach.
- 9.5 Players must immediately report any condition to the Team Coach and/or Manager which may affect her ability to play.

10 Replacement of selected athletes

- 10.1 Grounds for Replacement
 - a) Injury or illness which will limit or prevent a player for participating.
 - b) Breach of Discipline: A player may be removed from a team if they fail to observe and follow Netball NSW and SHNA Policies (e.g. Netball NSW Code of Behaviour or SHNA Representative Player Agreement, Appendix 4). Before this occurs the relevant coach and manager are required to identify the behaviour to the player and player's parent/s if under 18 and be given the chance to rectify the situation. In the case where the player's behaviour continues or that the breach is of a serious nature, the Coach and Manager must inform the Representative Coordinator in a timely manner. The Representative Coordinator, where appropriate, is to assist team officials and players in resolving the matters at hand. The Representative Coordinator is to take the situation to the Executive level for discussion if the situation has not been resolved and/or if the situation warrants. The SHNA Executive Committee holds the responsibility for the decision of a player being removed from a SHNA team.

- c) Player with drawing after selection: Any player withdrawing from the team must do so in writing, advising the reason to the SHNA Executive Committee. Any player withdrawing from a representative team after final selection, without a reason acceptable to the Executive Committee, will not be considered for selection in the following year and forfeits all deposits made to SHNA. An invoice will be given to the player which must be paid to cover any costs above the deposit amount.
- 10.2 Replacement process
- a) If a team drops below ten (10) players, the Representative Coordinator, after discussion with the Executive Committee, has the option of recalling reserves or suitable players from the original nominations for the team.
 - b) If there are no further suitable players, replacements may be selected by invitation through the Representative Coordinator, as per Representative Bylaw, Section 4, Eligibility of Players. Final selection of all players must be passed through the SHNA Executive Committee.

11 Disbanding teams

- 11.1 Representative teams are to be disbanded after State Age and/or State Championships unless specially called upon.

12 Uniforms

- 12.1 The Associations playing uniform shall be ratified by Council on the recommendation of the Executive Committee.
- 12.2 The SHNA uniform dresses are to remain the property of SHNA.
- 12.3 Dresses are distributed by the Representative Coordinator following completion of the selections and player agreements have been received. A deposit for the dress of \$100 is included in the \$200 deposit payed on accepting a position. All dresses are to be returned to the Team Manager following completion of the championships. Deposits will be returned to players when the dresses have been returned, cleaned and undamaged. If dresses are not returned within 4 weeks of the completion the deposit will be forfeited.
- 12.4 If the representative dress is damaged during games/training the player is not liable. If the dress is damaged or lost not in the course of games/trainings, the player is responsible for the replacement cost.

13 Equipment

- 13.1 SHNA is to purchase all representative dresses and team equipment.
- 13.2 Each team is to be supplied with training balls, game ball, kit bag and first aid kit for use at representative trainings, carnivals and Championships.
- 13.3 Each team will be supplied with a tent for use at carnivals and events.
- 13.4 All players, parents and officials are responsible for the care and return of all SHNA property.

14 Finance

- 14.1 Each player is responsible to cover the costs associated with their participation in the Representative team.
- 14.2 All players will be issued with an invoice before State Age and/or State Championships which must be paid before participation in the event.
- 14.3 SHNA will contribute \$100 towards covering each player's costs. This contribution is forfeited and will not be paid/must be refunded if a player's duties are not covered by the date stipulated by the Representative Coordinator. (As per Section 16)
- 14.4 If a player's family is under financial difficulties, the player's family are asked to discuss this with the Representative Coordinator as soon as the issue is identified. When appropriate, periodical payments can be arranged.
- 14.5 Teams are encouraged to fundraise to help cover team costs. All fundraising activities must be appropriate, reflect the values of SHNA and be divided evenly between the teams involved or as stated by the SHNA Executive Committee. Teams must first discuss all fundraising plans with the Representative Coordinator

before they are commenced. The Representative Coordinator will seek advice from the Executive Committee if required.

- 14.6 SHNA will cover the costs of accommodation for Representative Coaches, Managers and Assistant Coaches while attending Senior State Titles and Junior State Titles in their official capacity. However, if a team has an Assistant Coach and a Trainee Coach, SHNA will only cover 50% of the accommodation costs of the Assistant Coach and a Trainee Coach.
- 14.7 SHNA will cover the accommodation of a maximum of two (2) executives who are attending Senior State Titles and Junior State Titles in their official capacity.

15 Player and official registrations

- 15.1 All officials must be registered with Netball NSW through SHNA.
- 15.2 All junior representative players must be registered with a club affiliated with the Association in the year that they are representing SHNA.

16 Representative duties

- 16.1 Each player will be rostered on for BBQ duty.
- 16.2 Each Player will be rostered to umpire one club game free of charge, allocated by the SHNA Umpiring Coordinator.
- 16.3 All players must attempt and pass the online umpiring exam as per the Umpiring Coordinators instructions.

17 Representative umpires

- 17.1 Umpires with National Level C or above qualification are selected by the SHNA Umpiring Coordinator to represent SHNA at carnivals and State Age/State Championships where SHNA teams are participating.
- 17.2 Umpires are to be paid in accordance with the rate stipulated by the SHNA Executive Committee.

18 Reserve player/s

- 18.1 Where there are large numbers of players trialling for a team, if possible a development team will be created.
- 18.2 In instances, where suitably skilled players have trialled, a reserve player may be selected by the selectors as the 11th player.
- 18.3 Reserve players should attend training sessions with the Representative team. The player may attend carnivals at the discretion of the coach but should not have more court time than any player selected in the Representative team.
- 18.4 Where a player selected in the Representative team is to be replaced under Clause 10.1, the reserve player may be asked to fill the vacancy subject to clause 10.2a.
- 18.5 Where the coach believes that a reserve player has demonstrated commitment through attendance at training and carnivals and growth within the team, the coach may seek approval from the Executive to allow the reserve to attend State Titles. Should approval be granted, the reserve player should not have more game time than any other player selected in the representative team.