



Representative Programme HANDBOOK

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1. Introduction

The KKNC Rep Handbook is designed to ensure there is consistency and continuity in the selection and administration of our Representative (Rep) teams from year to year. This knowledge often resides in the heads of a few people with experience at Rep level and by recording it in this Handbook; we can tap into this knowledge in any given year.

Because the Rep teams elicit so much emotion and intensity from everyone involved, the process of selecting and administering Rep teams requires clear guidelines and rules. This document provides a place where this knowledge can be stored and accessed by all members of KKNC, and can be updated regularly to reflect our constant learning at the end of each season.

Changes to this document, and therefore the Rep guidelines, can only be made at end of each Rep season. This will ensure that feedback from the current season's successes and failures can be incorporated into the document without being affected by partisan viewpoints or personal agenda, which are often more prevalent at the beginning of the season.

This document is intended to provide someone with no previous knowledge of Rep netball (e.g. an incoming Chairperson or Rep committee) the ability to confidently select and administer Rep teams. The following provides a set of guidelines and a process manual for selecting and administering Rep teams.

2. Intent and Spirit

These are the over-riding guidelines for the Representative programme; by having these guidelines it allows for decisions to be made by the chairperson or the Representative committee which are consistent with these guidelines and values. It is impossible to list a process, procedure, or rule for every conceivable situation. Providing the guidelines below allows the Rep committee to make sound decisions based on the values statement below.

“The Kerikeri Netball Centre Representative Programme exists to develop excellence in netball for our top year 7, 8, 9, U15 & U17 players by providing an environment that is safe, encourages fair play and is fun. The Representative Programme should comply with all Netball NZ, Netball Northern Zone, and Kerikeri Netball Centre Codes of Conduct, safety standards, and guidelines for fair play. The Representative Programme is intended to help develop the group of players to reach their full netball potential both on and off the court.”

3. Coach Selection and Appointment

Coaches must be appointed before the Rep trials begin. Advertising and recruiting for next season's coaches should start as soon as possible after the current season ends. Places to advertise include on the website, by word of mouth, via the KKNC email distribution list, and on the KKNC website. In addition, specific candidates should be 'shoulder-tapped' to encourage them to apply.

The chairperson should convene a selection committee comprised of the chairperson of KKNC and two independent selectors to review the applications and appoint the coaches.

Coaches should apply using a standard form (example in appendices), outlining their experience, qualifications, coaching philosophy, and providing references from players or parents of players recently coached. If a current Rep coach is re-applying for a role as a Rep coach in the following year, then their need to reapply formally is at the Chair's or coach selection committee's discretion. The Chair or coach selection committee will have additional information on this candidate as a result of the Player & Parent Survey and Exit interview conducted at the end of each season (see Reporting and Feedback).

One coach is required for each rep team. Sample job descriptions for each are attached in the appendices. Coaching resources will determine the scope of the Rep programme (see section on Rep Teams). Each year the coach selection committee will attempt to appoint a 'coach in training' and the appointed rep coach will mentor this coach in training with a view to developing coaching staff for future seasons. This will only occur if suitable candidates are available and the appointed rep coach is willing to take on the mentoring role.

4. Rep Co-Ordinator

The Rep Co-ordinator should be appointed at the end of each season at the first Executive Committee meeting after the AGM and will assume responsibility for leading the Rep Committee and managing the logistics of the Rep Programme once the Rep Committee has determined the programme for the year. At the start of each season the Rep Co-ordinator will try to identify a successor for the Rep Co-ordinator position and train this person throughout the season in order to ensure knowledge and continuity in this role.

5. Representative Committee

A Rep committee should be set up early in the year by taking volunteers at the first committee meeting of the season, usually held in March. The Rep committee should be made up of approximately 3-5 people and should include, if possible:

- The Rep Co-ordinator
- Manager(s) of the previous season's representative teams
- Chairperson of Kerikeri Netball Centre or a nominated Representative
- Other KKNC Committee members as required
- Parents of potential Rep players, especially anyone who is interested in becoming a Rep team manager if their child is successful in making the team

In the event that there are more candidates for the Rep committee than positions available, preference should be given to candidates independent of the players or

potential players, previous Rep team experience, or previous team management experience. The maximum number on the Rep committee is five people.

Once trials are held and teams are selected, the make-up of the committee might need to change (if, for example, a member of the Rep committee becomes a team Manager). Consideration should be given to ensuring all four elements (Representative and Development from all year rep teams) are represented evenly on the Rep committee.

The Rep committee's role is to organise all the pre-season details and start many of the processes early in the season to prepare well in advance of the season start. The Rep committee's role largely finishes once the Rep team managers are appointed because the Rep team managers then take over much of the work of the Rep committee. However, the role of Rep Co-ordinator continues throughout the season working with the coaches and managers to ensure the smooth operation of the rep programme. Once the Rep team managers are appointed the Rep committee assumes mostly a decision making role and should meet as required for decisions, consideration of larger issues affecting Rep teams and for making recommendations to the KKNC Committee.

The Rep committee can:

- Decide which tournaments to enter, in consultation with coaches (from a list of potential tournaments)
- Process tournament entry forms
- Select & appoint managers in consultation with coaches (Rep committee members standing for a manager's position should stand down from the manager selection process)
- Run the player selection process
- Receive and administer player nominations from the schools/members
- Coordinate funding requirements with funding officer
- Provide recommendations for changes to the Guidelines (at the end of the season)

All of the above shall be run in accordance with the guidelines provided in this document.

The Rep committee cannot:

- Commit the KKNC Committee to expenses above \$100 – the Rep committee must refer anything of higher value to the KKNC committee
- Appoint Coaches
- Make decisions or recommendations not in accordance with the Rep Guidelines during the Representative season

6. Nominations

The closing date for nominations for Year 7 and 8 teams shall be advertised at least 4 weeks in advance on the website, in school newsletters and via the general email distribution. All members can register to trial for the Year 9, U15 & U17 age group teams without a nomination.

7. Rep Teams

One of the aims of the KKNC is to foster and promote excellence in Netball for our age group representatives. This is where the concept of the Representative team is useful and is designed to increase the skill level and develop the talent in our top tier of players.

At the end of the trial process a team of 10 players is selected in each Year or aged grade. The Rep committee will enter teams into tournaments suitable for the needs of these teams.

Additional players can only be added to the teams if a player leaves the team for any reason. In this case, the Rep committee should approach the selectors and consult on the top trialists (who missed out on selection) for the vacant position. Specific consideration will be given to the team's positional needs when selecting the replacement player (s), and if none of the next tier of trialists has appropriate skills then selectors may review all teams in Saturday competition to see if there are other potential players who have developed the requisite skills during seasonal play. Any potential replacement players can be viewed during the Saturday games and reselected by at least one selector and the Rep Coach of the grade involved.

8. REPRESENTATIVE TEAM OFFICIALS

Coaches, Co-Coaches, Managers, Umpires, Selectors, Cooks, Captains and Physiotherapists are the team officials.

Where the Coach is a male, the Manager must attend all practices and fixtures, and be responsible for ensuring all players have transport home.

9. SELECTORS

Independent selectors should be recruited by the Rep committee and approached by the Chairperson of KKNC to become a Rep selector. There should be at least three selectors chosen for each year grade, consisting of the Rep Coach and two independent selectors. The Coach is the primary selector and will be assisted by two other selectors, with the Coach having the final say in the selection of the squad.

Parents of players trying out for the team cannot be involved in their child's selection, especially if they are on the coaching team.

10. THE ROLE OF THE SELECTOR(S)

The primary role of the Selector(s) is to work with the Coach to select the trialists and ultimately assist in the selection of the team.

A meeting between the Coach and Selectors of the respective team must be held before the trials commence, to set and agree upon the criteria for selection.

It should be recognized that in the role of selector privileged or confidential information may be exchanged about a player or players. This must remain confidential and no player should be discussed with members of the public or parents. It is also important that discussions between selectors should not be held within the hearing range of non-selectors.

(Note: For the purpose of this document – “Selectors” shall mean the appointed Coach and Selectors)

Trialists/Trials

- Work with other Selectors to formulate the selection criteria
- All players who are nominated shall be seen by at least two (2) different selectors. Selectors must liaise to ensure all players are viewed
- Evaluate and assess the value of players to the particular team, based on the established and agreed selection criteria
- Recognise and identify players for selection. Attend the necessary games to ensure players are given adequate opportunities to be viewed.
- The Coach and Selectors may nominate players they would like to see as trialists.
- Determine areas of positional strength and weakness to ensure that there is positional balance for trials selection
- Obtain lists of players from previous years representative and development teams.
- Ensure fair balanced trials where all players receive equal opportunities. Where players are from the same club/school they should be given the opportunity, if possible, to play in their normal combination, but should also be separated in fairness to other trialists.
- Ensure that all trialists have at least one trial in their preferred position.
- Ensure that if a player is being considered for the team in an unfamiliar position that she is communicated with the Coach before the team is announced.
- Any discussions with the other Selectors should be done out of hearing of trialists and spectators. Please be discreet when discussing players
- The final selection of the team is the responsibility of the Coach

11. THE ROLE OF THE COACH

The primary role of the Coach is the selection and preparation of the team. It is important to the wellbeing of the Team that Team Management (Coach and Manager) have discussed and agreed to their respective roles.

A meeting between the Coach and Selectors of the respective team must be held before the trials commence, to set and agree upon the criteria for selection.

In the event a Co-Coach is required, a job description shall be written in consultation with the Coach.

(Note: For the Purpose of this document – “Selectors” shall mean the appointed Coach and Selectors)

Trialists/Trials

- Work with other Selectors to formulate the selection criteria
- All players who are nominated shall be seen by at least two (2) different selectors. Selectors must liaise to ensure all players are viewed
- Evaluate and assess the value of players to the particular team, based on the established and agreed selection criteria
- Recognise and identify players for selection. Attend the necessary games to ensure players are given adequate opportunities to be viewed.
- The Coach and Selectors may nominate players they would like to see as trialists.
- Determine areas of positional strength and weakness to ensure that there is positional balance for trial selection
- Obtain lists of players from previous years representative and development teams

- Ensure that adequate preparation is completed before the trials. Trial teams should be written up on whiteboards and a check kept to ensure that where possible all players are given equal court time regardless of their ability.
- Ensure fair balanced trials where all players receive equal opportunities. Where players are from the same club/school they should be given the opportunity, if possible, to play in their normal combination, but should also be separated in fairness to other trialists.
- Ensure that all trialists have at least one trial in their preferred position.
- Ensure that if a player is being considered for the team in an unfamiliar position that she has communicated with the Coach before the team is announced.
- Any discussions with the other Selectors should be done out of hearing of trialists and spectators. Please be discreet when discussing players
- Where a team member withdraws from a team after final selection, a replacement shall be drawn preferably from the original squad of trialists, or at the discretion of the Executive and following consultation with the team Coach. Refunds will be solely at the discretion of KKNC
- If Selectors are not in agreement in the selection of the final player in any team, the **decision shall be made by the Coach**. Prior to announcing the teams, a list of team members shall be submitted to the President or delegated representative, for perusal.

Announcement of Final Teams

The announcement of final teams shall be before the deadline set by the Representative Committee and only after a list of the team members has been submitted to the Representative Coordinator and the Kerikeri Netball Centre President for verification and approval.

All selected players will provide proof of age by presenting their birth certificate to the Manager of their team. A passport, driver's license or Student ID may be used as an alternative.

Disputes Regarding Final Team Selection

Coaches, Selectors and Managers will not enter into any disputes with outside parties regarding the team's final selection. All disputes are to be directed to the Representative Coordinator

Training Attendance of Team

The Coach must be informed of players not attending trainings – a Doctors certificate is required when players do not attend trainings for medical reasons. Players can be replaced for non adherence to this policy.

Team Captains

It is the responsibility of Team Coaches to ensure that the names of their Captains are submitted to the KKNC Representative Committee, in writing one (1) week prior to the first Representative fixture taking place.

The Coaches are to discuss with their Captains the importance of being named Captain, and to encourage their Captains to relay to their team mates the commitment of being in a Representative Team. Explain the expectations required of them, as Team Captain, to show leadership in this role

12. THE ROLE OF THE MANAGER

- Endeavour to ease the pressure on the Coach, players and umpires by being calm, punctual, organized, available, approachable and prepared
- The Manager shall accept that the team Coach will have primary responsibility for controlling all areas pertaining to the preparation of player and team performance
- Consult with the Coach to ensure the respective roles of the Manager and Coach are clearly defined and work in harmony for team administration and unity
- Refrain from smoking in public whilst in Representative uniform and at all representative fixtures
- Compile your own folder that keeps everything together:
 - Players personal and medical information
 - Important telephone numbers including next of kin
 - Motel details/transport arrangements/practice times
 - Medical Center/Dentist
 - Road Map
 - Details of fixtures and liaison people
 - Player Profiles, team lists with players skirt numbers (number players alphabetically by surname)
- Ensure that the behaviour of all team members before, during and after the event is exemplary.
- Ensure all team rules are clearly communicated and understood by all team members.
- Ensure an adequate knowledge of the rules of the game, particularly in relation to uniform, injury, blood bin rules and time of breaks. Also check Tournament Rules for substitution procedures
- Ensure that no player is left at Kerikeri Netball Centre or any other venue, without adult supervision at the end of the trials, a training session, or a tournament. It is the responsibility of the Coach and Manager to ensure the safety of the players in their team. If necessary players must be taken home.
- Ensure that no member of the team is to partake of any alcoholic beverage at any time while attending any representative fixture (refer to point 6.0 Breaching Rules of Partaking in Alcohol)
- Ensure that mobile phones can only be used at the discretion of the Manager.
- To attend any meetings that are required by KKNC or the organisers of events to ensure that the Coach and the Team are aware of the rule, requirements and expectations.

Trials

Liaise with Coach to prepare for trials. Make sure the following are available:

- Whiteboards, stands and markers
- Ice and other First Aid material
- Stopwatches and bibs
- Check with Representative Coordinator that umpires have been arranged.

At the first trial, issue all trialists with a list of Representative fixtures that they will be required to attend. This will be prepared in conjunction with the Representative Coordinator and the Coach. If available, also issue each trialist with details of the Individual Player Contribution that they will be required to pay if they are selected as a member of the team.

Ensure that all trialists complete a registration form so that the correct spelling of the player's name and correct DOB is available for the final selection purposes and for Medical Insurance purposes.

Ensure knowledge of locking up procedures of stadium/venue.

Managers must inform Coaches of players not attending trainings. A Doctors certificate may be requested if players do not attend trainings for medical reasons. Players can be replaced for non-adherence to this policy.

Medical

Managers will be issued with a medical kit and must be able to attend to minor ailments and sickness, and if necessary take an injured player to hospital. All personal medical supplies, including strapping to be provided by team members. (Please note: A sick or injured player must NOT be left alone in a motel – the MANAGER must stay with her. This is a ruling from Netball New Zealand).

The medical kit is to be returned when uniforms, equipment etc. are returned.

All personal medical supplies including strapping are to be provided by the team members.

Players or team officials will be responsible for any medical or other non-accident related expenses incurred whilst at a tournament or fixture.

Ensure players know about banned substances.

Finance

Be responsible for all finance, including the food allowance at away tournaments

Complete the itemised expense forms within (7) days of each fixture and return to Kerikeri Netball Centre together with all receipts, dockets and any surplus money.

Liaison

Attend Manager's meetings with the Representative Coordinator or appointed person and other meetings required by Kerikeri Netball Centre.

Liaise with the Representative Coordinator to obtain tournament details, petty cash, petrol vouchers, and travel and accommodation information.

Advise the Representative Coordinator as soon as possible each season, the number and type of representative badges/bars required.

Ensure that the results of all games played are sent into the KKNC Office as soon as possible following each fixture. Preferably these results should be faxed or e-mailed at the end of the day's play or the following morning.

Equipment

Netballs (training balls plus 1 match ball), bibs, skirt numbers and a medical kit will be issued to all Representative Teams. The Manager must ensure that these are looked after and returned in good order.

Check with Coach as to the equipment for team talks etc.

Whiteboard pens, Chalk, Sellotape, Score pads, Pens, Thank you cards

At Tournaments

- Check if there are any sponsor requirements
- Make sure players put their gear tidily under the team bench
- Keep running scores accurately
- Substitutions/Change form
- Thank opposing team and umpires after the game
- Collect score sheet
- If a replacement is required during an out of Auckland event, contact the Representative Coordinator to arrange an appropriate replacement.
- Know the tournament rules especially what is the procedure for injury time and games that are drawn.
- Allocate bench player to ensure water bottles are filled.

13. THE ROLE OF THE COOK

The role of the cook is to ease the pressure on the Team Officials and players by providing nutritious meals within short time frames and with the minimum ease

- Liaise with the Manager to arrange menus and meal timetables prior to travelling away with the team.
- Check the dietary needs for the team with the Manager i.e. Vegetarian, Allergies etc
- Check with Manager about the availability of Cooking equipment in the Motel and if necessary take any required utensils i.e. crockpot, large knives, shopping board, large pot etc.
- Provide and plan meals within the amount budgeted for the team
- Provide adequate nutritional meals for the team for breakfast, lunch dinner and snacks
- The cook is responsible for purchasing all food requirements for meals with monies provided by the Manager.
- All receipts for any purchase (no matter how small) must be retained and given to the Team Manager.
- Oversee duty roster set by the Manager re player assistance with dishes/duty roster.
- Be willing to assist with other duties that may be required by the Manager
- Make sure that the motel unit/s where food is being prepared and cooked is kept clean and tidy at all times.
- Work as a Team Unit with the Coach/Manager/Players to ensure continuous harmony amongst the team.
- Refrain from becoming involved in any Team Management decisions/discussions that do not involve your role as cook. Whilst players may seek you out for advice, this is not your role and you must channel them or their inquiries to the Team Management.
- Have a current NZ Drivers license
- The Cook must refrain from smoking in public whilst in representative uniform and at all representative fixtures.

14. THE ROLE OF THE UMPIRE

All Representative Teams are allocated an umpire for representative fixtures. All Umpires travelling to Tournaments should receive a copy of the Representative Officials Handbook.

Umpires travelling to a one day tournament will be allocated to a Representative Team by the Umpires Committee. It is the responsibility of the Team Manager to contact the Umpire allocated to their team to ascertain the following:

- Travel arrangements to and from the Tournament.
- Tournament Rules

Umpires travelling to a tournament of more than one days duration will be allocated to a Representative Team by the Umpiring Coordinator.

When Umpires travel away with a team to a tournament of more than one day's duration they should be regarded as part of the Representative Management Team and as such should, where possible:

- Attend pre tournament trainings with the team or umpire practice games involving the team.
- Receive a copy of the Tournament Rules.
- Attend all Tournament Meetings prior to departure.
- Be issued with a Kerikeri Netball Centre tracksuit and coat for use at the tournament.
- Be allocated a room by the Coach / Manager.
- Be available to take part in the daily duties associated with preparation of food, cleaning and washing.

At the Tournament:

- Attend any meetings which involve the umpiring.
- Liaise with the team management during the tournament to ensure that travel arrangements have been made, in particular when umpires games and the teams games are at different times.
- Be available to the Team at team meetings or at other times at the Coaches discretion, to explain or answer queries on rule interpretations which the team may have experienced.
- Where a Physiotherapist is available to a KKNC team, the Umpire may, as a member of the team take advantage of injury prevention measures taken by the team eg Strapping

15. Timetable

16. Conduct

Coaches shall adhere to and sign the NNZ Coaches Code of Conduct (example in appendices)

Players shall adhere to the NNZ Player Code of Conduct (example in appendices). Players selected for any Rep team must be prepared to commit to attendance at all trainings and tournaments throughout the season. They will be asked to sign an acceptance form indicating their commitment to attend training and tournaments for the full season.

Parents, caregivers and supporters of Rep players shall adhere to the NNZ Supporters Code of Conduct (example in appendices)

17. Player Discipline

Sometimes a player can exhibit behaviour that is not in accordance with the NNZ Code of Conduct, or can disrupt a practice or a game to the extent that the Coach feels disciplinary action is required. In the event that the Coach believes that disciplinary action is required, the escalating warning procedure outline below should be followed:

- **Warning.** The player should be given a clear warning at the end of the practice or game that the behaviour is unacceptable. The Coach and/or Manager will give the player a specific description of the unacceptable behaviour, along with a description of the remedial action that is desired. This must be conducted out of sight and hearing of other players and in accordance with the Coaches' Code of Conduct (see Coaches' Code of Conduct in appendices)
- **Withdrawal.** Should the behaviour continue, the player is immediately withdrawn from participating in the practice or game and is expected to watch and support her team mates from the sideline. At the end of the practice, the Coach or Manager will then discuss the players behaviour with the player and notify the players parents, again outlining clearly the behaviour that is unacceptable.
- **Removal.** A final escalation, should the behaviour continue, is to send the player home from practice immediately. Parents should be called to collect the player from practice.
- If unacceptable behaviour occurs at a tournament, the player will first be warned and if the unacceptable behaviour continues, the player will be removed from all play and will be expected to watch and support the team from the sideline under the supervision of the Manager.

Once this procedure has been followed a meeting should be called between the player involved, the player's parents, the Coaches, the team Manager and an independent member of the Rep Committee to discuss the remedy for the unacceptable behaviour.

18. Uniforms

Before issuing uniforms, advise players of their responsibilities with regard to all items of uniform.

Advise the Representative Committee's uniform Co-ordinator of uniform requirements i.e. sizing, quantity

Reinforce Kerikeri Netball Centres' policy re the care of items of uniform. Players are to be asked **NOT** to put their names on items of uniform with marking pens.

Reinforce and ensure compliance of the following uniform rules;

- a) players wear matching knickers of suitable type with playing uniform
- b) all team members are required to travel in the Kerikeri Netball Centre uniform provided
- c) playing skirts are not to be worn over track pants/wet weather pants

Team uniforms must have correct numbers on skirts as per the programme unless another form of identification is approved by the Tournament Organisers

The Kerikeri Netball Centre Representative team uniforms including tracksuits are to be worn at representative fixtures only. Only team members (team officials and players) may wear items of Kerikeri Netball Centre team uniforms.

PLEASE NOTE: Players are not permitted to wear representative gear to training, (rep or otherwise), Saturday netball, or as casual wear. Coaches and Managers are permitted to wear representative gear to representative training sessions, and are permitted to wear their padded coats to netball but not as casual wear.

Liaise with the uniform co-ordinator to organise return of laundered team uniforms and ensure that all team members have returned all items of uniform. Uniforms **MUST NOT** be dried in tumble driers.

PLEASE NOTE: If a player fails to return any item of clothing, they will be invoiced for that item of clothing – all players must be advised of this.

19. Representative Tournaments

The tournament season starts in early June and ends at the end of August. KKNC will endeavour to send the aged group Year 9, U15 & U17 teams to at least 3 tournaments while the Years 7 & 8 teams we will endeavour to send to 2 tournaments. This may change depending on a number of factors including tournament availability and funding. The preliminary decision as to which tournaments to enter should be made by the first Exec Committee meeting after the AGM. This allows a start to be made on finding funding for any overnight travel required, transports costs etc and gives time for the extensive planning required to attend these tournaments. The final decision on tournaments will be made at Exec committee meetings as soon as practicable after trials take place.

20. Funding Representative Teams

A fee shall be levied on each player selected for a rep team. This will be set each year by the Rep Committee. The following list represents the limit of expenses that the committee shall underwrite for the Rep season:

- Entry fees to tournaments
- Umpire fees for tournaments
- Essentials which include first aid kits, match balls, uniforms)
- Coach clothing (tracksuit)
- Coaching and Managers workshops
- Accommodation for "away" tournaments (hopefully recovered from funding)
- Cost of training venues

Anything additional the Rep teams need should be funded by external funding sources.

There are numerous sources of external funding:

- Funding grants and sponsorship
- Rep player levy
- Parent/player contribution

The Rep Committee should liaise with the Funding officer as early as possible in the season to seek funding for the following items as required:

- Uniforms (should be replaced/added to every 4-5 seasons)
- Tracksuits (should be replaced/added to every 4-5 seasons)
- Gear Bags
- Training Venues
- Training gear
- Accommodation and travel for away tournaments

All external fundraising and expenditure covered by external funding shall be brought to the attention of the KKNC Exec. Any expenditure over \$50.00 must be approved at a full committee meeting of KKNC Exec. Approval for expenditure not funded externally shall be sought only after all external funding sources have been attempted and exhausted.

Early in the season a budget should be prepared outlining all Rep season expenses. Income will be hard to judge at the beginning of the season as we have traditionally relied upon community trust funding grants. External grant applications will be made by the Funding officer under the guidance of the Exec Committee/Rep Coordinator. The budget will give a very good target and allow the Funding officer plenty of time to make applications.

Should the combination of the player levy and external fundraising exceed the cost of the season, a partial refund of player levy will be considered by the KKNC Exec.

A draft budget should be prepared for the year ahead at the end of each Rep season and presented to the Exec Committee for provisional approval. This will be prepared after consideration of the current year's expenditure and survey recommendations.

A sample Rep Budget:

	2014 Season
KNC Representative Income/Expenditure - Budget	
Income	
Player Levies 20 @ \$50.00 (Year 7 & 8)	1,000.00
Player Levies 20 @ \$100.00 (Year 9 & U15)	2,000.00
Funding Applications	5,000.00
Parental Donations (Food)	500.00
KKNC Contribution	700.00
	9,200.00
Expenditure	
Tournament Entry Fees (\$50.00/team)	400.00
Accommodation (Year 7 & 8)	1,200.00
Accommodation (Year 9 & U15)	2,500.00
Food	800.00
Umpire Payments	400.00
Petrol	1,500.00
First Aid	200.00
Rental Van	2,200.00

Guidelines for budgeting:

- The budget should be build from the bottom up, starting with the number of tournaments to attend, based on what teams will attend which tournaments, accommodation and transport required for each tournament and what gear will be needed for each tournament.
- The overall aim should be to get as much funded from external sources as possible
- In general, each team will require an entry fee and accommodation and transport costs for 10 players per team, each Coach, each Manager, one Umpire per team and the Rep Coordinator, for all tournaments we need to travel to.

21. Reporting and Feedback

There are four primary feedback mechanisms in place for the Rep season:

- Coaches and Managers Reports (example in appendices)
- Coach and Manager exit interviews
- Individual Player Profiles (example in appendices)
- Player and Parent Survey (example in appendices)

Coaches provide a report to the Rep Coordinator after each tournament. The Rep Coordinator provides progressive reports to the KKNC Exec committee throughout the season.

The Coaches and Managers provide reports and recommendations to the Rep Coordinator as soon as possible after the last tournament of the season has been played. Individual player profiles are to be written by the Coaches and should be constructive and positive while providing feedback on what the player needs to improve and work on. The profiles should be addressed to the players and distributed in a confidential and respectful manner. This is usually done at the end of the season.

The player and parent surveys provide important feedback. Given the ages of our younger rep teams (10 - 13 year olds), it is important that we give the parents a chance to contribute feedback. These should be distributed as soon as possible after the last tournament of the season is played. These will be analysed independently and feedback from this will be taken into consideration when planning for the next season.

22. HEALTH & SAFETY PRACTISES

In conjunction with safe Health & Safety practises, the Coach & Team Manager are responsible for ensuring the safety of all Kerikeri Netball Centre Representative Players whilst playing at any Netball Representative fixture or training session.

In the event that court surfaces or inclement weather conditions prevail and put the players at risk, the Manager is to contact the President or Representative Coordinator immediately to discuss whether "pulling the team out of a competition is warranted". In the event neither are available, the decision is to be made after consultation with the hosting netball centre.

23. TRAVELLING ARRANGEMENTS

All team members shall travel to and from fixtures together, except where permission of the Rep Coordinator and President is given to travel in any other way (e.g. with parents).

24. BREACHING OF RULES REGARDING ALCOHOL

The drinking of alcohol is strictly prohibited while attending any activity to do with the Kerikeri Netball Centre, including Rep tournaments. Any player or Coaching and Management staff found partaking of any alcoholic beverage at any time while attending any representative fixture will be sent home immediately (if convenient to the Team Management). If unable to be sent home the player will take no further part in the tournament. A written report should be made at this time by Team Management and a written statement taken from witnesses.

The Player / players will be required to meet with the Kerikeri Netball Centre President and Rep Coordinator at the earliest opportunity. All breaches must be reported to KKNC ASAP.

25. BREACHING OF RULES REGARDING SMOKING

Smoking in uniform at any time is not permitted.

Any player/players and team officials found smoking in uniform will be asked to meet with the President and Rep Coordinator at the earliest convenient time following the tournament or fixture. All persons involved with or representing the Kerikeri Netball Centre shall adhere to the Smoking policies of Centres visited while travelling away.

26. BREACHING OF UNIFORM RULES

Any player/players found in breach of the uniform rules will receive a written warning on the first occasion. Any subsequent breaches will require the player to be released from the team.

27. Appendices

(Note: These appendices are inserted as drafts only and any information (particularly dates) should be taken as indicative only until they are confirmed in the new season)



APPENDIX 1 CIRCULAR LETTER TO REPRESENTATIVE PLAYERS

KKNC TEAM:

COACH:

PHONE:

MANAGER:

PHONE:

Congratulations on your selection as a member of this team. The Kerikeri Netball Centre Executive wish you success and pleasure during the 2014 Representative Season. Your selection is subject to the following conditions:-

Practices: Players must be punctual, wear a suitable uniform and attend all practices and training groups arranged – unless excused for an adequate reason.

Training: All requirements of your Coach must be adhered to.

Uniform: Players must take particular care of items of Kerikeri Netball Centre uniform and are responsible for replacement of any lost or damaged clothing. Matching or black underwear of a suitable type (not bikini) must be worn with uniforms. Representative Team uniform, including tracksuits, shall **only** be worn at Representative fixtures. Smoking in uniform is **not** permitted in public.

Duties: Players must -

Attend and fully support all functions arranged by your team or Kerikeri Netball Centre unless for some exceptional circumstance you are excused by your Coach or Manager.

Take full responsibility for all individual tasks to do with your team.

5. General:

All team members must request permission from the **Manager** for any independent outings, and report back to the **Manager** on their return. A team member is **not permitted** to go out on her own at any time.

Players must maintain the high standards of Kerikeri Netball Centre both on and off the court. Any approaches from the Media are to be referred to the Coach or Manager of your team. *Players not complying with these conditions are liable to be replaced without further notice.*

PLEASE RETURN TO THE MANAGER OF YOUR REPRESENTATIVE TEAM

I hereby acknowledge receipt of the Circular Letter to Representative Players, and having fully read it, I agree to comply with all the conditions stated.

PLAYERS NAME: (print clearly):

ADDRESS:

PHONE:

REP TEAM:

SIGNATURE:

DATE:



KERIKERI NETBALL CENTRE INC

YEAR 7 & YEAR 8

REPRESENTATIVE TEAM

INVITATION AND NOMINATION FORM 2014



**PO Box 437
KERIKERI**

8 May 2014

Dear Nominee

KERIKERI NETBALL CENTRE INC. 2014 REPRESENTATIVE PROGRAMME

In 2014 the Kerikeri Netball Centre wishes to select a Year 7 and Year 8 Representative Team to represent our Centre in tournaments held in various locations in the upper North Island.

Eligibility and Nomination Forms

To be eligible for selection, you must be a member of the Kerikeri Netball Centre and be either a Year 7 or Year 8 student attending a school or home schooled as at the 2014 school year.

NOMINATIONS TO TRIAL CLOSE ON Friday 17 MAY. NO LATE NOMINATIONS WILL BE ACCEPTED AFTER THIS DATE

Teams

This year a team of up to 10 players will be selected for Year 7 and 8. The teams are conditional on securing suitable Rep coaches.

Nominations

All trialists must be nominated by their team Coach, PE Teacher or Executive Committee Member in order to trial for our Representative teams.

Trials

This year all Nominees will receive an Identifying Player Number which they must display during all trials.

ALL NOMINEES will be observed while playing for their School/Club Team on two Saturdays, 18 and 25 May. Following this players will be "Called Back" for a third and final trial that will take place on Monday 27 May at 4.00pm at the Kerikeri Netball Centre.

Selections

Experienced and independent selectors will be appointed who will be given all relevant information needed in order to observe your games over the above-mentioned dates.

Commitment

You must be able to commit to extra trainings on top of your normal club team practice sessions. Weekly trainings will be advised once team selection is confirmed.

Costs

The costs KKNC meets associated with Reps are for training gear, team uniforms and equipment, umpire payments, tournament entry fees as well as away tournament costs - travel, accommodation, meals etc. The Rep Committee applies for grants and funding as well as receiving conditional financial support from the general KKNC fund, but as funding is proving harder to obtain the KKNC will charge a player levy for the 2014 season of \$50.00. We will also be introducing a Uniform bond of \$50.00, returnable to players on the return of their Rep Uniform. Details of payment will be made to players once selections are complete.

Tournaments

The Executive Committee determines the tournaments attended each season with tournaments normally held on Sundays. They are likely to be away so travel will be required. Families are welcome to travel and stay with the teams but will need to cover their own costs for travel, accommodation and meals.

Likely tournament dates for 2014 are:
(dates)

Team Management

Volunteer Coaches and Managers are required to ensure we can both select and enter teams into tournaments. KKNC will endeavour to appoint Coaches by 4 May and Managers by 30 May. KKNC's Executive committee will organise and oversee the Rep programme. Our committee comprises experienced people who have previously been involved in the Reps programme.

It is a privilege to represent Kerikeri Netball Centre as a Representative player and thank you for your nomination; we wish you the best in the trials.

If you have any queries please do not hesitate to contact myself or any member of the KKNC Executive Committee

Dot Dromgool
President
Kerikeri Netball Centre
Phone: (09) 4019 633
email: s.d.dromgool@actrix.co.nz

KERIKERI NETBALL CENTRE INC

YEAR 7 & YEAR 8

NOMINATION FORM TO TRIAL FOR 2014 REPRESENTATIVE TEAM

All Trialists wanting to be considered for selection must be a member of the Kerikeri Netball Centre and must be Year 7 or Year 8 at the beginning of the 2014 School Year. All trialists must be nominated by their Coach, PE Teacher or Centre Executive Committee Member.

YEAR 7		YEAR 8 (circle one)	
NAME:			
ADDRESS:			
DATE OF BIRTH:		SCHOOL YEAR:	
HOME PHONE NO.:		MOBILE NO.:	
EMAIL ADDRESS:			
SCHOOL/CLUB NAME:			

PREFERRED POSITION: [two positions only to be given please]	ALTERNATE POSITION:
NOMINATOR: RELATIONSHIP TO NOMINEE: (i.e. Coach, PE Teacher, Centre Exec Member)	

ALL Nominees will be observed by Selectors while playing with their School/Club Teams on TWO Saturdays – 18 and 25 May 2014 and selections for Call Back will be made from these observations.

Trialists will be provided with a unique trialist number. They must wear this number at both Saturday game observations. More instructions will be given on this when they are distributed.

TO: KERIKERI NETBALL CENTRE REPRESENTATIVE TEAM CONVENOR

I am eligible to trial to become a Kerikeri Netball Centre Netball Representative. I understand if selected I will adhere to the policies of Kerikeri Netball centre and also understand there will be a player Levy of \$50.00 and Uniform Bond of \$50.00 for the 2014 season.

Signature of Player:

Parent/Guardian Signature:

**Please post to: PO Box 437, Kerikeri, or email to
Dot Dromgool @ s.d.dromgool@actrix.co.nz**

APPLICATIONS CLOSE ON Friday 17 May

NO LATE APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE.

Should you require further information please contact Dot Dromgool – (09) 4019633

Appendix 3 - Sample Player Registration for Year 9, U15 & U17 Teams



KERIKERI NETBALL CENTRE INC

YEAR 9, U15 & U17

REPRESENTATIVE TEAM

2014



**PO Box 437
KERIKERI**

8 May 2014

Dear Age Group Trialist

KERIKERI NETBALL CENTRE INC. 2014 REPRESENTATIVE PROGRAMME

In 2014 the Kerikeri Netball Centre wishes to select a Year 9, U15 and U17 Representative Team to represent our Centre in tournaments held in various locations in the upper North Island.

Eligibility

To be eligible for selection, you must be a member of the Kerikeri Netball Centre and be in Year 9 at school or home-schooled for the Year 9 team. Be under the age of 15 for U15's or under 17 for U17's as at 1 January 2014.

Applications to trial close on the evening of 20 May 2014, 1st trial date.

Teams

This year a team of up to 10 players will be selected for the Year 9, U15 & U17 teams. The teams are conditional on securing suitable Rep coaches.

Trials

Trials dates are Monday 20 May and Tuesday 21 May. This year all Nominees will receive an Identifying Player Number which they must display during all trials.

Selections

Experienced and independent selectors will be appointed who will be given all relevant information needed in order to observe your game during trial times.

Commitment

You must be able to commit to extra trainings on top of your normal club team practice sessions. Weekly trainings will be advised once team selection is confirmed.

Costs

The costs KKNC meets associated with Reps are for training gear, team uniforms and equipment, umpire payments, tournament entry fees as well as away tournament costs - travel, accommodation, meals etc. The Rep Committee applies for grants and funding as well as receiving conditional financial support from the general KKNC fund, but as funding is proving harder to obtain the KKNC will charge a player levy for the 2014 season of up to \$200.00*. We will also be introducing a Uniform bond of \$50.00, returnable to players on the return of their Rep Uniform. Details of payment will be made to players once selections are complete.

*will be no more than \$200.00 and is dependant on what tournaments are attended, this cost may also reduce.

Tournaments

The Executive Committee determines the tournaments attended each season with tournaments normally held on Sundays. They are likely to be away so travel will be required. Families are welcome to travel and stay with the teams but will need to cover their own costs for travel, accommodation and meals.

Likely tournament dates for 2014 are:
(dates)

Team Management

Volunteer Coaches and Managers are required to ensure we can both select and enter teams into tournaments. KKNC will endeavour to appoint Coaches by 20 May and Managers soon after.

KKNC's Executive committee will organise and oversee the Rep programme. Our committee comprises experienced people who have previously been involved in the Reps programme.

It is a privilege to represent Kerikeri Netball Centre as a Representative player and thank you for your registration; we wish you the best in the trials.

If you have any queries please do not hesitate to contact myself or any member of the KKNC Executive Committee

Dot Dromgool
President
Kerikeri Netball Centre
Phone: (09) 4019 633
email: s.d.dromgool@actrix.co.nz



KERIKERI NETBALL CENTRE INC

Year 9, U15 & U17

REGISTRATION FORM TO TRIAL FOR 2014 REPRESENTATIVE TEAM

All Trialists wanting to be considered for selection must be a member of the Kerikeri Netball Centre and must be either in Year 9 at school or home-schooled, U15 or U17 as at the 1 January 2014.

Year 9	U15	U17 (circle one)
NAME:		
ADDRESS:		

DATE OF BIRTH:	SCHOOL YEAR:
HOME PHONE NO.:	MOBILE NO.:
EMAIL ADDRESS:	
SCHOOL/CLUB TEAM NAME:	
PREFERRED POSITION:	ALTERNATE POSITION:
NETBALL AND OTHER SPORTING ACHIEVEMENTS	

Trialists will be provided with a unique trialist number. They must wear this number during the trial. More instructions will be given on this when they are distributed.

I am eligible to trial to become a Kerikeri Netball Centre Netball Representative. I understand if selected I will adhere to the policies of Kerikeri Netball centre and also understand there will be a player Levy of no more than \$200.00 and Uniform Bond of \$50.00 for the 2014 season.

Signature of Player:

Parent/Guardian Signature:

Please post to:

Representative Trials
PO Box 437
Kerikeri

or email to **Dot Dromgool @ s.d.dromgool@actrix.co.nz**

APPLICATIONS CLOSE ON Monday 20 May

Should you require further information please contact Dot Dromgool – (09) 4019633

2014 KERIKERI NETBALL CENTRE REPRESENTATIVE HEAD COACH JOB DESCRIPTION

Title: Year 7 Rep Team Coach
Year 8 Rep Team Coach
Year 9 Rep Team Coach
U15 Rep Team Coach
U17 Rep Team Coach

Reports to: KKNC President through Rep Coordinator/Rep Committee

Term of Position: 21 March 2014 to 31 August 2014

Purpose of Position:

To lead the coaching of Kerikeri Netball Centres age group Representative Teams in a manner that extends and develops the best players at this level.

Key Tasks:

1. Support Kerikeri Netball Centres player development programme.
2. To head the Selection Panel in the selection of the Representative teams from the trials. *
3. To ensure that all team members are assessed for fitness and skills.
4. To provide training sessions on at least a weekly basis of high quality and that aim to develop all players in the Team.
5. To select a team of up to 10 players to compete in representative fixtures held during the Representative season.
6. To coach the Representative teams at all representative fixtures entered into during the Representative season.
7. To report to the Rep Co-ordinator immediately after each tournament on the tournament with analysis of team and player performance and results.
8. To keep a coaching record of the team and team trainings plus game analysis and results to be used for a report back to Kerikeri Netball Centre through its Reporting and Feedback process (in cooperation with the Team Manager and Rep Co-ordinator).
9. Report back to Kerikeri Netball Centre through the Exit Interview Panel within one month of completion of the Representative season. The Report is to include:
 - Coach's Written Report
 - Recommendations for Kerikeri Netball regarding coaching requirements

The Rep Coordinator will provide a season report to the KKNC Exec Committee:

- Tournament results and statistics
- Summary of Player & Parent Survey

Person Specifications:

- A minimum NNZ Level 1 Coaching Award
- Commitment to commence NNZ Level 2 Coaching Award or equivalent during the 2009 season
- Experience in coaching at least at Representative level, two years coaching at Intermediate level; or successful background in netball coaching
- Proven ability to communicate and work with young players

* The Selection Panel comprises three independent selectors ideally headed by the Representative Coach - providing that neither has a child/ren trialling for the team.

Appendix 4 - Coach Application Form



KERIKERI NETBALL CENTRE INC.
2014 REPRESENTATIVE TEAM COACHES
APPLICATION FORM

PERSONAL INFORMATION

NAME:

ADDRESS:

TELEPHONE NO. (HOME) (MOBILE)

(WORK) (FAX)

EMAIL:

MEDICAL INFORMATION:

Allergies:

Medical Conditions:

In case of emergency, notify:

CURRENT COACHING POSITION:

Application for: (circle position/s applying for)

Year 7 Rep Head Coach

Year 7 Rep Head Coach

Year 9 Rep Head Coach

U15 Rep Head Coach

U17 Rep Head Coach

If these choices are not available, would you accept a different position:

Yes No

If yes, please explain

PLEASE TAKE AS MUCH SPACE AS YOU LIKE:

1. Please outline your previous relevant **coaching experience**:

-
2. Please list your **netball specific qualifications** and the years they were attained:

 3. Please list any other **relevant** qualifications or courses that you have attended, and the years:

 4. What **personal qualities** would you bring to this role?

 5. What are your team initiatives, objectives and goals?

 6. What is your **personal coaching philosophy**?
 - **Winning**
 - **Sportsmanship**
 - **Discipline**

 7. Any other information you feel would be relevant?

8. CONSENT FOR CRIMINAL RECORD SEARCH

I am interested in being considered for a sensitive position of trust and well being of Youth participants and I am required by the Kerikeri Netball Centre to disclose whether or not I have any convictions or have been charged under any Legal enactment.

I understand that disclosure of a criminal record may not necessarily preclude me from performing duties/functions/responsibilities I am interest in.

I understand that, if KKNC should decide any conviction or charge disclosed might preclude me from being involved, I will be given an opportunity to see and discuss that criminal record to determine whether or not my criminal record indicated that I present a risk of physical or sexual abuse to participants.

I therefore, authorize KKNC, to inquire into and determine whether or not I have a criminal record, including assault against children, and also make the Kerikeri Netball Centre a full and complete disclosure of any criminal record they may find.

Signature _____ Date ____/____/____

JOB APPLICANT'S AGREEMENT, CERTIFICATION, AND AUTHORIZATION FOR REFERENCE CHECK

I certify that the information given by me in this application is true and correct in all respects. I authorise the use of any information in this application to verify my statements and I authorise all referees and any other persons to answer all questions asked concerning my ability, character and reputation.

I understand that if appointed, I will adhere to all Policies and Procedures of the Kerikeri Netball Centre, which may be revised in whole or part at any time.

Signature of Applicant

Send To:

Chairperson "In Confidence" Kerikeri Netball Centre Inc. PO Box 437 Kerikeri	or email: s.d.dromgool@actrix.co.nz or fax: (09) 4019 633 Telephone: 021 1812922
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CLOSING DATE:

Interviews will commence shortly after the Closing Date.

Appendix 5 - Managers Job Description



2014 Kerikeri Netball Centre Representative Manager JOB DESCRIPTION

Title: (Age Group) Team Manager

Reports to: President or Rep Coordinator

Term of Position: 21 March 2014 to 31 August 2014

Purpose of Position:

To be responsible for all aspects of organisation relating to the Rep Team including distribution and collection of uniforms, communication with the team and the Rep Coordinator (of Kerikeri Netball Centre), logistical arrangements and overseeing the health and welfare of team members at all tournaments and trainings.

Key Tasks:

- 1 To work with the other members of the entire Rep programme to ensure good communication is made between all involved - **Coaches, Managers, Umpires, other Team Officials, Parents/Caregivers**
- 2 Liaise with the Rep Coordinator regarding the distribution of uniforms following the naming of the team. Ensure that all team members and the management team have been issued with the correct uniform and ensure that the numbered items are recorded and then accounted for on their return at the end of the season. Manage all equipment
- 3 Liaise with the Rep Coordinator regarding travel and accommodation arrangements for tournaments and ensure that all interested parties (Coaches, players, parents and allocated Umpires) are informed of arrangements.
- 4 Establish high standards of presentation and behaviour with the team and ensure their compliance with the guidelines for representative players of Kerikeri Netball Centre
- 5 Oversee all aspects required at tournaments; first aid, welfare, health and safety. Distribute tournament information as it comes to hand
- 6 Ensure that statistics for games are kept for future reference and as a record of the game. (Results for the team should be given to the Rep Coordinator as soon as possible following tournaments.)
- 7 Work alongside the Rep Committee regarding the Rep Introduction event and end of season Prizegiving
- 8 Report back to the Rep Coordinator within one month of completion of the Representative season. The report is to include:
 - Managers Written Report
 - Recommendations for Kerikeri Netball Centre regarding the team and tournament organisation

Person Specifications:

- A good organiser with sound people management skills
- Experience with managing or organising a sports team
- Proven ability to communicate and work with young players
- Interest in Netball

Appendix 6 - Manager Application Form



KERIKERI NETBALL CENTRE INC.
2014 REPRESENTATIVE TEAM MANAGER
APPLICATION FORM

NAME:

ADDRESS:

TELEPHONE NO. (HOME) (MOBILE)

(WORK) (FAX)

EMAIL:

Application for: (circle position/s applying for)

Year 7 Rep Head Coach

Year 7 Rep Head Coach

Year 9 Rep Head Coach

U15 Rep Head Coach

U17 Rep Head Coach

PLEASE TAKE AS MUCH SPACE AS YOU LIKE:

1. Please outline your previous relevant **management experience**:

2. What **personal qualities** would you bring to this role?

3. Any other information you feel would be relevant?

4. CONSENT FOR CRIMINAL RECORD SEARCH

I am interested in being considered for a sensitive position of trust and well being of Youth participants and I am required by the Kerikeri Netball Centre to disclose whether or not I have any convictions or have been charged under any Legal enactment.

I understand that disclosure of a criminal record may not necessarily preclude me from performing duties/functions/responsibilities I am interest in.

I understand that, if KKNC should decide any conviction or charge disclosed might preclude me from being involved, I will be given an opportunity to see and discuss that criminal record to determine whether or not my criminal record indicated that I present a risk of physical or sexual abuse to participants.

I therefore, authorize KKNC, to inquire into and determine whether or not I have a criminal record, including assault against children, and also make the Kerikeri Netball Centre a full and complete disclosure of any criminal record they may find.

Signature _____ Date ____/____/____

JOB APPLICANT'S AGREEMENT, CERTIFICATION, AND AUTHORIZATION FOR REFERENCE CHECK

I certify that the information given by me in this application is true and correct in all respects. I authorise the use of any information in this application to verify my statements and I authorise all referees and any other persons to answer all questions asked concerning my ability, character and reputation.

I understand that if appointed, I will adhere to all Policies and Procedures of the Kerikeri Netball Centre, which may be revised in whole or part at any time.

Signature of Applicant

Send To:

Chairperson "In Confidence" Kerikeri Netball Centre Inc. PO Box 437 Kerikeri	or email: s.d.dromgool@actrix.co.nz or fax: (09) 4019 633 Telephone: 021 1812922
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CLOSING DATE:

Interviews will commence shortly after the Closing Date

Appendix 7 - Coaches Code of Conduct

NNZ Coaches Code of Conduct and Ethics

As a coach appointed by a school, club or Netball centre you must meet the following requirements in regard to your conduct as a coach and in any role you hold within the Kerikeri Netball Centre.

- Respect the rights, dignity and worth of every human being.
- Ensure the player's time spent with you is a positive experience
- Treat each player as an individual
 - Respect the talent, developmental stage and goals of each individual player
 - Help each player reach their full potential
- Be fair, considerate and honest with players
- Be professional in and accept responsibility for your actions
- Make commitments to providing a quality service to your players
- Operate within the rules and spirit of Netball
- Any physical contact with players should be appropriate to the situation and necessary for the players skill development
- Avoid unaccompanied and unobserved activities with persons under 17 years of age, wherever possible
- Any form of personal, verbal or physical abuse towards your players is unacceptable
- Show concern and caution towards sick and injured players
- Be a positive role model for Netball and players

Appendix 8 - Players Code of Conduct

NNZ Players Code of Conduct and Ethics

As a player in any Netball or Netball related activity held at or by KKNC, you must meet the following requirements in regard to your conduct during any such activity or event.

- Play equally hard for yourself and your team. Your teams' performance will benefit; so will you.
- Treat all players as you would like to be treated. At all times be fair and supportive of other players
- Control your temper, verbal abuse or deliberate contact. Abusive behaviour is unacceptable
- Play according to the rules of netball and the principles of fairplay
- Never argue with an Umpire. If you are concerned, talk to your coach or captain
- Be a good sport; cheer all good play from both your team and your opponents
- Appreciate and cooperate with your Coach, team-mates and officials. There would be no game without them
- Take responsibility for your performance on and off the court

Appendix 9 - Parent and Spectator Code of Conduct

NNZ Parent and Spectator Code of Conduct and Ethics

All parents/guardians and spectators of Netball or Netball related activities held by KKNC are encouraged to meet the following requirements in regard to your conduct during any such activity or event:

- Support the removal of verbal and physical abuse from the game.
- If you disagree with an official, raise the issue via the appropriate channels rather than question the officials judgment and honesty in public
- Teach children that effort is as important as victory, so that the result of each game is accepted without undue disappointment
- If children are interested, encourage and support them to play. Avoid forcing children to play if reluctant
- Children learn by taking risks and making mistakes, encourage and support this.
- Remember children are involved in Netball for their enjoyment, not yours.
- Recognise and value the importance of Coaches and other volunteers who give their time and resources to provide Netball - they deserve your support.
- Applaud good play by players on both teams.
- Encourage children to play to the rules of the game and respect Umpires' decisions

Appendix 10
KERIKERI NETBALL CENTRE
PLAYER INFORMATION AND PEN PORTRAIT FORM

NAME (in full):.....

HOME ADDRESS:

.....

PH No Home:

MOBILE:

DATE OF BIRTH:.....

NATIONALITY:.....

CONTACT NAME AND PHONE NO. FOR "NEXT OF KIN" (for when away from home at a tournament)

NAME:.....

ADDRESS:.....

PH No - HM..... **WK**.....

MEDICAL INFORMATION OR CONDITIONS (MEDICATIONS):.....

.....

.....

NETBALL CAREER SCHOOL:

CLUB:.....

.....

HOBBIES:.....

HIGHLIGHTS OF CAREER TO DATE:.....

.....

AMBITIONS:.....



**KERIKERI NETBALL CENTRE
REPRESENTATIVE TEAM REPORT FORM**

NAME OF TEAM:.....

DATE:..... **FIXTURE:**.....

Results: vs..... **Score: Won/Lost**.....

COMMENTS:

Re Games:.....

.....

Re Umpires:.....

.....

Re Travel/Accommodation:.....

.....

Other Comments: *(Players selected in squads etc)*.....

.....

.....

.....



KERIKERI NETBALL CENTRE - REPRESENTATIVE TEAM – TRAVELLING INFORMATION SHEET

Team: UNDER 15'S

**Fixture: NETBALL NORTHERN HARBOUR AGE GROUP
TOURNAMENT – 19 June 2014**

Meet at: KKNC Courts

Depart Date: 18 June 2014

Travelling by: RENTAL VAN

Arrive: 5PM

Travelling wear: smart casual, KKNC Rep Tracksuit

Pack: PLAYING GEAR MOST IMPORTANT (all labelled) including:

KKNC Netball uniform
and Tracksuit

Black knickers

Warm-up sweatshirt

Socks Netball shoes

Tracksuit pants (remember you are wearing or carrying the jacket

Other Gear:

Bras and knickers

Sleepwear

Toilet bag with tissues, lip screen, shampoo, toothpaste

Towels (1 or 2) for sideline use

Casual gear – i.e. extra track pants for around motel

Warm jerseys

Any medications required: Remember to let Manager know of any known problems and what medications you need to take.

Dinner for Saturday night: We need offers of Lasagne, Apple Crumble, Salad and foods for Breakfast/Lunch for Sunday. Chickens, bread rolls, fruit, yoghurt and Home Baking.

Snack food for your unit – tin of homemade cookies etc.

You are staying at: Auckland Northshore Motels, 52 Northcote Road, Takapuna, Auckland

Phone: 0508 909090

Tournament Played At: Netball Northern Harbour, 48 Northcote Road, Takapuna, Auckland

KERIKERI NETBALL CENTRE
Representative Uniform

Representative Team

Name:.....

Address:.....

.....

Phone:..... **Club/School:**.....

Signed:..... **Date Taken:**.....

Size:

Jacket:

Track Suit: **Top** **Pants**

Playing Top:

Skirt:

Bag:

Sweat Shirt:

Signed:.....

Date Returned:.....

REASON TO USE STATISTICS SHEETS

- Can pinpoint team weakness/strengths
- Can pinpoint individual weaknesses/strengths
- Provides a focus for next practice.
- Identifies lapses in concentration and /or lack of fitness e.g. if penalties increase markedly as game progresses.
- Identifies any imbalance in shooting pair (own/opposition).
- Identifies skills that need working on – individually or as a team.
- Can provide realistic feedback to a player.
- Provides an on-going record of team penalties – improvements.

DISADVANTAGES

- Statistics need to be read in conjunction with watching the game e.g. bad pass (eg: is it because next players are not offering themselves for next pass in time?)
- Players may lose confidence if their weaknesses are focussed on.
- Needs to be analysed in context of opposition and should be used as a guide or a coaching aid.

Team Name:.....1st Quarter:.....Them.....

Game Against:.....2nd Quarter:.....Them.....

Date:.....3rd Quarter:.....Them.....

4th Quarter:.....Them.....

	GS	GA	WA	C	WD	GD	GK	SUB	Other Team	
									GS	GA
1 st Quarter										
2 nd Quarter										
3 rd Quarter										
4 th Quarter										

General Comments:

.....

Names:

GS.....
GA.....
WA.....
C.....
WD.....
GD.....
GK.....

KEY:

S = Stepping I = Intercept Rx = Rebound missed Ti = Throw in
 O = Obstruction T = Tip on ball Tu✓ = Toss up gained Tix = T/in lost
 C = Contact ✓ = Goal Tux = Toss up missed B = Breaking
 HB = Held ball x = missed goal L = Lse ball won Bp = Bad pass
 O/f = off side R = Rebound Rb = Replay ball OS = Offside

Statistic Sheet:

Date:

.....V.....

Score:.....

1st half

G S	G A	W A	C	W D	G D	G K

- BP = Bad Pass
- B = Breakup
- O = Obstruction
- C = Contact
- HB = Held ball
- Of = Offside
- ✓ = Goal
- R = Rebound
- Rp = Replay
- I = Intercept
- T = Tip
- Tu✓ = Toss up won
- Tux = Toss up lost
- S = Stepping

Goaling Averages:

	1 st Half	2 nd Half
GS		
GA		

2nd Half

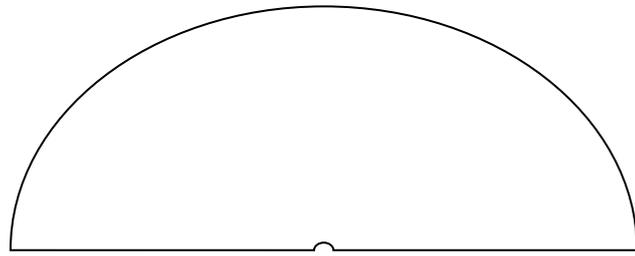
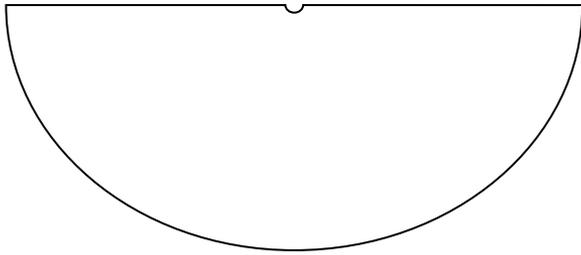
G S	G A	W A	C	W D	G D	G K

SUMMARY

	BP	B	O	C	H B	S	R	R P	I
G S									
G A									
W A									
C									
W D									
G D									
G K									

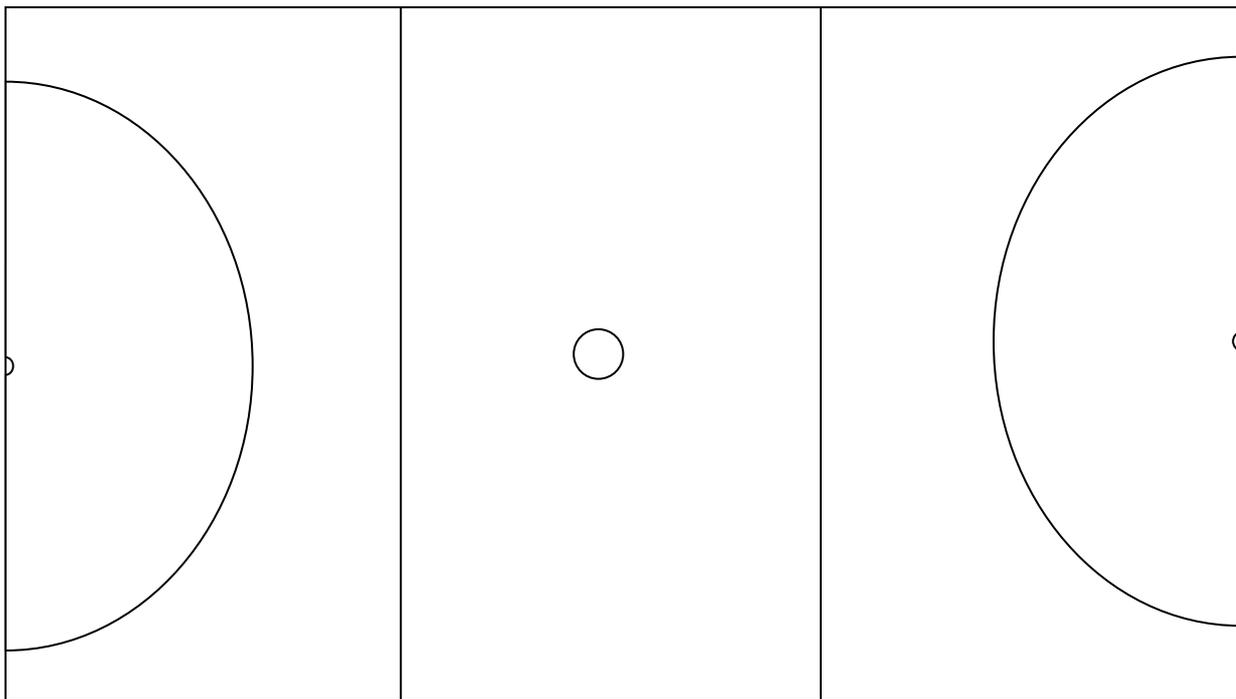
GK.....

GA.....



GK.....

GA.....



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