



Representative Policy

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TABLE OF CONTENTS

1. Introduction	4
2. Intent and Spirit	4
3. Coach Selection and Appointment	5
4. Representative Convenor	5
5. Representative Panel.....	5
6. Nominations.....	7
7. Representative Teams	7
8. Representative Team Officials	7
9. Selectors.....	7
10. The Role of Selectors.....	8
11. The Role of Coach.....	8
12. The Role of Manager.....	10
13. The Role of Cook	12
14. The Role of Umpire	13
15. Conduct	14
16. Player Discipline	14
17. Uniform	15
18. Representative Tournaments	15
19. Funding Representative Teams.....	15
20. Reporting and Feedback	17
21. Health and Safety.....	18
22. Travelling Arrangements	18
23. Breaching of Rules Regarding Alcohol.....	18
24. Breaching of Rules Regarding Smoking	18
25. Breaching of Uniform Rules	19

1. Introduction

The Kerikeri Netball Centre (KKNC) Representative Handbook is designed to ensure there is consistency and continuity in the selection and administration of our Representative teams from year to year. This knowledge often resides in the heads of a few people with experience at Representative level and by recording it in this Handbook; we can tap into this knowledge in any given year. Because the Representative teams elicit so much emotion and intensity from everyone involved, the process of selecting and administering Representative 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 Representative guidelines, can only be made at end of each Representative 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 Representative netball (e.g. an incoming President or Representative Panel) the ability to confidently select and administer Representative teams. The following provides a set of guidelines and a process manual for selecting and administering Representative 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 President or the Representative Panel 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 Representative Panel 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 Representative 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 President should convene a Selection Panel comprised of the President of KKNC and two independent selectors to review the applications and appoint the coaches.

Coaches should apply using an application form as provided by the Centre, outlining their experience, qualifications, coaching philosophy, and providing references from players or parents of players recently coached. The Selection Panel should have additional information on candidates who have previously been a Representative Coach as a result of the Player & Parent Survey and Exit interview conducted at the end of each season (see Reporting and Feedback).

The Representative Panel may also interview candidates to further assess their suitability. Part of this process may require prospective coaches to provide a sample of their Coaching Plan for that Representative season.

One coach is required for each Representative team as per job descriptions to be provided by Centre. Coaching resources will determine the scope of the Representative programme (see section on Representative Teams). Where practical, the Coach Selection Panel will also appoint a 'coach in training' and the appointed Representative 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 Representative Coach is willing to take on the mentoring role.

New coaches will also be subjected to a security clearance, in light of the fact that they are working with young people in our community. Coaches will also be expected to adhere to Netball New Zealand's Player-Centred Philosophy and to show interest in furthering their understanding of the latest Coaching material and courses.

4. Representative Convenor

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

5. Representative Panel

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

- The Representative Convenor(s)
- Manager(s) of the previous season's Representative teams
- President of Kerikeri Netball Centre or a nominated representative

- Other KKNC Panel members as required
- Parents of potential Representative players, especially anyone who is interested in becoming a Representative Team Manager if their child is successful in making the team

In the event that there are more candidates for the Representative Panel than positions available, preference should be given to candidates independent of the players or potential players, previous Representative team experience, or previous team management experience. The maximum number on the Representative Panel is five people.

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

The Representative Panel'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 Representative Panel's role largely finishes once the Representative Team Managers are appointed because the Representative Team Managers then take over much of the work of the Representative Panel. However, the role of Representative Convenor continues throughout the season; working with the coaches and managers to ensure the smooth operation of the Representative programme. Once the Representative Team Managers are appointed, the Representative Panel assumes mostly a decision-making role and should meet as required for decisions, consideration of larger issues affecting Representative teams and for making recommendations to the KKNC Executive Committee.

The Representative Panel 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 (Representative Panel 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 Representative Panel cannot:

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

6. Nominations

Nominations for Year 7 and 8 are to be made from the player's Club on a nomination form available from the Centre. All players can register to trial for the Year 9, U15 & U17 age group teams without a nomination from their club, however they must be a fully paid member of Kerikeri Netball Centre, playing regularly for their registered team.

7. Representative Teams

In accordance with the Vision and Values of Kerikeri Netball Centre, one of the aims of Kerikeri Netball Centre is to foster and promote excellence in Netball for our age group representatives. Representative teams are therefore created with the intention of increasing the skill level and developing the talent of our top tier of young players.

It is at the discretion of the President and the Representative Convenors as to which Representative Teams will be formed in any given Season, from Year 7 to Under 19s. Furthermore, the President and Convenors have the prerogative to form additional teams at any given age group.

At the end of the trial process, a team of up to 12 players will be selected in each Year or aged grade. The Representative Panel 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 Representative Panel 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). If none of the next tier of trialists has the 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 Representative 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 Representative Panel and approached by the President of Kerikeri Netball Centre to become a Representative selector.

There should be at least three selectors chosen for each year grade, consisting of the Representative Coach and two independent selectors.

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 recognised 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 by the Coach before the team is announced.
- Ensure that any discussions with the other Selectors should be done out of hearing of trialists and spectators.

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 this has been communicated to her by Management 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 in consultation with the Representative Panel.**
- Prior to announcing the teams, a list of team members shall be submitted to the Representative Panel and President or delegated representative, for verification and approval.

Announcement of Final Teams

The announcement of final teams shall be made before the deadline set by the Representative Panel; 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 Doctor's 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 Panel, 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, organised, 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 their 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 Centre/Dentist
 - Road Map
 - Details of fixtures and liaison people
- Player Profiles, team lists with players uniform numbers
- 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
- (In consultation with the Representative Convenor suitable umpires)

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 Convenor 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 Convenor 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.

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, uniform 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' Licence
- 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 Panel. 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 day's 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 involves 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. Conduct

Coaches shall adhere to and sign the NNZ Coaches Code of Conduct as provided by the Centre.

Players will be issued with a Player Code of Conduct Contract which both they and their parents must sign. By signing this Contract Representative players are confirming their commitment to attend all training and tournaments for the full season.

Parents, caregivers and supporters of Representative players shall also adhere to the NNZ Supporters Code of Conduct.

16. Player Discipline

Sometimes a player can exhibit behaviour that is not in accordance with Kerikeri Netball Centre's Values and 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 as supplied by the Centre.
- **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 Representative Panel to discuss the remedy for the unacceptable behaviour.
- **Removal from the Team.** Following this meeting, should the player's behaviour and attitude continue to be unacceptable, the Representative Panel may choose to remove the player from the team altogether. This sanction may also be imposed to players who do not attend regular trainings, as reported by the Manager. (see 6)

17. Uniforms

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

Advise the Representative Panel's uniform Convenor 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 uniforms are not to be worn over track pants/wet weather pants

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 use Representative dresses, tracksuits or bags to training, (Representative 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 Convenor 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.

18. 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 Executive Panel 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 Executive Panel meetings as soon as practicable after trials take place.

19. Funding Representative Teams

A fee shall be levied on each player selected for a Representative team. This will be set each year by the Representative Panel. The following list represents the limit of expenses that the Panel shall underwrite for the Representative 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 Representative teams need should be funded by external funding sources. There are numerous sources of external funding:

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

The Representative Panel 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 KKNCC Executive. Any expenditure over \$50.00 must be approved at a full Panel meeting of KKNCC Executive. 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 Representative 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 Executive Panel/Representative 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 KKNCC Executive.

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

A sample Representative Budget:

KNC Representative Income/Expenditure – Budget	Season
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
	9,200.00

Guidelines for budgeting:

- The budget should be built 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 Representative Coordinator, for all tournaments we need to travel to.

20. Reporting and Feedback

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

- Coaches and Managers Reports
- Coach and Manager exit interviews
- Individual Player Profiles
- Player and Parent Survey

Coaches provide a report to the Representative Convenor after each tournament. The Representative Convenor provides progressive reports to the KKNC Executive Panel throughout the season.

The Coaches and Managers provide reports and recommendations to the Representative Convenor 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 Representative 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.

21. Health and Safety

In conjunction with safe Health & Safety practices, 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.

22. Travelling Arrangements

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

23. Breaching of Rules Regarding Alcohol

The drinking of alcohol is strictly prohibited while attending any activity to do with the Kerikeri Netball Centre, including Representative Tournaments. Any player or member of the 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 Representative Coordinator at the earliest opportunity. All breaches must be reported to KKNC ASAP.

24. 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 Representative Convenor 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.

25. 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.