



STATE TEAM OFFICIALS POLICY

**Adopted by NSW Netball Association Ltd Board Meeting on
8th October 2013**

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1. State Team & ANL Head Coach Roles

1.1 Selection Criteria

- Current Netball NSW registration.
- Netball Australia Advanced Coaching Course Accreditation (former NCAS Level 2), as a minimum.
- Understands and role models the Netball NSW values.
- Able to build trust and respect.
- Effective leadership skills, can lead and delegate appropriate responsibility to the Assistant Coach, able to lead the team and team management demonstrating a high level of interpersonal and communication skills.
- Positive, confident and decisive.
- Highly developed planning and organisational skills.
- Can establish the team vision, values and performance culture and standards that fit within the goals of the Netball NSW High Performance (HP) program.
- Demonstrated talent identification and selecting ability.
- Demonstrated commitment to their professional development as a coach.
- Understands and complies with the relevant Netball NSW policies and processes.
- Ability to meet the duties, attendance and report requirements as per this policy.
- Can establish and maintain positive working relationships with, and is accessible to key stakeholders including the Assistant Coach, Netball NSW HP staff, State League coaches and other management team personnel.
- Ensures that players and management understand the importance of ensuring all NSW representatives are considered role models, and that the brand and profile of the players, management, Team and Netball NSW are portrayed positively at all times.

1.2 Appointment Process

- State & ANL head coaching roles will be advertised and appointed prior to the appointment of assistant coaches, managers, physiotherapists and also prior to the selection process of representative teams.
- The Appointment Panel will be determined by Netball NSW, the Panel will be responsible for shortlisting, interviewing and appointing coaches.
- Interviews will be conducted for all Head Coach appointments by the Appointment Panel and applicants will be required to make a presentation to the Panel as part of the interview process.
- The term of the appointment may be either one (1) to two (2) years as determined by Netball NSW.
- In the case where the Head Coach withdraws more than eight (8) weeks from the commencement of the National Championships or ANL, a full application and appointment process may apply to select a suitable successor.
- Where the Head Coach withdraws within eight (8) weeks from the commencement of the National Championships or ANL, the Assistant Coach may be appointed to the position of Head Coach.

1.3 Duties

- State Team Head Coaches: Participate as a member of the NSW Emerging Talent Selection Panel to select the Sydney Netball Academy Squad, NSW 17/Under Squad and Teams, NSW 19/Under Squad/Team and the NSW 21/Under team.
- ANL Head Coaches: Participate as a member of the NSW Selection Panel to select the NSW Swifts, NSW Emerging Elite Squad, the Waratahs and the Blues Teams.
- Liaise with the General Manager - High Performance (GM-HP) and the Assistant Coach, to prepare the team campaign plan, including the program for player development and team preparation.
- With the assistance of the Management Team personnel, prepare and coach the State/ANL Team at National Championships/ANL.
- Be willing and open to advice, feedback and support from the Assistant Coach to ensure the skills and attributes of the Assistant Coach are maximised.
- Liaise with the Team Manager regarding training requirements and all logistics associated with National Championships/ANL.
- Liaise with the GM-HP regarding injuries, budget queries and any discipline issues.
- In consultation with the Assistant Coach, Team Manager and the GM-HP, provide the names of the Captain and Vice-Captain to Netball NSW at least one (1) month prior to travelling to National Championships or competing in the ANL.

1.4 Attendance Requirements

- Meetings as determined by the GM-HP.
- Any professional development opportunities as agreed with the GM-HP. (e.g. Coaches Forum, conferences).
- All selection trials.
- Team induction.
- All squad/team training and education sessions.
- National Championships/ANL.
- Be available on at least two (2) occasions to deliver coach education activities. These are to be mutually agreed to in consultation with the GM-HP.

1.5 Reports

State & ANL Head Coaches will be required to submit the following reports:

1. Campaign Plan – including the training program and schedule.
2. Campaign Review report to be submitted within fourteen (14) days after National Championships or ANL. The report will reference the Campaign Plan and will include a review of the:
 - Selection process
 - Program
 - Player & Team preparation & performance
 - Organisation
 - Administration
 - Communication
 - Individual report on each player, their on and off court performance and potential to progress
3. Head & Assistant Coaches will work together on the submission of the individual reports on each player, their on and off court performance and potential to progress.

2. State Team & ANL Assistant Coach Roles

2.1 Selection Criteria

- Current Netball NSW registration.
- Netball Australia Advanced Coaching Course Accreditation (former NCAS Level 2), as a minimum.
- Complementary skills & experience with the Head Coach.
- Understands and role models the Netball NSW values.
- Able to build trust and respect.
- Effective leadership skills, demonstrating a high level of interpersonal and communication skills.
- Positive and confident to voice own views.
- Highly developed planning and organisational skills.
- Supports the establishment of the team vision, values and performance culture and standards that fit within the goals of the Netball NSW HP program.
- Demonstrated commitment to their professional development as a coach.
- Understands and complies with the relevant Netball NSW policies and processes.
- Can establish and maintain positive working relationships with key stakeholders including the Head Coach, Netball NSW HP staff, State League coaches and other management team personnel.
- Can work with the Head Coach to ensure that players understand they are considered role models, and that the brand and profile of the players, management, Team and Netball NSW are portrayed positively at all times.
- Ability to meet the duties, attendance and report requirements as per this policy.

2.2 Appointment Process

- Assistant coaching roles will be advertised at the same time as the head coaching roles, however appointments will be made following the appointment of the Head Coaches.
- The Appointment Panel will be determined by Netball NSW, the Panel will be responsible for shortlisting, interviewing and appointing Head and Assistant Coaches.
- Interviews will be conducted for all Head and Assistant Coach roles by the Appointment Panel and applicants will be required to make a presentation to the Panel as part of the interview process.
- The term of the appointment may be either one (1) to two (2) years as determined by Netball NSW.
- In the case where the Assistant Coach withdraws more than eight (8) weeks from the commencement of the National Championships or ANL, a full application and appointment process may apply to select a suitable successor.
- Where the Assistant Coach withdraws within eight (8) weeks from commencement of the National Championships or ANL, there may be no further appointment to the position.

2.3 Duties

- Work with the Head Coach and the GM-HP to prepare the team campaign plan, including the program for player development and team preparation.
- Support the Head Coach to prepare the Team for National Championships or ANL.
- Be willing, honest and open in providing advice, feedback and support to the Head Coach and carry out agreed duties.

2.4 Attendance Requirements

- Meetings as determined by the GM-HP.
- Any professional development opportunities as agreed with the GM-HP (e.g. Coaches Forum, conferences).
- Selection trials as agreed with the Head Coach and GM-HP (in an observation capacity).
- Team induction.
- All squad/team training and education sessions.
- National Championships or ANL.
- Be available on at least one (1) occasion to deliver coach education activities. These are to be mutually agreed to in consultation with the GM-HP.

2.5 Reports

1. Assistant Coaches will be required to support the Head Coach to submit the Campaign Plan – which will include the training program and schedule.
2. Assistant Coaches will also be required to submit their own Campaign Review report to be submitted within fourteen (14) days after National Championships or ANL. The report will reference the Campaign Plan and will include a review of the:
 - Selection process
 - Program
 - Player & Team preparation & performance
 - Organisation
 - Administration
 - Communication
3. Assistant Coaches will work with the Head Coach on the submission of the individual reports on each player, their on and off court performance and potential to progress.

3. State Team & ANL Manager

3.1 Selection Criteria

- Current Netball NSW registration.
- Relevant experience including a minimum two (2) years' experience at State League level, preferably within State League Region 1.
- Up to date understanding and application of performance nutrition.
- Understands and role models the Netball NSW values.
- Able to build trust and respect.
- Effective leadership skills, demonstrating a high level of interpersonal and communication skills.
- High level of organisation skills and meticulous attention to detail.
- Understanding of risk management best practice.
- Demonstrated commitment to their professional development as a Team Manager.
- Understands and complies with the relevant Netball NSW policies and processes.
- Can establish and maintain positive working relationships with, and is accessible to key stakeholders including the Head & Assistant Coaches, other team management personnel, HP Co-ordinator and other Netball NSW staff and host personnel.
- Ensures that all NSW representatives understand they are considered role models, and that the brand and profile of the players, management, Team and Netball NSW are portrayed positively at all times.
- Ability to meet the duties, attendance and report requirements as per this policy.
- Computer literate: able to use word and preferably excel

3.2 Appointment Process

- Team Manager roles will be advertised at the same time as the coaching roles, however appointments will be made following the appointment of the Head Coaches.
- The Appointment Panel will be determined by Netball NSW, the Panel will be responsible for shortlisting, interviewing and appointing Team Managers.
- Interviews will be conducted for all Team Manager roles by the Appointment Panel and applicants may be required to make a presentation to the Panel as part of the interview process.
- The term of the appointment may be either one (1) to two (2) years as determined by Netball NSW.
- In the case where the Team Manager withdraws greater than eight (8) weeks from commencement of the National Championships or ANL, a full nomination and appointment process will apply to select a suitable successor.
- Where the Team Manager withdraws within eight (8) weeks from commencement of the National Championships or ANL, the following options may be applied:
 - A full nomination and appointment process may apply; or
 - The Appointments Panel may consider the remaining applicants to determine a suitable replacement; or
 - Failing to determine a suitable replacement, the Appointments Panel may at their discretion, make an approach to a Waratah Cup Manager or a previously appointed State Manager.

3.3 Duties

- Manage the day to day organisation of the team on all logistical matters and within allocated budget.
- Liaise with the High Performance Co-ordinator on all logistics concerning their team, communicating in a timely manner to all Netball NSW communication.
- Liaise with the GM-HP on the budget and ensure prior approval from the GM-HP for any unbudgeted expense.
- Liaise with the HP Co-ordinator to organise the distribution of uniforms to players and officials.
- Ensure players and officials are clothed in appropriate team wear at training sessions, when on tour, on match night and when interviewed by the media.
- Take responsibility for the conduct, well-being and appearance of all NSW representatives within their party.
- Ensure the environment is prepared at all training sessions and trial games.
- In the event of injury or illness of a team member, support the medical personnel to arrange any necessary treatment.
- Research all local resources at each venue, including medical facilities.
- Take responsibility for ensuring all players have access to appropriate food and fluids and are following performance nutrition best practice. Reporting any concerns to the Head Coach.
- Responsible for all directions received from Netball Australia personnel while on tour.
- Ensure processes are in place so all members of the team are aware of the program and where they are required to be at all times while together as a team.
- Attend training sessions as required, and any event in which the team is participating.
- Organise and control bench and match protocol at all home and away matches.
- Where necessary, provide a link between the team (players and coaching staff), administration and Netball NSW.
- Report any disciplinary matters immediately to the GM-HP and work with Netball NSW delegated personnel in dealing with any discipline issues.
- Submit monthly itemised account of expenditure, including any expense claims and with all accompanying receipts to the HP Co-ordinator.
- Submit final expense claim with accompanying receipts to the HP Co-ordinator **within fourteen (14) days** of the conclusion of National Championships or ANL.
- Be responsible for returning to Netball NSW, in good order and condition, all State property within fourteen (14) days of final team commitment.

3.4 Attendance Requirements

- Meetings as determined by the GM-HP.
- All selection trials.
- Induction.
- Team training and education sessions as required.
- National Championships or ANL.

3.5 Reports

State Managers will be required to submit a report within fourteen (14) days after National Championships or ANL that includes a review of the campaign & program with recommendations on:

- Team preparation – general.
- Nationals – travel, accommodation, uniform.
- Organisation.
- Administration.
- Communication.

4. State Team Mentor Coach

Netball NSW has the right to appoint Mentor Coaches if deemed appropriate.

4.1 Objective

- To advise, support and assist in the development of the State Team Head & Assistant Coaches.

4.2 Selection Criteria

- Highly experienced coach with relevant elite experience.
- Netball Australia Advanced Coaching Course Accreditation (former NCAS Level 2), or higher.
- Previous experience in elite coach development.
- Ability to analyse and advise coaches on their performance.
- Outstanding planning and communication skills.
- High level of confidentiality, able to build trust and respect.
- Can establish and maintain positive working relationships with, and is accessible to key stakeholders including the Coaches, Netball NSW HP staff and other management team personnel.

4.3 Duties

- Work closely with the GM-HP & State Team Coaches in planning the team's campaign, i.e. the preparation and National Championships/ANL program.
- Provide advice, feedback and support to coaches prior to and during National Championships.

4.4 Attendance

- Meetings as required with the GM-HP.
- Campaign planning meetings.
- Training sessions as agreed with coaches.
- Team meetings & debriefs as agreed with coaches.
- On call to coaches at Nationals (to be accommodated with the team/s).

4.5 Reports

The Mentor Coach will be required to submit a written report to the GM-HP within fourteen (14) days of the conclusion of National Championships, commenting on the:

- Campaign planning process.
- Head Coach and Assistant Coach performance and areas requiring further development.
- Professional development recommendations

The Mentor Coach is encouraged to provide any comments/recommendations they deem pertinent for consideration.

5. State Team Tour Manager

Netball NSW has the right to appoint a Tour Manager if deemed appropriate.

5.1 *Objective*

- The Netball NSW Tour Manager will act in a 'Head of Delegation' capacity to provide State Team Management personnel with support, advice and leadership during the National Championships.

5.2 *Selection Criteria*

- Senior Netball NSW staff member.
- Previous National Championships experience in either a coaching, managing or administrative role.
- Understands and role models the Netball NSW values.
- Ability to build trust and respect.
- Can establish and maintain positive working relationships with, and be accessible to key stakeholders including the Team Managers, Coaches, host Member Organisation and Netball NSW personnel.
- Ability to assess and manage risks and has meticulous attention to detail.
- Outstanding planning and communication skills.
- High level of confidentiality.

5.3 *Duties*

1. *Pre- National Championships*

- Liaise with the GM-HP and Team Managers to assess and complete a risk analysis
- Work with HP personnel to brief the Team Managers on Netball NSW expectations leading up to and including National Championships including:
 - Travel and accommodation.
 - Uniforms.
 - Performance nutrition.
 - Standards & behaviour expected on and off court by all NSW representatives.
 - Identified risks.
 - Any special needs.

2. *During National Championships*

- Act as 'Head of Delegation' with regard to the resolution of any issues and concerns.
- Be available and accessible to Team personnel to support with any queries and concerns.
- Liaise with host personnel as and when required.
- Work closely with Team Managers to ensure all aspects of the Codes of Conduct are met.
- Liaise with other Netball NSW officials in the travelling party.
- Liaise with Team Managers regarding any budget or discipline queries or concerns.

5.4 *Attendance*

- Meetings as required with the GM-HP and Team Managers.
- Campaign planning meetings.
- Team Induction.
- On call to Team Management at National Championships (to be accommodated with the team/s).

5.5 *Reports*

The Tour Manager will be required to submit a written report within fourteen (14) days of the conclusion of National Championships. The report should detail any issues experienced, subsequent actions and recommendations, along with a summary of the performance and conduct of all the Teams.



6. Netball NSW staff members appointed to High Performance roles

From time to time there may be a member of the Netball NSW staff appointed to a State and/or ANL Team Official position, as per the appointment process.

In the event where a Netball NSW staff member is appointed to a State and/or ANL Team Official position, the procedures as outlined within clause 12.3 of the Netball NSW Staff Handbook will be applied.