



Representative Officials Policy

Adopted January 19th, 2026

1. Application of this Policy

- 1.1. This policy refers to the selection and organisation of Grafton Netball Associations Representative Squads, Teams, and Officials including but not limited to:
 - State Titles Squads, Teams and Officials
 - Regional League Squads, Teams and Officials
 - Development Squads, Teams and Officials
- 1.2. The purpose of this policy is to promote the following:
 - Consistency across all levels of selection
 - Transparency in selection criteria and processes
 - Flexibility to respond to selection situations in a fair manner
- 1.3. Team Officials for Representative Teams will consist of the following:
 - Team Coach
 - Team Manager
 - Assistant coach
 - Primary Carer
- 1.4. Team Officials for Development Squads will consist of the following:
 - Squad Coach - approximately 1 per 10 players
 - Squad Assistant Coach
 - Squad Manager - approximately 1 per 10 players

2. Representative Team Officials Selection

- 2.1. Nominations for Representative Team Officials will open in July and close in August for the following year. Completed nomination forms are to be forwarded to Grafton Netball Association. Exact dates will be confirmed each year and published on Grafton Netball Associations media platforms.
- 2.2. Nominations will be called for:

▪ 11 Years Development Squad	▪ 15 Years Representative Team
▪ 12 Years Representative Team	▪ 17 Years Representative Team
▪ 13 Years Representative Team	▪ Opens Representative Team
▪ 14 Years Representative Team	▪ Regional League Team

- 2.3. Representative Team Officials will be selected annually. The appointment term is for the representative season.
- 2.4. Grafton Netball Association will advertise vacancies for all Team Officials roles across its media platforms.
- 2.5. Applications will be reviewed by the Grafton Netball Association Representative Selection Panel. Applicants may be required to attend an interview with the Panel either in person or electronically and references may be checked.

The most suitable applicant for each team, as determined by the Panel, will be appointed.

If there is deemed to be no suitable applicant for a team, then no appointment will be made. An unsuitable applicant will not be appointed even if there are no other applicants.

- 2.6. Applicants will be required to list a first and second preference on the application form, for consideration by the Panel.
- 2.7. If following the initial appointments any Team Official roles remain vacant, the remaining suitable applicants will be considered by the Panel. Following on, any remaining vacancies will be readvertised.
- 2.8. The Panel will be under no obligation to provide reasons for its selection decisions, although it may elect to do so at its discretion.
- 2.9. All applicants will be advised of the outcome of the selection process via email. Following acceptance of roles, appointments will be published on Grafton Netball Association's media platforms.
- 2.10. All applicants must be registered members of Netball NSW and must hold a valid Working with Children Check.
- 2.11. Representative Head Coach requirements:

2.11.1 Must be 18 years or older and hold a current Development Coaching Accreditation

2.11.2 An applicant actively working towards obtaining the Development Coaching Accreditation may still be eligible to apply on the basis and understanding that:

- a) Prior to Grafton Netball Associations Representative Player Selection Trials, you must have completed the theory component of the Development Coaching Accreditation and

- b) You must have completed the practical component and obtained the Development Coaching Accreditation at least one month prior to attending the applicable Netball NSW Competition.
- c) Failure to complete the required accreditation if appointed will result in a replacement coach being appointed.

2.12. Representative Assistant Coach requirements:

2.12.1. Must hold a current Foundation Coaching Accreditation

2.12.2. An applicant actively working towards obtaining the Foundation Coaching Accreditation may still be eligible to apply on the basis and understanding that:

- a) At least one month prior to attending the applicable Netball NSW Competition you must have completed and obtained the Foundation Coaching Accreditation.
- b) Failure to complete the required accreditation if appointed will result in a replacement coach being appointed.

2.13. Applicants are required to declare any conflict of interest in relation to the position they are nominating for.

2.14. First year Representative Coaches shall be appointed a mentor coach for that season by the Representative Selection Panel.

2.15. For specific requirements of each Representative Official role, please refer to clause 7.

3. Representative Team Officials and Representative Players Selection Panels

3.1. To be eligible to apply for any Selection Panel position, the following criteria must be met:

- Be a current financial member of Grafton Netball Association
- Have completed, or be prepared to complete the Select for Success online course
- Have experience at a Representative level
- It is preferable that applications hold a Coaching Accreditation
- It is preferable that applicants have not also applied for a Team Official Role

3.2. Nominations for the Representative Team Officials Selection Panel and the Representative Players Selection Panels will open in July and will close before the commencement of the August monthly council meeting.

The Representative Liaison Officer will work with the Grafton Netball Association President, or their nominated executive delegate, to establish suitable Selection Panels.

- 3.3. Each trialling team will be appointed a Selection Panel consisting of the respective teams coaching staff plus up to 3 assigned selectors.
- 3.4. The Representative Liaison Officer will convene the Panels to facilitate the selection process.
- 3.5. All members of the Panels are required to sign a Grafton Netball Association Confidentiality Agreement.
- 3.6. All Team Officials and Player selections will be made based on the majority decision of the Panel members. All Panel decisions are final and binding.

4. Team Officials Code of Conduct

- 4.1. In your role as a Representative Team Official, you must:
 - Familiarise yourself with the Netball NSW Code of Behaviour Policy and all relevant Grafton Netball Associations policies and procedures and conduct yourself accordingly at all times.
 - Maintain a high standard of personal behaviour and personal appearance when representing Grafton Netball Association in any capacity.
 - Treat all players, parents, coaches, umpires, and other officials with respect.
 - Be a positive role model within the netball community and demonstrate the values that Grafton Netball Association expects of its players.
 - Act with integrity and objectivity in all circumstances and avoid any behaviour or decision making that could be regarded as harassment, discrimination, bullying and/or victimisation.
 - Take steps to avoid unaccompanied and unobserved one-on-one interactions with any minor both in person and via digital communications.
- 4.2. Additionally, in any coaching role you must:
 - Ensure all coaching accreditations remain current for the term of your appointment.
 - Avoid any unnecessary physical contact, outside that which is necessary for the player's skill development.
 - Arrive punctually and organised to all training sessions ready to begin at the designated start time and make all efforts to conclude training as close as possible to the designated end time.
 - Remain at training, games etc. until the final player has been collected.
 - Be present at all compulsory team events.
- 4.3. All Team Officials are required to wear a Grafton Netball Association shirt and/or jacket and black bottoms when representing Grafton Netball Association in any capacity.
- 4.4. A Team Official may be replaced or removed from a team for the following reasons:
 - 4.4.1. Breach of Discipline: A Team Official may be considered for replacement due to a breach of discipline, including failure to observe any the terms set out in this policy and/or any other relevant Grafton Netball Association Policies or Netball NSW Policy.

- 4.4.2. Non-attendance: If a coach fails to attend compulsory team events without seeking prior approval from the Representative Liaison Officer or Grafton Netball Association Executive Committee, a review may be conducted regarding their removal.

5. Umpires

- 5.1. All umpires will be required to wear a white shirt when umpiring at carnivals and all-white or a white shirt with black skirt or shorts at State Titles and Regional League.
- 5.2. Umpires will be given as much notice as possible of their umpiring duties for all local carnivals.
- 5.3. Umpires will be paid to attend Representative Carnivals, State Titles and Regional League per the rates outlined in the Representative Program Handbook for that year.
- 5.4. Umpires travelling and staying with the Grafton Netball Representative Teams will have their accommodation and travel paid for.

6. Appeals

- 6.1. When an appeal is sought, the person seeking the appeal shall send their request in writing via email to info@graftonnetball.com.au. This request will then be forwarded to the relevant Panel for review.
- 6.2. An appeal will only be considered if it is in relation to the process of the decision, not the decision itself.

7. Extenuating Circumstances

- 7.1. Extenuating circumstances may be considered at the complete discretion of the Grafton Netball Association Executive Committee.

8. Representative Official Roles

- 8.1. Representative Liaison Officer
- Organise regular rep meetings with coaches and managers
 - Calculate cost per player to attend Senior / Junior State Titles, liaising with President
 - Liaise with Treasurer and keep a record of all monies paid / owed
 - Assist and co-ordinate fundraising committee
 - Organise team and group photos
 - All correspondence to Rep players/managers
 - Order uniforms and requirements for rep teams
 - Attend all carnivals, if possible, to assist coaches & managers
 - Organise buses for carnivals if required
 - Liaise with Umpire Convenor on the selection and appointment of umpires for carnivals, regional league, and state titles.
 - Senior & Junior State Titles
 - Book and organise accommodation and buses for the following year
 - Attend State Titles, if possible, to assist coaches & managers

- Organise food, lunches, breakfast, dinner as required
- Liaise with Treasurer to ensure all accounts are paid prior to going away
- Daily organisation while away with the teams
- Assist with running control on Saturdays as a member of the executive
- Assist at all Grafton NA carnivals
- Attend general meetings & executive meetings
- Must hold current Working with Children Check

8.2. Representative Team Coach

- Select team along with Representative Selection Panel
- Train team twice a week
- Be prepared for all training sessions
- Attend Representative Committee meetings
- Ensure coaching qualifications are kept up to date
- Be prepared to use an assistant coach when required
- Work with coaches of other rep teams as required
- Attend all carnivals before State Titles
- Must hold current Working with Children Check
- State Titles
 - Travel and stay with Association (including players if required)
 - Work together with other coaches and managers

8.3. Representative Manager

- Attend rep meetings
- Attend training sessions as required by coach
- Inform players and parents about rep matters, carnivals, player requirements and fundraising
- Look after rep gear and take to training and carnivals
- Wash patches and make sure they are ready for carnivals
- Check first aid requirements and take kit to training and carnivals if primary carer is absent
- Must hold current Working with Children Check
- Carnivals
 - Ensure players are appropriately dressed and prepared for play at carnivals
 - Score games and record stats at carnivals if required by coach
 - Travel with players and coach to carnival if required
 - Attend to first aid if primary carer is absent
 - Ensure you know where players are at all times
 - Instruct players on appropriate behaviour when representing Grafton
- State Titles
 - Travel and stay with Association (including players if required)
 - Score games as required/organise suitable and responsible official scorers

- Ensure players are prepared for play each day
- Set up daily team area
- Ensure score sheet is returned to control (if won)
- Complete the percentage sheet (if required) and return to control at the end of each day.
- Make sure all gear is on the bus and is unloaded each day.
- Supervise players at accommodation (if required) and carnival.
- Ensure all players are well hydrated and check on their health and wellbeing while away.
- Assist / manage any medication for players while away.
- Wash uniforms each night for play the next day (if required)
- Collect from players all uniforms hired out from GNA, at the end of the competition

8.4. Representative Assistant Coach

- Select team along with Representative Selection Panel
- Assist Team Coach training team as required
- Train team if Team Coach is unavailable
- Attend Representative Committee meetings
- Ensure coaching qualifications are kept up to date
- Work with coaches of other rep teams as required
- Attend all carnivals before State Titles
- Must hold current Working with Children Check
- State Titles
 - Travel and stay with Association (including players if required)
 - Work together with other coaches and managers

8.5. Representative Primary Carer

- Ensure the welfare and safety of players is maintained at all times
- Stay on the bench for the entirety of all games, and be clearly identified to umpires
- Familiarise yourself with all players existing medical conditions eg. Asthma and treatment plans where provided.
- Manage all injury stoppages including time management in conjunction with umpires and be present on court during stoppages including: injury, illness and blood
- Maintain first aid equipment and supplies, and ensure they are easily accessible during all games
- Coordinate with event officials or others wherever further assistance is required eg. Ambulance.
- Work with coaches of other rep teams as required
- Attend all carnivals before State Titles
- Must hold current Working with Children Check
- Must hold current Basic First Aid Certificate
- State Titles
 - Travel and stay with Association (including players if required)
 - Work together with other coaches and managers

9. Committees

9.1. Representative committee

- 9.1.1. Members of the Representative Committee will include the Representative Liaison Officer, Grafton Netball Association President, Representative Team Coaches, Representative Assistant Coaches and Representative Team Managers.
- 9.1.2. The Representative Liaison Officer shall take chair at all meetings of the Representative Committee. In the Representative Liaison Officers absence, the Grafton Netball Association President shall take chair.
- 9.1.3. A quorum for Representative Committee meetings shall consist of the Representative Liaison Officer or Grafton Netball Association President plus one Team Official from each representative team.
- 9.1.4. Minutes should be recorded at all meetings of the Representative Committee and submitted to Grafton Netball Associations Secretary.
- 9.1.5. The Representative Committee is responsible for the organisation of all matters involving Grafton Netball Associations Representative program.
- 9.1.6. All decisions should be made by majority vote and consider all Grafton Netballs Associations policies and values.

9.2. Representative Fundraising Committee

- 9.2.1. The Representative Fundraising Committee will be run as an informal committee lead by the Representative Liaison Officer.
- 9.2.2. The committee will be responsible for organising all fundraising activities for the Grafton Netball Association Representative Program.
- 9.2.3. All families who have opted into fundraising for subsidised fees, will participate in the fundraisers organised by the Fundraising Committee.

Note: These role descriptions are not absolute. Roles may change on an “as needed” basis and if further clarification is required, please speak to the President.