



Representative Handbook

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1. Introduction

The NSN 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 NSN, 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 Northern Suburbs Netball Representative Programme exists to develop excellence in netball for our top year 7 and year 8 players by providing an environment that is safe, encourages fair play and is fun. The Representative Programme should comply with all Netball NZ, Netball Wellington Region, and Netball Wellington 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 NSN email distribution list, and on the NWC 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 NSN 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 the Year 8 rep team, one for the Year 7 rep team and one for the Year 7 development 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 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 February. The Rep committee should be made up of approximately 5-7 people and should include, if possible:

- The Rep Co-ordinator
- Manager(s) of the previous season's year 7 and/or year 8 team
- Chairperson of Northern Suburbs Netball or a nominated Representative
- Other NSN 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 seven 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 both year 7 & 8) 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 NSN Committee.

The Rep committee can:

- Decide which tournaments to enter, in consultation with coaches (from a list of potential tournaments - see tournaments section)
- 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
- 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 NSN Committee to expenses above \$100 – the Rep committee must refer anything of higher value to the NSN committee (see also Funding Representative Teams)
- Appoint Coaches
- Make decisions or recommendations not in accordance with the Rep Guidelines during the Representative season

6. Selectors

Independent selectors should be recruited by the Rep committee and approached by the Chairperson of NSN to become a Rep selector. There should be three selectors chosen for each year grade, consisting of the Rep Coach and two independent selectors. There should always be an uneven number of selectors. The coach is the primary selector and will be assisted by the 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.

Preferably all selectors should be available for the Saturday observations and formal trials, but if not possible, then at least two consistent selectors must be available for the Saturday observations, (one of these preferably the coach) and a third one added for the formal trials.

7. Nominations

The closing date for nominations shall be advertised at least four weeks in advance on the website, in school newsletters, and via general email distribution, and should be the same as the closing date for team entry into the NSN competition, or no later than two weeks after team registration. No late nominations will be accepted

Nominations for Rep players should be organised by each of the schools with year 7 or year 8 players, and should be on the form provided (see appendices for example). Nominations are restricted to players playing in the A grade. However, nominations for players from lower playing grades will be accepted if nominated by the school or school appointed coach. Players should nominate no more than two preferred playing positions.

8. Trials

Once nominations are received, nominated players will be allocated a number by the Rep co-ordinator, or delegated Rep committee member. A different number sequence is used for each year group, e.g. 1-30 for Year 8, and 50-80 for Year 7. This will identify them as Year 7 or Year 8 trialists and they will wear this number throughout the trial process, including for the Saturday competition observations. Responsibility for numbering trialists rests with the players, not the Rep co-ordinator, but marker pens should be made available (either with the first aid lady or with the score cards on competition observation days) so that players who forget can still be numbered. The following process will be followed:

1. Selectors will observe 'numbered' players in their own team for the first two weeks of Saturday competition.
2. After these two observations, some trialists will be eliminated and the selectors will nominate an appropriate number of players who will be invited to attend the first formal trial on the Sunday after the second competition day.

3. During the observations, the selectors may invite talented players to trial if they observe skill in competition play but do not have them registered to trial.
4. After the first Sunday trial, some more trialists may be eliminated and the selectors will nominate an appropriate number of players who will be invited to continue trialling.
5. The remaining trialists may be observed again in their own teams at the next Saturday competition day (at the discretion of the team coach) if desired/needed, and will then attend a final trial the following day (Sunday).

At the Sunday trials all players should be given as near as possible equal court time and, importantly, be *informed* that they will get equal court time.

Players should be numbered and sorted into teams on the day at the start of each formal trial. There will be some difficulty with the pre-organisation of the teams if players do not show up, show up late, or change their minds about which position they want to play. Because of the Saturday competition observations, selectors will be familiar with the players and the positions they have been played in and this should alleviate some of these difficulties. Selectors may also decide to trial players at different positions at their discretion – this should be explained carefully to the player that the selectors want to see their ability at this position, even if it is not one of their preferred positions. It may also be needed to balance court numbers as some positions are less popular than others.

When running two courts per year grade, the following personnel should be recruited by the Rep committee for the trials:

- 8 umpires (at least Elementary or Centre Badge qualified)
- List manager to number the players and ensure the numbers match the names (one for each year grade)
- Timekeeper \ first aider
- Floor manager to ensure each group of players is bibbed, warmed up and ready to go on the court when they are called.
- Assistants to ensure players are participating in low impact drills while waiting to go on the court

There must be adequate gear available for the trials, including enough bibs (at least four sets for each year grade), balls, timekeeping, pole covers, training aids for the coaches, and adequate first aid supplies.

Prior to, or at the start of each formal trial, an information sheet involving player commitment, trial logistics, and all relevant information about the trials should be made available to the parents of the trialists (see example in appendices).

9. Timetable

The timing of the trials programme will determine the Rep Tournament Programme for the season. The following is an approximate timetable for 2008:

Date	Event	Responsible
End of prev season	Advertise / recruit Rep coaches Appoint Rep Co-ordinator	Chair AGM
End of prev season	Arrange & tentative book Training Facility the next season	Chair
End of prev season	Rep budget prepared Prepare a plan of tournaments to attend (up to 6 for Rep teams and 4 for Dev teams)	Rep Committee – to be approved at the AGM
February	Rep Committee formed	Rep Co-ordinator
March	Rep Coaches Selected	Chair & selection committee
March	Rep candidates and parents of rep candidates informed of trial process and nominations open.	Coordinators of schools with years 7 & 8 players
March	Rep Selectors recruited	Rep Committee
April	Easter 10-13 April & School holidays 9/4-26/5/09	Easter & Holidays overlap this year
April	Rep nominations close	Rep Committee
May	Regular season starts	NSN Committee
May	Rep nominee observations held over first three competition Saturdays	Selectors
May	Rep trials held, teams selected and advised	Rep Committee
May	Managers Recruited	Rep Committee
May	Finalise with Training Facility the season training dates & times, inform names of key holders	Rep Co-ordinator
May (early)	Review tournament plan and confirm which tournaments to enter & present to general committee for approval if any changes made or prior approval not given.	Coaches \ Managers \ Rep Committee
June	Rep Training begins	Coaches\Managers
June	Tournament season begins	Rep Co-ordinator to organise entries, travel, accommodation, umpires (with NWC),
July Hols [5-20/7]	1 week off training (advised in advance so parents can make plans) – dependant upon tournament schedule.	
August	Tournament season ends	
Aug (late)	Reports and review meeting	Chair
Aug (late)	Parent & Player Survey	Chair
Aug	Prize giving	Rep Co-ordinator & Managers
September	Exit Interviews coaches & Mangers	Chair
Sep-Nov	Rep committee reviews Handbook, decides provision tournament schedule for next season & preliminary budget.	Rep Committee
Nov	Revisions to Handbook approved at AGM and Handbook updated.	Chair \ Rep committee

10. Rep Teams

One of the aims of Northern Suburbs Netball is to foster and promote excellence in netball for Year 7 and Year 8 players. 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 ten players is selected in each year grade and a development team of ten players in year seven only. If the selectors consider there is insufficient depth of skill in year 7, then one representative team of ten will be selected, but no development team.

The Rep committee will enter two teams of ten players into tournaments for year 7, with one team being the Representative team (Northern Suburbs Black) and the other being the development team (Northern Suburbs Green). Year 8 will have one Representative team of ten.

Additional players can only be added to the teams if a player leaves the team for any reason (e.g. moves away, is injured for a number of tournaments, etc). 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 their Saturday games and reselected by at least one selector and the Rep coach of the year grade involved.

11. 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).

11.1 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 that disciplinary action is required. In the event that the coach(es) believe that disciplinary action is required, the escalating warning procedure outlined below should be followed:

1. **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 the other players and in accordance with the Coaches' Code of Conduct (see Coaches' Code of Conduct in appendices).

2. **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 player's behaviour with the player and notify the player's parents, again outlining clearly the behaviour that is unacceptable.
3. **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.
4. If unacceptable behaviour occurs at a tournament, the player will first be warned (as in point 1 above), 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.

12. Uniforms

The following uniform shall be provided to each team member:

- 1x Kit bag
- 1x Tracksuit
- 1x Netball playing top
- 1x Netball skirt/shorts

Uniform items will be numbered and allocated to each player. Players are responsible for caring for their uniforms and returning them in good condition. If a uniform is not returned in good condition then the cost of replacement/repair will be invoiced to the player.

Players should provide their own netball shoes which should be adequate for the higher level of training and game play at Representative level. In addition, each player is to ensure they wear plain white ankle socks and plain black knickers to tournaments. Northern Suburbs Netball Representative sweatshirts are available for purchase, but are not provided as part of the team uniform.

13. Representative Tournaments

The tournament season starts in early to mid June and ends in mid August. Where possible the rep training teams should be given a week off training in the July School holidays. This will be advised at the start of the season to allow parents the flexibility to schedule holidays without impacting training schedules. However, it is possible that teams may have to attend tournaments during the July school holidays, but this will be made clear at the outset, prior to trialling beginning.

The following is a list of tournaments/activities attended in previous years:

Name	Association	Location	2008 Date	2008 NSN Attended	2009 Prov. Dates
Steffensen	Manawatu	Palmerston North	15 June	Both teams	14 June
Molly Dorne	Horowhenua	Levin	29 June	Did not attend	28 June - Possible
Yr7/8 Championships (2 day tournament)	Manawatu	Palmerston North	1 st week in July	Did not attend	10&11 July - Possible
Upper Hutt [will be Round 1 of Wgtn Regional Competition in 2009]	Upper Hutt	Upper Hutt	20 July	Did not attend	26 July – Round 1 of Wgtn Regional competition
Tararua	Tararua	Pahiatua	None	No tournament	Not likely
Development Day	Netball Wgtn Region	Hutt Valley	20 July	Rained off	Not sure
Cook Osborne	Kapiti	Paraparaumu	27 June	Both teams as Round 1 of Wgtn Regional Competition	Not likely to be held
Specialist Coaching Day	NSN	NSN	18 July	Both teams & NSN coaches	T.B.C.
Hastings	Hastings	Hastings	3 Aug	Both teams	2 nd August
Taupo	Taupo	Taupo	10 Aug	None	9 th Aug - possible
Wairarapa [will be Round 2 of Wgtn Regional Competition in 2009]	Wairarapa	Wairarapa	None	None	16 August – Round 2 of Wgtn Regional competition
Wgtn Junior Combined	Wellington Satellites	Hataitai	17 Aug	Both teams as was Round 2 of Wgtn Regional Competition	Will not be held in 2009

The recommended number of tournaments per season is five for the representative teams and two for the development team. However, Rep teams can be entered in up to six tournaments and the development team up to four tournaments per season.

Only the Representative team in each year grade travels to ‘away’ tournaments, which are those tournaments requiring overnight travel. If, for good reason, external funding cannot be obtained for ‘away’ tournaments (see Funding Representative Teams), then the NSN committee can, at its discretion, fund the ‘away’ tournaments. This can include, at the NSN Committee’s discretion, accommodation, dinner, and breakfast for the Rep Co-ordinator, Coaches, Managers, Umpires, and accommodation costs for up to 10 players for one team in each of year 7 and 8 (approx cost \$2000 per tournament).

The preliminary decision as to which tournaments to enter should be made at the last Rep Committee meeting of the year, prior to the AGM each year, and provisional approvals obtained at the AGM. This allows a start to be made on finding funding for any overnight travel required, transport expenses, etc, and gives time for the extensive planning required to attend these tournaments. The final decision on tournaments will be made at a meeting of the coaches, managers, and rep committee held as soon as practicable after

the selection process has begun and well before the first tournament entry deadline. The list of tournaments to enter should be presented to the NSN general committee for approval shortly thereafter.

14. 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. If a player's family cannot afford the representative fee, they can apply in confidence to the Chair or Treasurer for a hardship grant to fund the representative fee for them.

The NSN committee shall fund the following expenses of the Representative season:

- Entry fees into tournaments
- Umpire fees for tournaments
- A donation to Coaches and Managers of \$200 each. Any donations are to be paid only if NSN funds are available and approved at a general committee meeting.
- Essentials (i.e. first aid kit, match balls, training gear, uniforms)
- Coach clothing (overcoat, Rep hooded sweatshirt)
- First Aid, Strapping and Managers courses for managers
- Sundry expenses such as gifts for specialist coaches, prizegiving expenses, trophies, guest speakers at team functions, etc.
- Costs of one Specialist Coaching session (for Rep players and all NSN coaches)

The list above represents the limit of expenses that the committee shall underwrite for the Representative season. Anything additional the Rep teams need should be funded by external funding sources. There are numerous sources of external funding:

- Charitable Trust funding
- Rep Barbecue sales at Saturday games
- Representative player levy
- Private sponsorship
- Parent contributions

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

- Uniforms (should be replaced every 2-3 seasons)
- Tracksuits (should be replaced every 2-3 seasons) [New for 2008 season]
- Gear bags (should be replaced every 2-3 seasons)
- Training venues (indoor and outdoor with adequate lighting)
- Training gear (cones or other training aids)
- Accommodation for 'away' tournaments

All external fundraising and expenditure covered by external funding shall be brought to the attention of the Northern Suburbs Committee. Any expenditure over \$100 must be approved at a full committee meeting of Northern Suburbs Netball Incorporated. 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. The budget will give a very good target and allow the Funding Officer plenty of time to make applications. A sample Representative Budget can be found below.

NSN Representative Income/Expenditure - Budget	2008 Season	Projected for 2009 Season (2 teams)	Projected for 2009 Season (3 teams)
Income			
Player Levies (2008=20 reps x \$70) (2009=\$100/head)	1,400	2000	3000
Rep BBQ's (4)	1,200	1200	1800
Sale of Old Rep Uniforms	640	500	750
Total Income	\$3,240	\$3700	\$5550
Expenditure			
Pre-Trial clinics	50	60	60
Tournament Entry Fees (\$25/team)*	300	250	325
Hire of Training Facilities	2400	2400	3600
Equipment (eg Balls, First Aid Kit supplies)	500	600	675
Specialist Coaching Day	500	500	500
Umpire Costs (\$60/umpire/tournament)	720	600	780
Coach & Manager donations	800	800	1200
Accommodation (2 x away tournaments)*	3,000	3000	3000
Petrol Subsidy for Hastings (2008) / Bus (for 2009)	300	2500	2500
Managers & Coach Training courses	130	130	160
Trophies for Wgtn Regional Tournament	115	0	0
Sundry expenses (for selectors, specialist coaches, guest speakers)	180	150	150
Welcome & Prizegiving expenses	150	130	165
Trophies	600	500	750
Total Expenditure	\$9,745	\$11,620	\$13,865
Subsidisation from General Subs or Grants	\$6,505	\$7,920	\$8,315

* Development teams do not travel to away tournaments; In 2009 Rep teams budgeted for 5 tournaments (2 away) & Development team (if we have one) for 3 tournaments)

Guidelines for budgeting:

- The budget should be built from the bottom up, starting with the number of tournaments to attend, based on which teams will attend which tournaments, accommodation or transport required for each tournament, and which items need replacement from previous year (uniforms, tracksuits, balls, bibs, gear bags, training equipment, etc).
- The overall aim should be to get as much funded from external sources as possible.
- In general, each team will require an entry fee, an umpire, and accommodation costs, covering accommodation for 10 players per team, each coach, each manager, one umpire per team, rep co-ordinator, and chaperones) for tournaments outside the region.

15. 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 & Parent Survey (example in appendices)

Coaches provide a report to the Rep Co-ordinator after each tournament. The Rep Co-ordinator provides progressive reports to the NSN Committee throughout the season.

The Coaches and Managers provide full reports and recommendations to the Rep Co-ordinator as soon as possible after the last tournament of the season has been played. Exit Interviews are carried out with all coaches and managers at the end of the season. The Chair of NSN organises an independent panel to conduct these interviews. The panel provides a report to the Rep Committee when the interviews are completed.

The Rep committee considers the final reports from the managers, coaches and exit interview panel and then provides a final report on the Rep season to the NSN Committee based on these reports together with their recommendations for the next season and recommendations for any changes to the Representative Handbook.

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 season prize giving.

The Player & Parent Surveys provide a feedback loop for the players and, at their option the parents of the players. Given the age of children in the Rep teams (10-13 year olds), it is important that we give the parents a chance to contribute feedback. The Player and Parent Surveys should be distributed as soon as possible after the last tournament of the season is played. These surveys are independently analysed and feedback from this analysis is taken into consideration at the exit interviews of coaches and managers.

16. 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]

16.1 Sample Player Nomination form



NORTHERN SUBURBS NETBALL INC.

YEAR 7 and YEAR 8 APPLICATION TO TRIAL FOR REPRESENTATIVE TEAM

All Trialists wanting to be considered for selection must be a member of a Member School within Northern Suburbs Netball boundaries and must be either Year 7 or Year 8 at the beginning of the **2009** School Year. Players must be registered to play in an A grade team. Players registered in B grade or lower grades can only be nominated to trial by their school or school-appointed coach.

NAME:.....

ADDRESS:.....

..

D.O.B.: **SCHOOL YEAR:** **SCHOOL:**

....

TELEPHONE No. **MOBILE Phone No.**

EMAIL Address:

PREFERRED POSITION: **ALTERNATE PREFERRED POSITION:**

TEAM NAME: **AND GRADE:**

Once registered, trialists will be given an identifying number which must be clearly displayed on both the player's arms and legs during competition play throughout the trial process. Registered trialists will be observed by selectors on the first TWO weeks of competition. After this the selectors will invite a number of trialists to attend the first formal trial. Not all those registered will be invited to continue trialling. The first formal trial will be held on:

Sunday 10th May, 12.30 pm to 3 pm at Newlands College

Selectors may reduce the number of trialists after the first trial. Remaining trialists will be advised. They will then be observed again on the next Saturday competition, and MUST attend the final trial which will be held on: Sunday 17th May, 12.30 pm to 3 pm at Newlands College

I play in the A grade and am eligible to trial OR I have been nominated by my school/coach [delete one] to trial to become a Northern Suburbs Netball Representative.

Signature of Player:

Parent/Guardian Signature: **Telephone No.**

This player does not play in the A Grade but I consider she/he has sufficient talent to trial for Reps

Name of School Representative/Coach:.....Signature:
.....

Telephone No.

Please post ***this page only*** to: **PO Box 26106, Newlands, Wellington;** or email to **repcordinator@nsnetball.co.nz;** or fax to **(04) 973 0159** by **17 April 2009.**
NO LATE APPLICATIONS WILL BE ACCEPTED.

Should you require further information please contact the Rep Coordinator: **Lynda Hagen, ph 4797523**



NORTHERN SUBURBS NETBALL INC. 2008 REPRESENTATIVE PROGRAMME INFORMATION FOR TRIALISTS

Each year Northern Suburbs Netball (NSN) select a Year 7 and Year 8 Representative Team to represent our association in Junior Rep Tournaments held in various locations in the Lower North Island. The aim of the Rep teams is to win games and tournaments whilst developing and improving team member's skills and sense of team play.

Eligibility

To be eligible for selection, you must be a member of a Member School within Northern Suburbs Netball's area and be either a Year 7 or Year 8 as at the **2008** school year.

Teams

This year one team of 10 players will be selected for each of Year 7 and Year 8. If there is sufficient depth of talent in Year 7, a Year 7 Development team of 10 players will also be selected. The teams are conditional on securing suitable Rep coaches.

Pre-Trial Training

Two 2-hour pre-trial sessions will be run by Neil Hargreaves and Alan Grant on Thursday, 8 May, 6 pm to 8 pm and Sunday, 11 May, 12 to 2 pm at Newlands College courts for all interested trialists. These sessions are especially beneficial for Year 7's new to the trial concept; and are also a good warm-up for Year 8's. These sessions are **not** part of the trial.

Trials

Once registered, trialists will be given an identifying number which must be displayed during competition play throughout the trial process. The number must be written on both the player's arms and legs. Registered trialists will be observed by selectors on the first **TWO** weeks of competition. **After these two observations players showing the most promise will be invited to attend the first formal trial to be held on:**

Sunday 10th May, 12.30 pm to 3 pm at Newlands College
Selectors may reduce the number of trialists after the first formal trial.
Remaining trialists will be advised. They will then be observed again on the next Saturday competition, and MUST attend the final trial which will be held on:

Sunday 17th May, 12.30 pm to 3 pm at Newlands College

Trials will be held wet or fine. You should come prepared to participate fully throughout the trial with all the personal gear you need - water bottle, snacks, medicine, appropriate footwear and clothing, etc.

Selections

Experienced and independent selectors will be appointed. Effort will be made to allow you to trial in the two preferred positions you nominated. However the selectors may also need to trial you in different positions other than your two preferred positions. Not all trialists will receive the same amount of court time. The selectors will determine how long they need to see each player on court – limited court time does not equate to a poor trial; extended court time does not equate to a good trial. Simply, the selectors will stop playing you when they have seen enough to reach a decision on your play.

Commitment

The Rep season can be up to 15 weeks long from late May until late August. You must be available for all tournament days and attend all trainings. Trainings will be twice a week - on a mid-week evening and on Sunday. Sessions will be for two hours each. You must be able to commit to this or you should not apply to trial. Every endeavour is made to give one week's holiday from training during the July school holidays, but this is dependant upon the dates of the selected tournaments each year. Tournaments are usually played on Sundays.

Costs

Successful Rep players will be levied **\$135** each which goes directly towards helping to fund the Rep programme (*Applications for a Hardship Grant may be made to the Chairperson*). The cost of a team photo (**\$15**) and a contribution to the fundraising BBQ costs (**\$20**) are included in this levy. Players and their parents must also participate in fundraising activities, such as assisting with running BBQs on Saturday competition days.

The costs associated with Reps are provision of uniforms, training gear, umpire's payments, tournament entry fees and 'away' tournament costs (accommodation). Each 'away' tournament costs NSN approx \$1000 per team. The Rep Committee applies for grants and funding as well as receiving conditional financial support from the general NSN fund. Players will be expected to contribute towards travel costs and meal costs for each 'away' tournament. This is estimated at approx **\$50** per 'away' tournament. If car pooling is undertaken for local tournaments, then some contribution towards petrol will also be sought for this. If NSN is unsuccessful with obtaining grant funding then there will be other costs for players to cover the 'away' tournament accommodation costs. However NSN will endeavour to minimise costs as much as possible.

Squad members may order a NSN Rep Sweatshirt Hoodie. This is a voluntary cost of approx **\$45** and payment must be made prior to orders being placed at the beginning of the Rep season.

Tournaments

The Rep teams will enter four-six tournaments per season. The Development team enters two-four local tournaments and will not attend tournaments where overnight accommodation is required. The Coaches and Rep Committee determine the tournaments attended each season. Tournaments are likely to be local (Wellington, Upper Hutt, Kapiti, Wairarapa) and away (Palmerston North, Wanganui, Hastings, Taupo) so travel will be required. Families are welcome to travel and stay with the teams but in addition to contributing towards player expenses (as above) they will need to cover their own costs for travel, accommodation and meals.

Likely dates of tournaments in 2009 are:

14th June (Palmerston North); 29 June (Levin); 26th July (Upper Hutt); 2nd August (Hastings) or 9th August (Taupo); 16th August (Wairarapa)

Team Management/Rep Committee

Volunteer Coaches and Managers are required to ensure we can both select and enter teams into tournaments. NSN will endeavour to appoint coaches by **1 March and Managers by 31 May**.

NSN has a Rep Committee, headed by the Rep Coordinator, who organise and oversee the Rep programme. This sub committee comprises experienced people who have previously been involved in the Rep programme.

An updated Information Sheet will be given out at the first trial to all applicants. However if you have any queries please do not hesitate to contact the Rep Coordinator or Chairperson. Please also check the 'REPS' tab on the website for updates.

It is a privilege to represent Northern Suburbs Netball as a Representative Player.

Thank you for your application and we wish you the best.

Lynda Hagen
Rep Coordinator
For Rep Committee
Northern Suburbs Netball

Email: repcoordinator@nsnetball.co.nz

Telephone: 4797-523

16.2 Coach Job Description



2009 NORTHERN SUBURBS NETBALL REPRESENTATIVE HEAD COACH JOB DESCRIPTION

Title: Year 8 Rep Team Coach
Year 7 Rep Team Coach
Year 7 Rep Development Team Coach

Reports to: Chairperson through Rep Coordinator/Rep Committee

Term of Position: 1 April 2008 to 31 August 2009

Purpose of Position:

To lead the coaching of Northern Suburbs Netball's Year 8/Year 7 Representative Team in a manner that extends and develops the best players at this level.

Key Tasks:

1. Support Northern Suburbs Netball's player development programme.
2. To head the Selection Panel in the selection of the Year 8/Year 7/Year 7 Development 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 **10 players** to compete in representative fixtures held during the Representative season.
6. To coach the Year 8/Year 7 Rep team/Year 7 Development Team 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 and analysing 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 Northern Suburbs Netball through its Reporting and Feedback process (in cooperation with the Team Manager and Rep Co-ordinator).
9. To oversee and mentor the Year 8/Year 7 'Coach in Training' so that they are able to develop their coaching skills.
10. Report back to Northern Suburbs Netball through the Exit Interview Panel within one month of completion of the Representative season. The Report is to include:
 - Coach's Written Report
 - Performance appraisal of the 'Coach in Training'; and
 - Recommendations for Northern Suburbs Netball regarding coaching requirements

The Rep Coordinator will provide the following for the Exit Interview Panel:

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

.../2

2.

Person Specifications:

- A minimum NNZ Level 1 Coaching Award
- Commitment to commence NNZ Level 2 Coaching Award during the 2008 season
- Experience in coaching at least at Representative level (Year 7 or 8), 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 headed by the Year 7/Year 8 Coach, with the coach having the final say in the selection of the squad. If we have a 'Coach in Training', and providing he/she does not have a child trialling for the team, then he or she has the ability to provide input via the Rep Coach, but these two must work together and provide a single voice during selections. The Coach in Training for each year grade will assist with running the drills, organise the players, and shuffle the teams as requested by the selectors.

16.3 Coach Application Form



NORTHERN SUBURBS NETBALL INC. **2009** REPRESENTATIVE TEAM COACHES, ASSISTANT COACHES APPLICATION FORM

NAME:

ADDRESS:

TELEPHONE NO. (HOME)

(MOBILE)

(WORK)

(FAX)

EMAIL:

Application for: (circle position/s applying for)

Year 8 Rep Coach

Year 7 Rep Coach

Year 7 Development Team Coach

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 **relevant** qualifications or courses that you have attended, and the years:

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

5. What is your **personal coaching philosophy**?

6. Any other information you feel would be relevant?

7. Please attach **TWO** written references (with name, address and contact details) and provide two verbal referees whom we *may* contact with regard to your coaching (all references can be parents of players you have coached in the past).

Verbal referees:

Name:

Telephone Nos.

Name:

Telephone Nos.

Send To:

Chairperson "In Confidence" Northern Suburbs Netball Inc. PO Box 26102 Newlands WELLINGTON	or email: chair@nsnetball.co.nz or fax: (04) 973 0159 (Chair's own fax) Telephone: 021 0405711 or 027 3790326
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CLOSING DATE: 5 pm, 21 February 2009

Interviews will commence shortly after the Closing Date.

PLEASE DO NOT HESITATE TO CONTACT THE CHAIRPERSON SHOULD YOU NEED CLARIFICATION OF ANY OF THE ABOVE OR WOULD LIKE FURTHER INFORMATION

16.4 Managers Job Description



2009 NORTHERN SUBURBS NETBALL REPRESENTATIVE MANAGER JOB DESCRIPTION

Title: **Year 8 Rep Team Manager**
Year 7 Rep Team Manager
Year 7 Development Team Manager

Reports to: Chairperson through Rep Coordinator/Rep Committee

Term of Position: 1 June 2008 to 31 August 2009

Purpose of Position:

To be responsible for all aspects of organisation relating to the Rep/Development team including distribution and collection of uniforms, communication with the team and the Rep Coordinator (of Northern Suburbs Netball), financial and 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 Rep Management Team (Coaches and Manager) to ensure that a good communication structure is in place within the management team, between team management and the team; and between the team, team management and the Rep Coordinator/Rep Committee.
 2. Communicate with the team member's parents and caregivers so that they are informed of the Representative Player protocols and other information.
 3. 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.
 4. 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.
 5. Establish high standards of presentation and behaviour with the team and ensure their compliance with the guidelines for representative players of Northern Suburbs Netball.
 6. Oversee all aspects required at tournaments; first aid, welfare, health & safety. Distribute tournament information as it comes to hand.
 7. 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.)
 8. Keep good financial records of all money spent and present all accounts and receipts to the Rep Coordinator. Collect the Player Levies by [12 June 2008](#). (Refer all Hardship Grants to the Chairperson in confidence.)
- .../2

2.

9. Work alongside the Rep Committee regarding the Rep Introduction event and end of season Prizegiving.

10. Report back to Northern Suburbs Netball through the Exit Interview Panel within one month of completion of the Representative season. The Report is to include:

- Manager's Written Report
- Recommendations for Northern Suburbs Netball regarding the team and tournament organisation

The Rep Coordinator will provide the following for the Exit Interview Panel:

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

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

16.5 Manager Application Form



NORTHERN SUBURBS NETBALL INC. 2009 REPRESENTATIVE TEAM MANAGERS APPLICATION FORM

NAME:

ADDRESS:

TELEPHONE NO. (HOME) (MOBILE)
(WORK) (FAX)

EMAIL:

**Application for: Year 8 Rep Team Manager Year 7 Rep
Team Manager**
(circle position/s
applying for) **Year 7 Development Team Manager**

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. Please provide TWO references should we wish to contact these people with regard to your management experience.

References:

Name:

Address:

Telephone Nos:

Name:

Address:

Telephone Nos:

Send To:

Chairperson "In Confidence" Northern Suburbs Netball Inc. PO Box 26102 Newlands WELLINGTON	or email: chair@nsnetball.co.nz or fax: (04) 973 0159 (Chair's own fax) Telephone: 021 0405711 or 027 3790326
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CLOSING DATE: 5 pm, 29 May 2009

Interviews will be held soon after the Closing Date.

PLEASE DO NOT HESITATE TO CONTACT THE CHAIRPERSON SHOULD YOU NEED CLARIFICATION OF ANY OF THE ABOVE OR WOULD LIKE FURTHER INFORMATION.

16.6 Coaches Code of Conduct

NNZ Coaches Code of Conduct & Ethics

As a coach appointed by Northern Suburbs Netball you must comply with the following:

1. Respect the rights, dignity and worth of the every human being.
2. Ensure the player's time spent with you is a positive experience.
3. Treat each player as an individual.
4. Be fair, considerate and honest with players.
5. Be professional and accept responsibility for your actions.
6. Make a commitment to providing a quality service to your players.
7. Operate within the rules and spirit of your sport .
8. Any physical contact with players should be appropriate to the situation and necessary for the player's skill development.
9. Refrain from any intimate relationship or affair with your player
10. Avoid unaccompanied and unobserved activities with persons under 17 years of age, wherever possible.
11. Any form of personal, verbal or physical abuse towards your players is unacceptable.
12. Refrain from any form of sexual harassment towards your players.
13. Provide a safe environment for training and competition including the facilities.
14. Show concern and caution towards sick and injured players.
15. Be a positive role model for netball and players.

16.7 Players Code of Conduct

NNZ Players Code of Conduct & Ethics

As a player in any netball or netball related activity held by or under the auspices of NNZ, a Regional Entity or a Netball Centre you must meet the following requirements in regard to your conduct during any such activity or event

1. Play equally hard for yourself and your team. Your team's performance will benefit, so will you.
2. Treat all players as you would like to be treated. At all times be fair and supportive of other players.
3. Control your temper, verbal abuse or deliberate contact and abusive behaviour is unacceptable.
4. Play according to the rules of netball and the principles of fair play.
5. Never argue with an umpire. If you are concerned, talk to your coach or captain.
6. Be a good sport, cheer all good play from your team and the opposition.
7. Appreciate and co-operate with your coach, team-mates and officials, there would be no game without them.
8. Take responsibility for your performance on and off the court.

16.8 Parent and Spectator Code of Conduct

NNZ Parent and Spectator Code of Conduct & Ethics

As a parent/guardian and spectator of netball or netball related activities held by or under the auspices of NNZ, a Regional Entity or a Netball Centre you are encouraged to meet the following requirements in regard to your conduct during any such activity or event:

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

16.9 Sample Rep Information Sheet

Northern Suburbs Netball Inc. Representative Squad Information 2008



2008 Team Officials

Rep Coaches 2008	Year 7 Rep Coach	Susan Le'aupepe
	Year 8 Rep Coach	Michael Gray
Rep Managers 2008	Year 7 Manager	Tania Stephen
	Year 8 Manager	Position Vacant
Rep 2008	Co-ordinator Lynda Hagen	Phone 479 7523 (evenings)

General Information

Final Selections	A Rep Team of 10 players each for Year 7 & Year 8 will be selected who will compete in Rep tournaments representing Northern Suburbs Netball. Successful trialists will be advised the evening of the last trial on 25th May, and teams will be announced on the NSN website within a day of the final trial.
Training Days/Times	Thursdays 5pm-6.30pm for Year 8 and 6pm-7.30pm for Year 7. Sundays (non-tournament days only) at 9.30-11.30am for both Yr7 & Yr8.
Travel	Both Representative teams (10 players) will travel to 'away' tournaments (i.e. those requiring overnight accommodation).
Communication and Support	The Rep Programme is lead by a Rep Committee, chaired by the Rep Co-ordinator. This NSN sub-committee works closely with, and has ongoing communication with the Rep Teams' management. Support also comes from the NSN Committee, the Rep Committee and from the Rep Squad and parents/guardians.

Coach Philosophy

Coach Guideline

Play to Win	Both Rep Teams play to win. Year 7 and 8 Coaches have been given a mandate to put the players on court as they see fit with the objective of winning tournaments. This may result in players getting unequal court time.
Motivation	Constructive feedback <i>only</i> should be given to players.
Ethics	Netball NZ Coaches Code of Conduct & Ethics and Health & Safety procedures will be followed.
Team Training	Coaches will determine how training will run for their own teams. Each coach may develop different game plans for each Team, playing to the Team's strengths and addressing weaknesses. Additional outside specialist coaching will be arranged for both teams.
Statistics	Teams are required to keep game statistics – these include shooting statistics, rebounds (both ends), turnovers, intercepts, penalties, etc. This information is gathered to help the coach develop and build on the skills of individuals and the team as a whole. (Training on statistical recording will be provided for Rep Managers and parents of players keen to help.)
Reporting	Coaches are required to provide a written report to the Rep co-ordinator at the

end of each tournament. At the end of the season coaches provide a final report to NSN with an overview of the season and their recommendations, and attend an Exit Interview. Coaches write personal profile letters for each player at the end of the season.

Rep Managers

The Yr 7 position has been filled.

All interested parties are encouraged to apply for the position of Rep Manager for the Year 8 Rep Team. Direct all enquiries to the NSN Chairperson or Rep Coordinator.

Your Commitment

As Players and Parents of Players

A 12 week commitment to trainings and tournaments is expected. Attendance at all trainings/tournaments is required. Successful trialists will be required to sign a commitment form.

Two Rep training sessions are held each week on Thursdays and on Sundays (non-tournament Sundays only) for both Year 7 and Year 8 teams.

'Rep holiday': The Year 7 Team will NOT train on Queen's Birthday Weekend, and NOT on 10th and 13th July during the school holidays.

The Year 8 Team WILL train on Queens Birthday Weekend, but the Sunday practice will be changed to 9.30am on Monday 2nd June. The Year 8 Team will NOT train on 10th and 13th July during the school holidays. Training recommences on Thursday 17th July 2008 for both teams.

Two Rep functions will be held during the season where attendance is required - the afternoon of 8 June and one other date at the end of the season (to be confirmed).

Trainings

Team practices will be held on Thursdays at 5pm-6.30pm for Yr 8 and at 6pm-7.30pm for Yr 7. Both teams will also train on Sundays (non-tournament Sundays only) at 9.30am-11.30am. Training locations will be advised at a later date but will be in the Northern Suburbs area.

You must commit to attend training on time every time (except in case of illness when you must contact your Rep Manager).

Bring your best attitude to training so that you can receive maximum development. Treat the Rep Coaches/Managers and Squad members with respect and courtesy.

Tournaments

Tournaments are played on Sundays. Some tournaments will require overnight stays. Up to six tournaments will be entered for the Rep teams. [See the schedule that follows]

Player Levy

A Player Levy of \$70 will be required from each player and will go towards Rep costs. This Levy is required by 8th June 2008. Application (In Confidence) for a Hardship Grant may be made via your Rep Manager, or direct to the NSN Chairperson.

Costs

NSN applies for funding from Community grants, but fundraising via two barbeques per Squad on Saturdays and other fundraising will be required of each player. Parent contribution for overnight stays including meals, travel and accommodation may also be required.

Other voluntary costs include a Squad photo and a Rep sweatshirt.

Gear

Playing gear is provided (uniform, tracksuit and gear bag) at the start of the season. These must be returned in good condition otherwise the cost of replacement/repair will be invoiced.

Personal

All Rep players are expected to keep themselves fit and healthy and to advise their Rep Coach and Manager if any situation arises which may hinder their full involvement in the Rep programme.

2008 Rep Programme

Date	Tournament/Development Session	Away or Local tournament
Pm of 14th-15th June	Steffensen Tournament in Palmerston North	Away tournament
29th June	NSN Specialist Development Session	Local
20th July	Regional Development Day in Hutt Valley	Local
27th July	Wellington Regional Tournament in	Local tournament

	Kapiti	
Pm of 2nd-3rd August	HJNC Tournament in Hastings	Away tournament
17th August	Wellington Regional Tournament, Hataitai	Home tournament

16.10 Representative Player Survey



NORTHERN SUBURBS NETBALL Representative Player Survey 2008

To Players participating in the 2008 Northern Suburbs Netball Representative programme:

You are invited to give feedback on your experiences during the season. The Survey lets us gather information that will help us make better decisions for the next year's Representative programme and also to help our Coaches and Managers to develop in their roles.

Your feedback will be sent to a neutral Northern Suburbs Netball Committee Member to collate the information for the two teams. It is important, even if you choose not to give your name, that you identify which team and year you are giving feedback for. Key points from all the surveys will be used by NS Netball to improve future Rep programmes.

We encourage your feedback to be honest and constructive. If you have a specific issue that you are unhappy with, we encourage you to speak directly to your coach or manager. If you feel unable to do that, you can contact the Rep Coordinator, Lynda Hagen (phone 479 7523) and speak to her or she can put you in touch with a neutral person. Your verbal comments will be noted and included in the feedback.

If there is not enough room on the form to complete your comments, please use another piece of paper, attach it and note the question number your comments relate to.

We have asked your parents to fill out a survey too, and you might like to discuss your views with your parents and ask them to help you if you feel you need it. If you prefer, you can just fill in the parent survey form together and include your comments there. It is also your choice whether you complete the Survey at all, and whether you choose to complete all questions, but we do urge you to participate.

Please return the Survey in the envelope provided by 31 August 2008.

Thank you for your dedication to the squad throughout the season, and for taking the time to complete this Survey.

**Lynda Hagen
Rep Co-ordinator
Northern Suburbs Representative Committee
(A sub committee of the Northern Suburbs Netball Committee)**

Representative Player Survey 2008

Please indicate which team you are providing feedback for:	
Year 7	Year 8
Name (optional):	
1.	Did your netball skills improve during the season as a result of being in the Representative programme? YES/NO If so, tell us about the specific new skills you have learned and whether you regularly used them in your games.
Comment:	
2.	Has your involvement in the Representative programme helped improve your Saturday game for your school team? YES/NO
Comment:	
3.	Have you developed better skills as a person (e.g., your attitude, commitment, time management, healthy eating, etc.) over the course of the season as a result of being involved in the Representative programme? YES/NO
Comment:	
4.	What are the BEST things for you personally about being a NSN representative player?
Comment: [please tell us about at least two things]	
5.	What were the WORST things about this rep season for you personally?
Comment: [please tell us about at least two things]	

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6.	Please tell us the TWO best things that your coach taught you that helped you progress as a player.
----	---

Comment:

7.	Did you use the coach's feedback to improve your game? YES/NO
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Comment:

8.	Did you enjoy the Rep netball trainings? YES/NO
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Comment:

9.	What did you think of the training venues?
----	--

Excellent	Good	Satisfactory	Poor	Unsatisfactory
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Comment:

10.	Rate the uniforms, bags and gear provided for you:
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Excellent	Good	Satisfactory	Poor	Unsatisfactory
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Comment:

11.	Any other comments/suggestions?
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Comment:

**THANK YOU FOR COMPLETING THIS SURVEY. PLEASE RETURN IT IN THE
ENVELOPE PROVIDED by 31 AUGUST 2008**

16.11 Parent Survey



NORTHERN SUBURBS NETBALL

Parent Survey 2008

To Parents of Players participating in the 2008 Northern Suburbs Netball Representative programme:

You are invited to give feedback on your experiences during the season. The Survey is designed to gather information to help us make better decisions for next year's Representative programme and also to assist the Coaches and Managers to develop in their respective roles.

Your feedback will be sent to a neutral Northern Suburbs Netball Committee Member to collate the information for the two teams. It is important, even if you choose not to give your name, that you identify which team and year you are giving feedback for. Key points from all the surveys will be used by NS Netball to improve future Rep programmes.

We encourage your feedback to be honest and constructive. If you have a specific issue that you are unhappy with, we encourage you to speak directly to your coach or manager. If you feel unable to do that, you can contact the Rep Coordinator, Lynda Hagen (phone 479 7523) and speak to her or she can put you in touch with a neutral person. Your verbal comments will be noted and included in the feedback.

If there is not enough room on the form to complete your comments, please use another piece of paper, attach it and note the question number your comments relate to.

Some of you may have experience with older children having been through the Representative programme before, or with other sporting codes, and we would like to receive feedback based on that knowledge and expertise as well.

Your child has been given their own survey to complete. We hope the player and the parent will give feedback, or you may choose to complete one Survey together. It is your choice whether you complete the Survey at all, and whether you choose to complete all questions, but we do urge you to participate in this very important process.

Please return the survey in the envelope provided by 31 August 2008.

We thank you for your support throughout the season, and for taking the time to complete this Survey.

**Lynda Hagen
Rep Co-ordinator
Northern Suburbs Representative Committee
(A sub committee of the Northern Suburbs Netball Committee)**

Parent Survey – NSN Representative Programme 2008

Please indicate which team you are providing feedback for:				
Year 7	Year 8			
Please indicate if you are completing this as a parent only or in conjunction with the player.				
Parent only	Parent and Player together			
Name (optional):				
12.	Did the player utilise the coached skills obtained during the Rep season as a result of being in the Representative programme? YES/NO			
Comment:				
13.	Did you notice the player using those coached skills during the tournament games? YES/NO			
Comment (note specific skills):				
14.	Has the player's involvement in the Representative programme positively contributed to their Saturday game for their school team? YES/NO			
Comment:				
15.	Has the player developed as a person (e.g., attitude, commitment, time management, healthy eating, etc.) over the course of the season as a result of being involved in the Representative programme? YES/NO			
Comment:				
16.	Rate the coach's overall ability to improve the players' netball skills:			
Excellent	Good	Satisfactory	Poor	Unsatisfactory
Comment (and please state which position/area of the court the player plays in – Defence/Attack):				

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17.Q 7(a)	Did the player utilise the feedback received from coach to improve their game? YES/NO
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Comment:	
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18.	Rate your manager's communication throughout the season:
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Excellent	Good	Satisfactory	Poor	Unsatisfactory
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Comment:	
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19.	Was your manager well organised and prepared for tournaments and training?
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Excellent	Good	Satisfactory	Poor	Unsatisfactory
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Comment:	
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20.	Did you find your manager approachable throughout the season? YES/NO
-----	--

Comment:	
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21.	Did the player enjoy netball trainings? YES/NO
-----	--

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Comment:	
----------	--

22.	Were the training venues, times, duration and frequency suitable to develop the player and prepare the team for tournaments? YES/NO			
Excellent	Good	Satisfactory	Poor	Unsatisfactory
Comment (Note the venue as more than one was used):				
23.	Rate the uniforms, bags and gear provided for the player:			
Excellent	Good	Satisfactory	Poor	Unsatisfactory
Comment:				
24.	Was sufficient information made available regarding tournaments, ongoing costs and other requirements/expectations? YES/NO			
Comment:				
25.	What is your view on the cost of the rep programme and the level of personal contribution (\$\$, time, BBQs, baking etc) required from families?			
Comment:				
26.	Any other comments/suggestions?			

**THANK YOU FOR COMPLETING THIS SURVEY. PLEASE RETURN IT IN THE
ENVELOPE PROVIDED by 31/8/08**

16.12 Sample Coach's Report

The Following is a guideline of information to be included in your Report. If we have not already received them we also need Reports for each tournament including all results.

Name:

Team:

1. Trials & Preparation

Please comment on the following:

- Information to coaches and selectors
- The number and quality of players available for selection
- Timing of trials
- Overall organisation of trials
- Improvements or changes you would recommend

2. Training

Please comment on the following:

- Suitability of training venue
- Timing of training
- Reliability of players at training
- Programme and impact on skill development
- How prepared were players for tournaments
- Improvements or changes that you would recommend

3. Tournaments

- Suitability of tournaments – quality and quantity
- Timing of tournaments
- Performance at tournaments and factors influencing results
- How would you rate the suitability and availability of equipment and uniforms in supporting players to perform well at tournaments?
- Improvements or changes that you would recommend

4. Player Performances

- How useful is the squad system in developing players?
- Overall assessment of the strengths \ weaknesses of the squad?
- Players who performed well or above expectations. Why?
- Players who performed poorly or below expectations. Why?
- How could we improve for next season?

5. Management Team

- Overall assessment of the strengths and weaknesses of the team
- Were there clear roles and responsibilities for the team members and how well were they adhered to?
- How well prepared were you for your responsibilities?
- How well supported did you feel by the others members of the management team?
- Were you supported by the Rep coordinator/Rep Committee? How?
- What systems did you use to communicate issues with each other, parents, or players?
- Support \ direction from Northern Suburbs Netball?

- Recommendations for improvements or changes in personnel and training?

Personal Performance Review

1. What were your goals for the squad
2. How well did you achieve them?
3. What do you believe you did well in your coaching?
4. What would you like to have improved upon in your coaching?
5. What, if anything, could Northern Suburbs Netball have done to help you improve on your results?
6. Where do you want to go with your coaching in 2008

16.13 Sample Managers' Report

The Following is a guideline of information to be included in your Report. If we have not already received them we also need Reports for each tournament including all results.

Name:

Team:

1. Trials & Preparation

Please comment on the following:

- Information to managers and players from NSN
- Information from selectors, coaches, and players
- Overall organisation of trials
- Improvements or changes you would recommend

2. Training

Please comment on the following:

- Reliability of players – notifying absences from training, injuries, turning up, providing requested information
- Availability of equipment required by coaches
- Quality of equipment
- Improvements or changes you would recommend

3. Uniforms

Please comment on the following:

- Distribution and collection process
- Quality of uniforms
- Improvements or changes you would recommend

4. Tournaments

Please comment on the following:

- Information about tournaments, timing, quantity, quality?
- Communication with umpires, finding umpires?
- Improvements or changes you would recommend

5. Management Team

- Overall assessment of the strengths and weaknesses of the team
- Were there clear roles and responsibilities for the team members and how well were they adhered to?
- How well prepared for your role were you
- How well supported did you feel by other members of the management team?
- Where you supported by the Rep Coordinator/Rep Committee? How?
- What systems did you use to communicate issues with each other, parents, or players?
- Support and direction from Northern Suburbs Netball, enough?
- What improvements or changes would you recommend in personnel and training?

Personal Performance Review

1. What were your goals as manager for the team?
2. How well did you achieve them and if not, why not?
3. What do you believe you did well in your role as manager?
4. What would you like to have improved upon?
5. What, if anything, could Northern Suburbs Netball have done to help you improve on your performance?
6. Do you want to continue with your management role?
7. What improvements would you suggest to assist people in your position in the future?

16.14 Sample Rep Committee feedback sheet

The Following is a guideline of information to be included in your Report.

Name:

Team:

1. Trials & Preparation

Please comment on the following:

- Selection of Rep selectors
- Receipt and processing of Nomination Forms
- Recruitment of personnel for trials
- Overall organisation
- Improvements or changes you would recommend

2. Tournaments

Please comment on the following:

- Information about tournaments
- Involvement in making decisions
- Securing Umpires for tournaments
- Processing of tournament entries
- Improvements or changes you would recommend

3. Management Team

Please comment on the following:

- Were there clear roles of the Rep committee
- Make up or representation of the Rep committee
- Meetings – frequency and decision making, Minutes recorded?
- Communication – follow up and support from Rep committee members/Coordinator
- Support from the NSN Committee
- Improvements or changes you would recommend

4. Rep Committee

Please comment on the following:

- Appointment of Team Managers
- Funding requirements, working with the Treasurer
- Transition of Rep committee responsibilities to Managers
- Role of Rep Coordinator as chairperson
- Obstacles to performing your role
- Improvements or changes you would recommend

Personal Performance Review

What improvements would you suggest to assist people in your position in the future?

16.15 Individual Player Profiles

Each year coaches are provided with samples so they have an idea of what they should write and how it should be written.