

STATE TEAM SUPPORT STAFF SELECTION POLICY

Version: 2018 V1	Creation Date: 25/8/2017
Policy Type: Selection	Approved by CEO on: 17/8/2018
Author: Jo Smith	Approved by Board on: N/A (operational)
Responsible person: Sport Development Manager	Schedule review date: May 2019

Purpose

This policy, in alignment with Netball WA's philosophy is intended to provide direction in the execution of the process when selecting Support Staff to the Netball WA 19U and 17U State Team Program and Teams.

This policy has been designed to:

- Identify suitable applicants for selection to the WA State Team Support Staff positions;
- Ensure a transparent, thorough and accountable selection process;
- Ensure a high standard of support servicing of the State Team Program and Teams.

Responsibilities

It is the responsibility of the Netball WA Community Netball Department to ensure that:

- Staff and volunteers are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees and volunteers to ensure that they conform to this policy.



Process

1. SELECTION PANEL

A Selection Panel comprising the following three (3) personnel shall be appointed to select each Support Staff position for each State Team:

- Netball WA Sport Development Manager (Convener of Selectors)
- Netball WA Participation Manager
- Appropriate West Coast Fever (WCF) Support Staff (as aligned to relevant State Team Support Staff position)

The appointed State Team Head Coach may participate in an ex-officio capacity to select the Support Staff member/s for their team.

In the event of a Selection Panel member not being available for a selection duty, they will be replaced for that duty by an appropriate NWA/WCF staff member, as designated by the Convener of Selectors.

The appointed Selection Panel will select each position by consensus and majority voting. Should the Selection Panel be split on any selection the Convener of Selectors shall have the determining vote.

The Selection Panel members shall fully comply with this Policy when executing their duties and shall recommend appointments to the General Manager Community Netball for ratification.

Netball WA reserves the authority to amend the composition of a Selection Panel at their discretion.

2. SUPPORT STAFF ELIGIBILITY

Support Staff eligibility criteria for selection to Netball WA State Teams competing in National Netball Championships:

- Meet requirements as outlined in the relevant Support Staff Position Description;
- Be a current affiliated member of Netball WA;
- All State Team members must be drug free and compliant with Netball Australia's Anti-Doping Policy and Integrity Framework requirements.



3. APPLICATION AND SELECTION PROCEDURE

- Applications for all State Team Support Staff positions shall be called for at a date determined by Netball WA;
- Applications are to be submitted on the Netball WA State Team Support Staff application form, except for positions which are by appointment only (i.e. Mentor Coach);
- Applicants will be shortlisted by the Selection Panel in line with the Position Description and selection criteria as determined by Netball WA;
- Shortlisted applicants may be interviewed and referees contacted to determine their suitability;
- Applicants will be advised of the outcome of the selection process verbally and in writing by the Netball WA Sport Development Manager;
- The Selection Panel shall be under no obligation to provide reasons for its selection decisions, although it may elect to do so at its discretion;
- Netball WA will communicate the names of the Support Staff personnel for each State Team to its membership via any means suitable.

4. SELECTION CRITERIA

Refer to the relevant State Team Support Staff Position Description.

5. ATTENDANCE

Minimum attendance required as follows:

- Squad training sessions as agreed to;
- All team training sessions;
- Fever in Time (FIT) State Academy Program sessions as agreed to;
- High Performance competition fixtures as agreed to;
- National Netball Championships;
- State Team officials' induction;
- Meetings, planning sessions and State Team reviews;
- Scheduled team education sessions as agreed to;
- Professional development opportunities.



6. INABILITY TO ATTEND STATE TEAM PROGRAM

If due to extenuating circumstances a State Team official is unable to attend a required activity, appropriate documentation must be provided to the Netball WA Sport Development Manager to receive exemptions from that activity.

The documentation must detail the extenuating circumstances. If the circumstance involves a medical condition or injury, a medical certificate or report detailing the complexity and severity of the condition and estimated recovery time must be included in the documentation provided to Netball WA.

The Selection Panel will determine whether the injured or ill State Team official is eligible to continue in the role. The Selection panel at their discretion may give weight to extenuating circumstances.

7. INABILITY TO ATTEND NATIONAL CHAMPIONSHIPS

In the event of a State Team official becoming unavailable to participate in the National Netball Championships they will be replaced before departure. The Selection Panel is required to forward recommendations to the Netball WA Sport Development Manager for a replacement with the rationale for selection.

The recommendations shall be presented to the General Manager Community Netball for ratification.

The Netball WA Sport Development Manager will inform the replacement State Team official of their selection to the respective position both verbally and in writing.

8. SELECTION OUTSIDE OF APPLICATIONS

In exceptional circumstances Support Staff may be considered by the Selection Panel for selection without applying for a position. The recommendations shall be presented to the General Manager Community Netball for ratification.



9. TERMS OF SELECTION

Support Staff are required to:

- Fully comply with Netball WA's Policies and Procedures, including those set out in the Netball WA State Teams Handbook;
- Fully comply with Netball WA's Officials Agreement and Netball Australia's Participation Agreement;
- Fully comply with Netball Australia's Integrity Framework and Education requirements;
- Maintain performance of selection criteria as outlined in this policy and in the relevant Support Staff Position Description.

10. APPOINTMENT TERM

As per the relevant State Team Support Staff Position Description.

11. REMUNERATION

- Netball WA State Team Support Staff shall be provided an honorarium as stated in their relevant Position Description;
- Netball WA will cover the following National Championships costs for State Team members:
 - Return travel
 - Accommodation
 - Ground Transport
 - Meals
 - State Team uniform kit (additional items are at the expense of the participant)

12. APPEALS

The grounds of appeal against a decision by Netball WA regarding non selection of Support Staff are:

- The applicable selection procedure was not properly followed;
- The applicable selection procedure was not implemented.



Any appeal by an applicant against non-selection must be made in writing to the Netball WA General Manager Community Netball via the Netball WA Sport Development Manager, within 48 hours of the announcement of the decision against which the appeal is made.

The appeal will be conducted in accordance with the provisions outlined in the Netball WA Appeals Policy Document.

A copy of the Netball WA Appeals Policy Document is available on the Netball WA website www.netballwa.com.au.

13. CHANGES TO THIS POLICY

This Policy may be cancelled, amended or supplemented by Netball WA as and when it sees fit. Any variation or amendment will be given in writing, by the Chief Executive Officer on behalf of Netball WA. This Policy will be reviewed annually.

Related Documents

- All Netball WA State Team Position Descriptions
- Netball WA State Team Handbook
- Netball WA Officials Agreement
- Netball Australia Participation Agreement
- Netball Australia Integrity Framework
- Netball Australia Codes of Conduct

Authorisation



Date: 17/8/2018

Simon Taylor
Chief Executive Officer
Netball WA

