Hervey Bay Netball Association Representative Netball Policy

POLICY TITLE: Representative Netball Policy DEVELOPED BY: Hervey Bay Netball Association

ADOPTED: 9th March 2022

POLICY PURPOSE

The purpose of this policy is to provide guidelines for Hervey Bay Netball Association (HBNA) activities related to Representative Netball.

Hervey Bay Netball Association selects and manages Representative and development teams/squads and officials to represent Hervey Bay at regional; zone and state level Representative Netball events. This policy applies to activities related to these events.

Hervey Bay Netball Association objectives in respect to this policy are to:

- i. Select Representative teams and development squads to provide the best opportunity for players to develop their physical skills and game sense, and as a pathway into Regional, State and National leagues.
- ii. Identify and select the best players in their relative age groups to achieve consistent success at Regional and State Representative competition events

The Hervey Bay Netball Association Representative program is determined by the Representative opportunities available each season, but usually includes teams for all junior competitive age groups, as well as senior teams.

POLICY STATEMENT OR COMMITMENT

Hervey Bay Netball Association is committed to ensuring consistent and conscientious application of the policy, operational processes and procedures outlined in this document to ensure the following:

- I. Transparency for all stakeholders who are involved in the representative process
- II. Improved communication and understanding between stakeholders
- III. Improved planning and execution associated with all aspects of the representative process.
- IV. Flexibility to respond to situations in a fair manner
- V. Facilitation of analysis and review of processes to ensure quality, consistency and stability between all representative events that are undertaken at a regional or state level in a given season.
- VI. Appointment of high quality and experienced officials
- VII. Promotion of development and advancement opportunities for all involved at each level of the elite athlete pathway.

REPRESENTATIVE PLAYERS

Representative/Development Squads

HBNA Management Committee may choose to create Representative/Development squads. The role of these squads is to:

- Provide opportunities to athletes that have been identified to have the ability, after specialist coaching and match practice, to make it to Representative/elite level
- To ensure depth of talent within Hervey Bay Netball Association

Selection/participation in a Representative/Development Squad does not guarantee selection for a Representative Team.

HBNA Management Committee will determine selection criteria for Representative/Development Squad candidates at their discretion from season to season. This criteria will be specified in advance, and made available to all members considering trial via affiliated club Secretaries and the association website.

Representative Teams

HBNA Management Committee will determine the Representative opportunities available each season, but usually includes teams for all junior competitive age groups, as well as senior teams.

To qualify for selection to a HBNA Representative Team, players must:

- Agree to adhere to HBNA Code of Behaviour
- Be registered members of a fully financial club with HBNA
- Be financial members (no outstanding HBNA debts, or outstanding debts with any other association affiliated with Netball Queensland)
- Maintain a standard of behaviour that is in accordance with the HBNA Code of Behaviour
- Continue to participate regularly in fixture competitions for their respective club
- Pay any Representative fees related to their participation by the due date specified (e.g. travel; accommodation; food; uniforms etc)
- Complete and return any forms/paperwork related to their participation by the due date specified
- Participate in all Representative training and events
- Participate in all HBNA sanctioned Representative fundraising activities
- Fulfil any volunteer responsibilities (either the player or their quardian)
- Make themselves available to umpire for their club and HBNA

Representative Player Age Restrictions

Junior players can only nominate for their correct age group. In the event that HBNA do not field a team for a competitive junior age group, players in that age group will be able to be selected in the next appropriate age group (for example, if HBNA do not field a team for under 14's, then players in that age group will be available for selection for the under 15's team).

Junior players are not permitted to nominate for an Open division unless the player in question meets the minimum age requirements for HBNA Senior Competition Divisions.

Representative Player Obligations

Players selected for Representative Teams are expected to:

- Commit to participating in a minimum of 3 HBNA fixture games in the year that they play Representative netball
- Agree to make themselves available to participate in all Rep fixtures for the duration of the Rep season

HBNA reserves the right to replace at any time any selected players that do not meet these obligations.

HBNA Management Committee may remove, or direct the return of, any player found to have breached HBNA Code of Behaviour. Any expense incurred in this event will be the responsibility of the player (or their quardian).

Players that do not pay their Representative bills within 7 days of the original due date may be deemed 'unfinancial', making them ineligible to continue to take the court for Representative or club teams until all outstanding fees have been paid.

A example of the Player Nomination & Information Pack is in Appendix C.

PLAYER SELECTION PROCESS

Representative Player Selection/Pre-Selection Events

HBNA Management Committee will schedule selection events. These may include (but are not limited to):

- Trial training days
- Dedicated observation events
- Nominated selection trials

Some events may be optional (such as trial training days etc), however data gathered from these optional events may be reviewed as part of the selection process to assist Representative Selectors in their selection decision making.

Selection Trials

All trialists must attend the specified mandatory trial events. Players who are unable to attend a trial may apply for an exemption from attending trial. Such application must be provided at least 2 working days prior to the trial event. Players unable to attend trial due to unforseen illness/emergency may still be considered for selection, provided they apply for special consideration within 24 hours of the trial event. Any application for exemption will be assessed by the HBNA Management Committee. Any player not attending a trial without reasonable explanation may be deemed ineligible for selection.

Upon request of the Representative Selection Panel, HBNA may call for additional trials as required. In this event, HBNA Management Committee reserves the right to invite players who have not yet nominated to trial.

The Representative Selection Panel will select a minimum of 10 players per team. Each team will have a minimum of 3 defensive players, 4 mid-court players and 3 attack/shooters selected.

The Representative Selection Panel is to name, where possible, shadow/training players for each of the following:

- Midcourt
- Shooting
- Defence

Shadow Player – is a player that will join the team in the event of a withdrawal. This will be decided in consultation between coach, selection panel and HBNA Management.

Training Partner – is identified as a player who has ability and will benefit from training with the Representative Team.

HBNA Representative Team Coaches are permitted to provide input on player ability as part of the Rep Player Selection process.

HBNA Management Committee will approve all team selections and has the power to alter any decisions by the Selection Panel only on grounds other than playing ability.

Replacement Players Process

The Selectors Panel is responsible for appointing replacement players.

- 1. The withdrawing player notifies their coach.
- 2. The coach then notifies the Rep Coordinator the details of the vacancy.
- 3. Rep Coordinator notifies HBNA Management Committee
- 4. HBNA Management Committee notifies Selection Committee.
- 5. Selection Committee meet at a suitable time to determine the course of action to be taken. In the event a Replacement Player cannot be sourced from training partners, they may then be sourced from the pool of unsuccessful trialists. If in this instance, there is no suitable replacement the Selection Committee will reopen for trials, training partners are permitted to retrial for the vacancy.

In all instances, replacement players must also be approved by HBNA Management Committee.

REPRESENTATIVE OFFICIALS

The following Hervey Bay Netball Association Representative positions shall be appointed by the Hervey Bay Netball Association Management Committee:

• Representative Committee

- Representative Selection Coordinator (may be a member of Representative Selection Panel)
- Representative Selection Panel
- Representative Coaches/Assistant Coaches
- Representative Managers
- Representative Primary Carer
- Representative Umpires

A description of these positions is in Appendix A. A nomination form for these positions is in Appendix B.

OFFICIALS APPOINTMENT PROCESS

All position holders must have a valid Working with Children Check (Blue Card). All nominations must be received by the specified due date for consideration. Late nominations will only be considered / sourced if there are vacant positions.

Appointment and Notification Process

HBNA Management Committee shall specify the position nomination requirements and timeframe at their discretion, however these requirements and timeframes shall be communicated to affiliated club Secretaries and various social media mechanisms no less than 2 weeks prior to nominations closing.

HBNA Management Committee will notify successful and unsuccessful applicants via email within 5 working days of the appointments being finalised.

Representative Sub-Committee Member

The Representative Sub-Committee is responsible for coordinating the Representative Netball activities (such as transport, accommodation, uniforms, fundraising etc).

A Representative Sub-Committee will be appointed by HBNA Management Committee from applications/nominations received by HBNA. Representative Team Manager's will also be on the Representative Sub-Committee.

The Representative Sub-Committee will consist of no less than 3 persons and may include the following roles:

- Rep Coordinator
- Rep Treasurer
- Rep Uniform & Equipment Officer
- Rep Fundraising Officer
- Rep General Committee Member

A description of these positions is in Appendix A. A nomination form for these positions is in Appendix B.

Selection criteria for the position of Representative Committee includes:

• Hold a valid Working with Children Check (Blue Card) – or in the process of applying for Blue Card at time of close of nominations

 Suitability in terms of behaviour, ethics and attitudes to represent Hervey Bay Netball Association

In the event there are not enough suitable applicants for the position of Representative Sub-Committee, at minimum require a Rep Coordinator. Persons deemed suitable by HBNA Management Committee may be considered for appointment as a Representative Sub-Committee member.

Representative Selector

A panel of selectors will be appointed by HBNA Management Committee from applications/nominations received by HBNA.

The panel of Representative Selectors will consist of no less than 5 persons. No club may have more than two representatives on the Selection Panel except in the instance of insufficient nominations being received, in this event other persons from the such club may nominate.

Selection criteria for the position of Representative Selector includes:

- Hold a valid Working with Children Check (Blue Card)
- Hold a minimum of Netball Queensland Foundation Level Coaching Accreditation (Development Level Accreditation preferred)
- Possess a minimum of 1 year Representative coaching experience and/or attended and successfully completed an approved Netball Queensland Selectors course within the previous 3 years
- Have coached a HBNA club team for at least 3 years or a Representative team for at least 1 year.
- Suitability in terms of behaviour, ethics and attitudes to represent Hervey Bay Netball Association

In the event that there are not enough suitable applicants for the position of Representative Selector, persons deemed qualified to possess significant knowledge of the game and/or relevant experience as a player/umpire/coach by HBNA Management Committee may be considered for appointment as a Representative Selector.

If not already a current financial member of Netball Queensland, successful candidates must become a registered member within 1 week of appointment.

Selectors are required to declare conflict of interest to HBNA prior to Rep Trials. HBNA Management Committee will determine the course of action required to manage this conflict of interest.

Trainee Selector

A person may be appointed as a Trainee Selector to observe the selection process for the purposes of training and development. The Trainee Selector must also meet the selection criteria specified for a Representative Selector.

The Trainee Selector may be consulted on their opinion, but is not a decision-making member of the Representative Selection Panel and has no voting rights in the representative selection process.

Representative Coach

A Representative Coach is responsible for coaching a team/squad of Representative Players.

Selection criteria for the role of Representative Coach include:

- Hold a valid Working with Children Check (Blue Card)
- Hold a current, or eligible and willing to obtain within the season, a Netball Queensland Development Level Coaching Accreditation
- Have coached for at least 3 of the previous 5 years.

If not already a current financial member of Netball Queensland, successful candidates must become a registered member within 1 week of appointment as a Coach.

Assistant Representative Coach

An Assistant Representative Coach is a person identified by HBNA Management Committee as an emerging Representative Coach. Representative teams/squads do not require an Assistant Representative Coach, however HBNA Management Committee may choose to appoint an Assistant Representative Coach at their discretion.

If not already a current financial member of Netball Queensland, successful candidates must become a registered member within 1 week of appointment.

Representative Team Manager

All Representative teams must have a Team Manager and will be part of the Representative Sub-Committee. The Representative Team Manager will be appointed by HBNA Management Committee from applications/nominations received by HBNA.

Selection criteria for the role of Representative Manager include:

- Hold a valid Working with Children Check (Blue Card)
- Hold a current First Aid certificate or prepared to obtain one

If not already a current financial member of Netball Queensland, successful candidates must become a registered member within 1 week of appointment.

Representative Primary Carer

Representative Primary Carer's will attend all games as required. The number of Representative Primary Carer's required with be determined by HBNA Management. The Representative Primary Carer will be appointed by HBNA Management Committee from applications/nominations received by HBNA.

Selection criteria for the role of Representative Manager include:

- Hold a valid Working with Children Check (Blue Card)
- Hold a current First Aid certificate or prepared to obtain one

If not already a current financial member of Netball Queensland, successful candidates must become a registered member within 1 week of appointment.

REPRESENTATIVE UNIFORMS

All Representative players and officials (including coaches and managers) must be correctly attired at the direction of HBNA Management Committee.

All provided uniforms will remain the property of HBNA and are required to be returned to HBNA in a clean, undamaged condition after each Representative event. HBNA may elect to charge a rental fee for these pooled uniform items.

Uniform items that are personalised, or not appropriate to be pooled (such as bummers; sock and named jackets etc) are required to be purchased by the player/official. These items will remain the property of the specific player/official and as such the cost for these items is to be paid by the player/official.

POLICY REVIEW

This policy will be reviewed regularly to ensure it remains relevant to Association operations and reflects both member/Netball Queensland expectations and legal requirements

Appendix A

Hervey Bay Netball Association Representative Personnel Position Descriptions

Rep Coordinator(s)

The Rep Coordinator shall be appointed by HBNA Management Committee as required. This role involves coordinating and overseeing all aspects of the HBNA Rep Program, in consultation with HBNA Management Committee. Key aspects of this role are planning and organising the structure of the Rep Program, coordinating the day-to-day activities related to the Rep Program, and communicating with all stakeholders.

The Rep Coordinator will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Players, whilst attending HBNA Representative activities
- organise and implement an event plan for sanctioned HBNA Representative events (e.g. carnivals; presentation events; fundraising events)
- organise and implement travel and accommodation arrangements for sanctioned HBNA Representative events
- provide updates when requested to HBNA Management Committee
- provide an annual report of the Rep activities for the HBNA Annual Booklet
- submit a budget for Representative Income & Expenses to HBNA Treasurer for approval by HBNA Management
- provide communication (briefing sessions / handbooks etc) with Representative Players and their parents/guardians; Rep Coaches; Rep Managers and Rep Umpires
- report any serious misconduct or behaviour matters to HBNA Management Committee within 2 working days of the incident
- source accommodation and transport for carnivals away from home as soon as they are announced by Netball Queensland for approval from HBNA Management Committee
- obtain specific information of carnival venues e.g. availability of water, ice, canteen facilities, first aid services, bus parking areas etc;
- allocate bus seating for rep teams and officials for away competitions
- obtain and distribute draw for each carnival, enabling the teams and officials to have transport arranged for their arrival at the courts within adequate time;
- organise end of season Representative Dinner/Presentation and trophies
- communicate with the bus driver while away at carnivals to keep him updated with arrival and departure times according to the draw
- call for rep coaches, players, umpires, team manager and primary carer nominations
- liaise with HBNA Umpiring Officer
- be responsible for the Representative property of the Association in conjunction with the Rep Uniform and Equipment Officer
- act as Convener of Representative Sub-Committees and carry out duties as such

- delegate all or any of her duties to any such other person or persons as are authorised by HBNA Management Committee
- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

Rep Uniform and Equipment Officer

This role involves coordinating and maintaining the HBNA Rep uniforms and equipment. Key aspects of this role including liaising with suppliers and participants to source and arrange Rep uniforms and equipment.

The Rep Uniform and Equipment Officer will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Players, whilst attending HBNA Representative activities
- attend Rep Committee meetings and events
- arrange uniforms and equipment for Representative Teams and liaise with Representative Team Managers for distribution of uniforms etc;
- organise equipment for teams i.e. water bottles and carriers, first aid kits, tarps, tents, etc in consultation with the HBNA Equipment Officer;
- be responsible for marking products of the Association
- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

Rep Fundraising Officer

This role involves coordinating the fundraising aspects of HBNA Rep. Key aspects of this role are organising events and activities, and communicating with people.

The Rep Fundraising Officer will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Players, whilst attending HBNA Representative activities
- attend Rep Committee meetings and events
- arrange suitable fundraising activities to assist players in meeting the cost of their rep commitments;
- explore sponsorship opportunities and report to Rep Treasurer on expected sponsorship income
- provide details of fundraising and sponsorship activities to HBNA
 Management Committee for approval prior to commencing activities

- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

Rep General Committee Member/Team Manger

This role involves assisting with the general running of the HBNA Representative Netball program.

The Rep General Committee Member will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Players, whilst attending HBNA Representative activities
- assist with the day-to-day running of the Rep Program, as required
- attend Rep Committee meetings and events
- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

Representative Selection Coordinator

The Selection Coordinator is in charge of and oversees all selection trials. Suitable candidates for the role of Selection Coordinator will be identified and appointed by the HBNA Management Committee. The Representative Selection Coordinator is usually also appointed as one of the Representative Selectors, however they are not required to serve as a Representative Selector if they so choose. Key aspects of this role include facilitating Rep Trials and providing guidance to the Rep Selection Panel.

The Rep Selection Coordinator will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Trialists at HBNA Representative trial events
- liaise with the HBNA Management Committee to plan and deliver the Rep Trial activities
- guide the Rep Selection Panel through the Rep Trial activities;
- attend all Rep Trial activities / events;
- prepare a report for HBNA Management Committee regarding the Rep Trial outcomes;
- Represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

Representative Selector

A Representative Selector is responsible for serving on a panel (the Representative Selection Panel) to review Representative player applicants/trialists. This panel is responsible for identifying players suitable for Representative squads and teams.

Representative Selectors will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Trialists at HBNA Representative trial events
- make themselves available for all Representative trials
- provide impartial, detailed analysis of the trialists that are being considered
- maintain confidentiality of any trialist analysis, aside from discussion that occurs through HBNA sanctioned meetings between the Representative Selection Panel
- notify HBNA Management Committee of any conflict of interest as soon as they become aware it exists. Identified conflict of interest scenarios include (but are not limited to):
 - Selector is parent/relative of trialist
 - o Selector is an appointed Coach or Assistant Coach of the trialist
- surrender all feedback and notes related to Representative trialist analysis
- collate the trialist analysis information to form Representative squads/teams
- communicate the outcome of the trials in a written report to HBNA Management Committee (either collectively, or through appointing a spokesperson from the panel)
- assist with selecting replacement players if required (e.g. if a vacancy on the team/squad occurs)
- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;

Representative Coach

The Representative Coach will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Players, whilst under the care of the Representative Coach
- organise and implement a documented training plan, which will be made available to HBNA Management Committee, or HBNA Coaching Officer, if requested.
- attend all official training sessions, carnivals and events associated with their team
- complete a short report at the end of each carnival on team performance and carnival feedback and submit to the Rep Coordinator.
- record court time for all players at carnivals either by manual or electronic means
- report any serious misconduct or behaviour matters to HBNA Management Committee within 2 working days of the incident

• represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA

Assistant Representative Coach

The Assistant Representative Coach will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Players, whilst under the care of the Representative Assistant Coach
- attend all official training sessions, carnivals and events associated with their team
- assist Representative Coach with reporting
- report any serious misconduct or behaviour matters to HBNA Management Committee within 2 working days of the incident
- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA

Representative Team Manager

The Representative Manager will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Players, whilst under the care of the Representative Team Manager
- must be on the Representative Sub-Committee and attend all meetings
- attend all official training sessions, carnivals and events associated with their team and take a record of attendance
- ensure correct uniform for all players at Representative Carnivals/Events
- during carnivals must remain with their Representative Team at all times
- report any serious misconduct or behaviour matters to HBNA Management Committee within 2 working days of the incident
- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA

Representative Primary Carer

The Representative Primary Carer will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- always ensure the welfare of Representative Players, whilst under the care of the Representative Primary Carer
- must remain with team during games
- travel with injured player if required
- report any serious misconduct or behaviour matters to HBNA Management Committee within 2 working days of the incident
- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA

Representative Umpire

A Representative Umpire is responsible for undertaking umpiring duties at Representative events.

The Representative Umpire will:

- act within the HBNA Codes of Behaviour
- comply with HBNA Management Committee directives
- liaise with the HBNA Umpire Officer in regards to duties
- undertake umpiring duties as specified by the HBNA Management Committee
- represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- hold current C Badge or be willing to obtain it
- must wear uniform as directed by HBNA Management Committee
- perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

Hervey Bay Representative Netball Nomination Forms



Hervey Bay Netball Association Inc. REPRESENTATIVE COMMITTEE NOMINATION FORM

Forms must be submitted to HBNA Secretary by 5pm, 14th of January 2022

The Representative Committee shall work with the HBNA Management Committee to plan and co-ordinate participation in Representative competitions.

2022 HBNA Rep Committee Roles are:

Rep Co-ordinator	Oversee Rep Committee activities, managing emails & communication
Rep Treasurer	Work with HBNA Treasurer to ensure fees and bills are processed smoothly
Uniform and	Organise player uniform orders and distribute to players; manage equipment for
Equipment Officer	training, carnivals etc, ordering trophies at end of season
Fundraising Officer	Manage sponsorship/fundraising activities, liaise with managers to oversee
_	players fundraising
General Rep	Assist with any jobs required, ie, end of season celebration slideshow, assist
Committee	with fundraising, prepare snacks for carnivals.

Carnival Dates (yet to be confirmed) Senior							
Association Carnivals	Caboolture	20 th February 2022					
	Western Districts	20 th March 2022					
	Hervey Bay	3 rd April 2022					
	Bundaberg	14 th - 15 th May 2021					
State Age Championship	Hinterland District	30 th April, 1 st - 2 nd May 2022					
Junior							
Association Carnivals	Hervey Bay	3 rd April 2022					
	Bundaberg	14 th - 15 th May 2022					
	Pine Rivers	5 th June 2022					
	Caboolture	19 th June 2022					
State Age Championship	Pine Rivers	2 nd - 5 th July 2021					

Position	Co-ordinator Treasurer Uniform Accom Officer Fundraising Officer General Committee	n Officer	Please positions you wish to nominate for (you may tick mor than one)	
First Name		Surname		
Address				
Suburb		Postcode		

Telephone (Home)	(Work	(Mobile)
Email	,	Date of Birth
Blue Card Number	Expiry Date	Linked to Yes ONO
I have read and	l agree to the Representative Committee Position	n Description listed with this nomination
Signature		Date



REPRESENTATIVE COMMITTEE POSITION DESCRIPTION (This Position Description is an excerpt from the HBNA Representative Netball Policy)

Representative Committee Member

The Representative Committee is responsible for coordinating the Representative Netball activities (such as transport, accommodation, uniforms fundraising etc).

Representative Committee Members will:

This is an excerpt from the HBNA Representative Netball Policy.



Contact and Registration Information

Hervey Bay Netball Association

Representative Selector Nomination Form

Forms must be submitted to HBNA Rep Coordinator by 5pm, 15th November 2021

Hervey Bay Netball Association (HBNA) Representative player trials for 15's, 16's & 17'2 will be held at Hervey Bay Sports Precinct netball courts on Thursday 2nd December 2021. HBNA Representative player trials for 11's, 12's, 13's, 14's & CPL will be held early 2022 dates to be advised. The appointed selectors will be required to attend HBNA's trialing sessions on the dates to be advised.

NOTE: A priority meeting (date to be advised) will be held with selectors and HBNA Management to discuss Representative player selection process and guidelines.

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Nominee signature Date



REPRESENTATIVE COACH NOMINATION FORM

Forms must be submitted to HBNA Secretary by 5pm, 27th January 2021

HBNA Representative Coaches shall work with the HBNA Representative Committee to deliver quality coaching to players participating in Representative competitions.

HBNA Representative Coaches shall have the following duties:

- 1. Liaise with HBNA Representative Committee regarding responsibilities and key dates
- 2. Plan and deliver regular coaching sessions to team participants
- 3. Coordinate with team manager to ensure health, wellbeing and development of team participants is utmost priority
- 4. Communicate with team manager, players and officials and ensure all parties are well informed about matters relating to rep
- 5. Provide a team report to HBNA Representative Committee after each representative event

6. Assist with	n rep related activities as ne	gotiated by F	HBNA Represent	ative	
Carnival Dates (yet to b	pe confirmed)				
Association Carnivals	TBA Hervey Bay Gympie		TBA 8 th August 2021 late August 202		
State Age Championship	Maroochydore	2	5 th September to	28 th September	2021
-	nship a \$150/night Accommodo e required to obtain their own o		•	by HBNA. All	
First Name		Surname			
		Surname			
Address Suburb		Postcode			
Telephone (Home)	(Work		(Mobile)		
Email			Date of Birth		
			Coaching	Foundation	

Blue Card Number		Expiry Date		Accreditation Level	Development/ higher	
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Signature				Date		



REPRESENTATIVE COACH POSITION DESCRIPTION
(This Position Description is an excerpt from the HBNA Representative Netball Policy)

Representative Coach

A Representative Coach is responsible for coaching a team/squad of Representative Players.

The Representative Coach will:

This is an excerpt from the HBNA Representative Netball Policy.



REPRESENTATIVE MANAGER NOMINATION FORM

HBNA Representative Managers will be on the Rep Committee and shall work with the HBNA Representative Coaches and Committee.

HBNA Representative Managers shall have the following duties:

- 1. Follow HBNA Policies and Procedures.
- 2. Coordinate with team coach and officials to ensure health, wellbeing and development of team participants is utmost priority.
- 3. Assist with maintaining equipment and uniforms for team participants.
- 4. Communicate with team coach, players and officials and ensure all parties are well informed about details related to Rep.
- 5. Assist with HBNA rep fundraising activities.
- 6. Assist HBNA Representative Committee with organising helpers/volunteers as needed.
- 7. Accommodate (State Age) and/or travel with team to rep carnivals.

Carnival Dates (yet to be confirmed) Junior 12's, 13's, 14's								
Association Carnivals	Hervey Bay Bundaberg Pine Rivers Caboolture	3 rd April 2022 14 th – 15 th May 2022 5 th June 2022 19 th June 2022						
State Age Championship	Pine Rivers	2 nd - 5 th July 2022						
NOTE: Travel and accommodation, if required, is included. No remuneration will be given to any manager who chooses to travel or accommodate elsewhere.								

Surname		First Name
Address		
Suburb		Postcode
Telephone	(Wor	(Mobile)
(Home) Email	k)	
Email		Date of Birth

Blue Card	Expiry	Linked to	O Yes O No
Number	Date	HBNA	
I have read ar nomination	nd agree to the Representative Team Manag	er Duty Commitmen	t listed with this
Signature		Date	



REPRESENTATIVE TEAM MANAGER POSITION DESCRIPTION (This Position Description is an excerpt from the HBNA Representative Netball Policy)

Representative Team Manager A Representative Team Manager is responsible for managing a team/squad of Representative Players.

The Representative Team Manager will: This is an excerpt from the HBNA Representative Netball Policy.



REPRESENTATIVE PRIMARY CARER NOMINATION FORM

HBNA Representative Primary Carers shall work with the HBNA Representative Coaches, Team Managers and Committee.

HBNA Representative Primary Carer shall have the following duties:

- 1. Follow HBNA Policies and Procedures.
- 2. Coordinate with team coach and officials to ensure health, wellbeing and development of team participants is utmost priority.
- 3. Hold and submit a copy, of current First Aid Certificate to HBNA.
- 4. Responsible for maintaining and distributing First Aid Supplies and notifying Rep Committee of stock required.
- 5. Ensure that, if required, an Incident Report is completed correctly.
- 6. Travel with the injured player for medical assistance, if required.
- 7. Assist with HBNA Rep fundraising activities.
- 8. Assist HBNA Representative Committee with organising helpers/volunteers as needed.
- 9. Accommodate (State Age) and/or travel with team to rep carnivals as requested.

Carnival Dates (yet to be Junior 12's, 13's, 14's	confirmed)					
Association Carnivals	Hervey Bay Bundaberg Pine Rivers Caboolture	3 rd April 2022 14 th - 15 th May 2022 5 th June 2022 19 th June 2022				
State Age Championship	Pine Rivers	2 nd - 5 th July 2022				
NOTE: Travel and accommodation, if required, is included. No remuneration will be given to any Primary Carer who chooses to travel or accommodate elsewhere.						

Surname		First Name		
Address			,	
Suburb		Postcode		
Telephone (Home)	(Wor		(Mobile)	
(Home)	k)			

Email		Date of Birth	
Blue Card	Expiry	First Aid	○ Yes ○ No
Number	Date	Certificate	
I have read and ag	ree to the Representative Primo	ary Carer Duty Commitme	nt listed with this
Signature		Date	



REPRESENTATIVE PRIMARY CARER POSITION DESCRIPTION (This Position Description is an excerpt from the HBNA Representative

(This Position Description is an excerpt from the HBNA Representative Netball Policy)

Representative Primary Carer

A Representative Primary Carer is responsible for applying first aid when required to a team/squad of Representative Players. The Representative Primary Carer may not be required at every Representative event, the Rep Committee will notify you prior to the carnival/event if a Primary Carer is needed.

The Representative Primary Carer will:

This is an excerpt from the HBNA Representative Netball Policy.

Appendix C = PlayEr B A A SSOCIATION

2022

ENTATIVE

REPRESENTATIVE PLAYER DETAILS

Please ensure all fields are completed

SURNAME		
GIVEN NAMES		
DOB		
ADDRESS		
PRIMARY CONTACT NAME & PHONE NUMBER		
SECONDARY CONTACT NAME & PHONE NUMBER		
EMAIL		
	Please provide only ONE email address. ation will be forwarded to you via this email address. se check your emails regularly during the season	
PARENT/GUARDIAN #1 NAME		
PARENT/GAURDIAN #1 MOBILE		
PARENT/GUARDIAN #2 NAME		
PARENT/GUARDIAN #2 MOBILE		
2021 CLUB TEAM		

AUTHORITY / CONSENT / MEDICAL FORM REPRESENTATIVE TEAM PLAYER HEALTH FORM

Ren Age

Players Name:		Team:	
Address:			
Home Phone:		Mobile Phone:	
Email Address:		Date of Birth:	
Emergency		Parent /	
Contact		Guardian	
Parent /		Mobile	
Guardian:		Phone:	
Destans Names		Doctors	
Doctors Name:		Phone:	
	(Parent / Guardian		
give my consent for her to participate in the representative season.			

I agree that the accompanying officials will take whatever disciplinary action they may deem necessary to ensure the safety and well-being of all representative participants.

I authorise the officials to obtain whatever medical assistance they deem necessary should the need arise. I also authorise Qualified Practitioners to administer any medical assistance including Anaesthetic and/or blood transfusion, should the need arise. I agree to pay any expenses incurred on behalf of the aforementioned player.

I acknowledge that should my child require any strapping, etc then this will be the responsibility of my child. Further, I acknowledge that my child will supply and apply their own sunscreen at each event.

I acknowledge that Hervey Bay Netball Association Inc. does not have personal Accident Insurance cover for players.

MEDICAL INFORMATION

Allergies (eg Bites & Stings, Penicillin)	YES / NO	Blood Pressure	YES / NO
Diabetes	YES / NO	Operations	YES / NO
Ear Disorder (particularly drainage tubes or deafness)	YES / NO	Recent Illness	YES / NO
Epilepsy	YES / NO	Phobias	YES / NO
Fainting / Dizzy Spells (or other sudden loss of consciousness)	YES / NO	Bed Wetting / Toilet issues	YES / NO
Heart Condition	YES / NO	Food Allergies / Intolerances (eg Lactose)	YES / NO
Respiratory Problems	YES / NO	Hepatitis	YES / NO
Travel Sickness	YES / NO	Any other conditions	YES / NO
If you have answered yes to any of the above, please attach further details.			

Any additional information officials should be aware of (eg Medical, Custodial)				
My child has had the fo	llowing immunisation	s (circle one)		
Sabin YES/NO	Triple Antigen `	YES/NO	Measles/Mumps YES/NO	
My child has had the fo	llowing Covid 19 Vaco	ination (circle	e one)	
None 1 Do	ose	2 Dose	Booster	
Date of last anti-tetanus	Date of last anti-tetanus injection			
My child suffers from Asthma		YES/NO	Medication:	
Current Medication		YES/NO		
Dietary Needs		YES/NO		
Injury/Condition		YES/NO		
Other		YES/NO		

If you have answered YES to any of these questions, please ensure you have completed an Administration of Medication Form and attach GP Medical Plan.

HERVEY BAY NETBALL ASSOCIATION

MEDICARE CARD HOLDERS NAME (first name on card) MEDICARE CARD NO.	
Details of any additional health benefits, ie. Private hospital, ancillary, dental etc	
Health fund Provider Membership number	
Does your child have personal accident insurance cover/accident injury for competitions and associated activities (training, travel, etc)?	

I authorise and consent to Hervey Bay Netball Association Incorporated to:

1.	Take my child to a Public Hospital	YES/NO		
2.	Call my private doctor and arrange charges to myself	YES/NO		
3.	Whichever (1) or (2) is the most practical at the time YES / NO			
4.	The Association as its agents or servants giving my child pain killers PARACETAMOL - YES / NO IBUPROFEN - YES / NO ASPRIN - YES / NO			
5.	Consent to my child to participate in water activities.	YES / NO		
	My child is a CONFIDENT / GOOD / AVERAGE / POOR swimmer			

- 6. Consent to the Hervey Bay Netball Association by its servants or agents, calling an ambulance, and/or seeking such medical or dental advice on behalf of my child as is seen fit in the eyes of the Association and its agents or servants; in the event of accident, illness or player request and if in the opinion of an attending medical or dental practitioner or medical officer my child requires medical or dental attention or treatment including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner of medical officer giving such attention or treatment.
- 7. Certify that the consent which I have given in paragraph (6) is valid at all times while my child is in the custody of the Association, including but not limited to such times as my child is attending training with the Association, and functions or any activity deemed by the Executive or Team officials (Coach / Manager) to be part of the Associations program or dental practitioner or medical officer giving such attention or treatment.
- 8. The information is being collected by the Association to assist us in our Duty of Care of your child whilst they are representing Hervey Bay Netball Association Inc. This form

HERVEY BAY NETBALL ASSOCIATION will also assist



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to expedite hospital admissions should the need arise. I understand that it is my responsibility to advise the Association in writing of any changes to my child's medical status or subsequent changes to medication.

9. The medical information provided on this Health Form will at all times remain protected and will only be released to medical practitioners or hospitals, should the person named suffer an illness or injury during training, competition or travel relating to HBNA netball. You have the right to refuse to supply the information. Hervey Bay Netball Association Inc. will in no way assume any liability for any consequences or disability that the person named may suffer as aresult of any course of action taken to assist the named person if ill or injured.

I have read the above information and understand the content therein			
PLAYER NAME		Signature	
PARENT NAME		Signature	

IMPORTANT REPRESENTATIVE PLAYER INFORMATION

Please direct <u>ALL</u> enquiries to your child's Team Manager. If you need to contact the Rep Committee, please use the email listed below. All enquiries will be responded to as promptly as possible, howeverplease allow 24 - 48 hrs for a response.

Rep Co-Ordinator email: hbna.repcoordinator@gmail.com

Nominations for 2022 Rep Committee are now open

We invite you to join the following members:

Michelle Harris/Tracy Tester – Rep Coordinator

Supported by HBNA Committee

REPRESENTATIVE RULES AND EXPECTATIONS

- Court time per player is a minimum of 50%. No discussions will be entered into regarding courttime. The coach's decision is final.
- Respect all officials, the opposition, each other, property (your own and other's). Remember you are representing Hervey Bay Netball Association and the Hervey Bay community so ensureyou choose appropriate behaviour.
- Always report to coach / manager during carnivals. Please abide by your coaches' instructions during Rep activities (training, carnivals, fundraisers etc), <u>NOT</u> a parent / club coach.
- Help out in the tent, be part of the team. Keep areas tidy including placing your rubbish
 in the bin. Parents will be asked to assist during the Hervey Bay carnival and in the tent
 (cutting up fruit / stocking up food) during away carnivals.
- Phone and other electronic devices are your own responsibility. HBNA accepts no responsibility for lost or stolen items.
- Please adhere to HBNA social media guidelines at all times. Any negative or unlawful comments / images or videos will result in the player being sent home at the parents' cost.
 - *** If players are out of line and break the rules, they will be sent home and at risk losing their position on the team!
 - *** If parents are being disrespectful, vocally negative towards any player, coach or official, they will be asked to leave!

TRAINING AND COMMITMENT

Training will be held once a week, possibly on Thursday afternoon/evening, however this will be at the Coach's discretion.

All trainings after selection are compulsory. If a player is unable to attend any training session, the Team Manager must be notified prior to the session and state the reason for being unable to attend. Contact details for you team manager will be provided to you shortly.

Throughout the Rep season, players will be offered opportunities to participate in a number of sessions and carnivals. It is expected that players will commit to attending all training and fitness sessions and other offered opportunities. As a committee, we understand families have commitments outside netball and there will be times this is not possible. Please approach your coach, manager and / or rep committee member to discuss this. If you do trial for rep netball, it is expected that you will make yourself available for the Nissan State Age Championships.

For players making Hervey Bay teams (11's, State Age & Development Teams and CPL), it is also

Representative Player Nomination Page 8 | 16

HERVEY BAY NETBALL ASSOCIATION

expected you will make yourself available to assist with fundraising and at carnivals. At our Hervey Bay carnival, families will be asked to assist on the day. Please ensure you make yourself available for this carnival (3rd April 2022). We understand you want to watch your child however, you will be rostered to assist (for 1-2 hours). The helper can be a family member or friend or a player (if aged over 14).

Players who successfully trial for Rep, will be required to make themselves available for umpiring at club level. This not only allows the player to 'give back' to the Hervey Bay netball community it assists the player to develop a deeper understanding of the rules.

CARNIVALS & STATE EVENTS

EVENT	DATES	AGE GROUPS
Hervey Bay Netball Carnival	3 April 2022	11 – 17yrs
Bundaberg Netball Carnival	14-15 May 2022	11 – Seniors
Pine Rivers Netball Carnival	5 June 2022	12 – 14yrs
Caboolture Carnival	19 June 2022	12 – 14yrs
State Age (Pine Rivers)	2 - 5 July 2022	12 – 14yrs

FEES / COSTS

All fees are payable via the Netball Connect app downloaded to your mobile phone. Any fundraising/sponsorship for REP this year will be used to bring the total 2022 REP Fees lower. Rep Fees will be paid in four installments, payment plans can be arranged by contacting the Rep Committee prior to the due date. If required we also encourage you to apply for the RSL/HBNA Scholarship which will be credited directly against your Representative Fees, more information can be found on the scholarship application at the end of this information pack.

Please note failure to pay representative fees by the due dates will result in the player becoming un-financial and ineligible to take part in any Representative Events or HBNA fixtures.

The cost for bus transport to away carnivals is included in the costs. Due to pre-payments required for the bus, this cost is unable to be deducted from the fees if you do not choose to use this option.

Junior State Age players will be expected to accommodate at YMCA Camp (Warrawee) (1st – 5th May). Accommodation and Meals are included in the Representative Fees. This cost is unable to be deducted from Fees if any player chooses to accommodate elsewhere. Coaches, Team Managers, Primary Care Givers, Umpires, Rep Committee/HBNA Committee will also be accommodating at the Gold Coast

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HERVEY BAY NETBALL ASSOCIATION Recreation Centre.

JUNIOR REP FEES

1st Payment	\$137	Due - 15th Mar 2022
2nd Payment	\$135	Due - 15 th Apr 2022
3rd Payment	\$77	Due - 15th May 2022
Final Payment	\$642	Due - 15th Jun 2022
Total Coot	COO4	

Total Cost \$991

Please note any Sponsorship and Fundraising for 2022 will be applied to the last payment (State Age). All payments will be made through Netball Connect App. Each installment will be available on Netball Connect 2 weeks prior to the due date.

STAYING INFORMED

During the 2022 season the Rep Committee will provide information in a variety of forms. Regular newsletters will aim to keep you updated with ongoing information during the season. These will be emailed out to rep families on a regular basis. Information will also be posted on the HBNA Facebook page.

TRIALS

Trials will be held for each age group and where possible, 2 teams selected (Championship and Development). The trials are being held early this year to give players opportunity to connect as teams and developtheir skills to work together. However, these teams may change as we approach State Age.

SPONSORSHIP

In the 2022 season sponsorship will continue to be an integral part of assisting in ongoing development of rep netball in Hervey Bay. If you feel you or someone you know would be in a position to assist, please email Rep Committee. There are sponsorship packages available.

Sponsors will have their businesses promoted throughout the Rep netball season!

This season we are asking each family to choose one of our Cadbury Fundraising Boxes to raise funds for Senior State Age. HBNA Canteen will also be using these chocolates in the canteen with the proceeds going to Rep. These boxes will be available for collection shortly.

HBNA are also introducing Container for Change Bins at the courts. Recycled containers will be collected and dropped off at a depot weekly. If you know anyone who would like to donate their cans to REP please tag the bag with **C10556644.**

Any funds raised both the Cadbury Chocolates and Containers for Change from 23rd April 2022 to 31st May 2022 will come directly off Junior Rep Fees. Funds after this date will come off 2023 Rep Season Fees.

HERVEY BAY NETBALL ASSOCIATION

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STATE AGE - Pine Rivers NetballAssoc

Under 12yrs/13yrs/14yrs

Saturday 2nd July - Tuesday 5th July

2022

Les Hughes Sporting Complex
119 Francis Road, LAWNTON 4501

With Junior State Age being a four (4) day Carnival, the event will be conducted as one session with all teams playing throughout the day. It is anticipated that games will be played from 8:00 am to 7:00 pm as a guide.

To prevent cost being a barrier to participation in representative netball, the following decisions have been made. We offer one scholarship per team, if this interests and for more details please go to the Scholarship Application Form. Any Sponsorship or Fundraising completed during 2022 will come directly off the 2022 Rep Fees, we are implementing Can Collection Bins at the courts, all cans will go to Containers for Change the money coming directly off Fees, we have fundraisers and raffles. We are confident that this decision will save parents considerable money.



UNIFORM

Welcome to Hervey Bay Representative Netball. Please find below the conditions regarding the Hervey Bay Representative Uniform.

- During all carnivals and competitions, all HBNA Rep players are required to wear: ON COURT: HBNA singlet or netball dress (Hire cost included in incidentalfee), HBNA Shorts or Black bummers (if dress option), white ankle socks
 - AT CARNIVALS AND DURING TRAVELLING: HBNA polo shirt, Black bummers/HBNA shorts, and/or any optional HBNA uniforms including, HBNA black tights or HBNA black track pants, HBNA hoodie (optional)

 All players are required to wear the HBNA hat when not on the court or in the HBNA tent
 - Optional uniform items are to be purchased through the HBNA Rep Uniform Coordinator, please refer to the list below
- 2. Players are expected to wear the HBNA uniform correctly, neatly, and proudlywhen attending any event as a HBNA representative.
- 3. Hair ribbons in HBNA colours only are acceptable.
- 4. Face paint or zinc is not an acceptable part of the uniform.
- 5. Hair is expected to be up and out of the player's face. Very long hair will be expected to be tiedup appropriately.

Please be advised that all uniform orders are to be made on the Netball Connect app. Full payments are due upon ordering.

Players will have the option of wearing either HBNA dress or HBNA singlet, this will be hired from HBNA for the season (cost to be included in fees). They will be supplied to each player at each carnival, and it is expected they will be returned to the Team Manager at the end of the carnival.

Players will be expected to wear Rep shirts travelling to and from carnivals.

SCHOLARSHIP

This season HBNA are introducing Representative Scholarships to help make representative netball affordable for our talented players that may not have the financial means to otherwise compete. We are extremely excited that RSL Hervey Bay feel just as strongly and have agreed to sponsor the Scholarships. Due to RSL's generosity HBNA can offer a scholarship to one deserving player from each Representative Team. The following scholarships are available to apply for

Under 11's - \$75

Carnival Representative Teams - \$250

State Age Representative Teams - \$500

If you wish to apply for a 2022 RSL Rep Scholarship please complete the attached form and return to hbna.repcoordinator@gmail.com.

REPRESENTATIVE SCHOLARSHIP APPLIATION FORM

HBNA Scholarships provide a great opportunity for 11 – Opens who compete in the Hervey Bay Netball Associations to improve their ability and further their participation at a Representative Level.

RSL Hervey Bay have sponsored this inaugural scholarship, HBNA take this opportunity to thank RSL in creating a pathway for all to compete at a Representative Level.

Scholarships are awarded to Representative Team Members who can demonstrate a dedication and commitment to netball and fall into the following categories

- Aboriginal or Torres Strait Islander descent
- Disability or long-term medical condition/illness
- Health Care/Pension Card
- Financial Difficulties/Hardship
- Another disadvantage

Applications must be submitted no later than 5:00pm Thursday 31st March 2022. Incomplete applications and/or applications received after the closing date will not be considered.

Eligibility

Have you been selected for a 20 ! Yes	22 Representative Team? No
Team Name	
Are you registered with a HBNA ! Yes	affiliated Club? ○ No
Club Name	

If you have answered No to any of these questions you should not proceed with this application. If you have any questions in regard to this, please contact the Rep Committee.

Surnam		First	
2		Dagtand	
Addres		Postcod e	
}			Date of Birth
Suburb			
Telephon e(Home) Email Please	HBNA offer the follow 2022 Under 11's Carnival Representative Team O(not attending State Age) State Age Representative Teams	\$75 \$25 \$500	
SPO	RTING HISTORY		
Please	note no response should be more tha	an 100 words.	
Please	e provide your highest achievement in n	etball.	
	Representative Teams and/or Personal and 2021?	achievements	have you attained in in 2019,

Over the next five years what are/is your netball goal?				
Do you volunteer or give b	ack to your Club? Eg. umpiring, coaching, please explain.			
Is there any additional info	rmation you feel may support your application?			
SUMMARY				
Have you previously applied for a HBNA Scholarship?				
! Yes	o No			
Have you previously receive				
! Yes	o No			
Are you currently or will you	ou be claiming any Federal Government Assistance?			
If you answered Yes, pleas	se state the assistance you receive			
	permission to be photographed with other successful			
applicants? ! Yes	o No			



HERVEY BAY NETBALL ASSOCIATION

Please explain in a few words (no more than 100) how the HBNA Scholarship will assist and why you should be awarded this in 2022.				
I certify t	that the above is a true and accurate record.	o Yes		
Applican t		Date		
Signatu re				
Parent/		Date		
Guardia n				
Signatu				
ro				



HERVEY BAY NETBALL ASSOCIATION

HBNA Management Committee will assess the information you provide in your application. Following the selection process, you will receive notification of the outcomeof your application. If successful, the scholarship will be applied to your 2022 Representative Fee

