



# APPOINTMENTS PROCEDURE

Version	Date	Comments
1	26 October 2019	Initial adoption
2	2 February 2024	Add the new structure NNA Management team into the path, added the new Representative teams, renamed as a Procedure
3	6 March 2024	Modified the Appointments Panel Convenor criteria

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## 1. APPOINTMENTS PANEL

- a. The criteria for Applicants for the Appointments Panel include:
  - i. High level representative experience at either coaching or managerial level as well as playing experience.
  - ii. High level interpersonal skills.
  - iii. Ability to be part of an effective team.
  - iv. Declaration of any conflict of interest (familial, friendship or business) with any of the applicants nominating for position.

The panel will be made up of 5 members. It is desirable that all members have netball experience in some capacity.

- b. The panel will be inclusive of all ages, genders, experience and tenure.
- c. The Chairperson of the Appointments Panel will be the NNA Netball Development Manager Convenor with the NNA Representative Convenor as back-up.
- d. Both the NNA Representative Convenor and the NNA Coaching Convenor will be members of the panel unless a conflict of interest is declared for a portion of the nominations. In this case, other panel members will be sought to replace for those nominations impacted.
- e. The main purpose of the Appointments Panel is to view all applications and interview the personnel as required with the outcome of appointing the best fit of Representative personnel to teams and positions for the following representative season.

## 2. SELECTION OF PERSONNEL

**The key component of this process is to maintain confidentiality at all stages of the selection process.**

- a. Advertising and interviews for representative personnel to commence as soon as possible after Junior State Titles. This allows following years personnel to view games on a Saturday during final series observing prospective players for the next year.
- b. The advertisement for personnel to be placed on the NNA webpage.
- c. List of Personnel to be appointed, where possible:
  - Senior State Titles Coordinator (SSTC)
  - Assistant Senior State Titles Coordinator (ASSTC)
  - Junior State Titles Coordinator (JSTC)

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- Assistant Junior State Titles Coordinator (AJSCTC)
  - 11yrs Development Squad Coordinator
  - Senior State Titles Umpires Manager
  - Junior State Titles Umpires Manager
  - Senior State Titles Tent Manager x 2
  - Junior State Titles Tent Manager x 2
  - Opens Team Coach
  - Opens Team Assistant Coach
  - Opens Team Manager
  - Mens Opens Team Coach
  - Mens Opens Team Assistant Coach
  - Mens Opens Team Manager
  - 17s & Under Team Coach
  - 17s & Under Team Assistant Coach
  - 17s & Under Team Manager
  - 15s & Under Team Coach
  - 15s & Under Team Assistant Coach
  - 15s & Under Team Manager
  - 14s & Under Team Coach
  - 14s & Under Team Assistant Coach
  - 14s & Under Team Manager
  - 14s & Under Boys Team Coach
  - 14s & Under Boys Team Manager
  - 13s & Under Team Coach
  - 13s & Under Team Assistant Coach
  - 13s & Under Team Manager
  - 12s & Under Team Coach
  - 12s & Under Team Assistant Coach
  - 12s & Under Team Manager
  - 11yrs Development Squad Head Coach
  - 11yrs Development Squad Coach x 2
  - 11yrs Development Squad Manager
  - 12 yrs Development Team Coach
  - 12 yrs Development Team Assistant Coach
  - 12 yrs Development Team Manager
  - Junior Development Team Coach (13 and 14 yrs)
  - Junior Development Team Assistant Coach (13 and 14 yrs)
  - Junior Development Team Manager (13 and 14 yrs)
  - All Abilities Team Coach
  - All Abilities Team Manager
  - Other appointments as deemed necessary for a Representative Season.
- d. Suitably qualified applicants will apply via an online form accessible from link on NNA website. Representative Convenor and the owner of the forms repository to ensure link to

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- online form is updated and in working order. Template of online form to be stored in NNA Forms Register.
- e. On close of applications for positions, the NNA Secretary is to arrange the extraction of all applications from the online portal from the owner of the forms' repository.
  - f. The NNA Secretary to arrange the verification of coaching qualification with the NNA Coaching Convenor for all who have applied for a coaching position. Netball NSW states that all coaches must have at least Development level in coaching. Head coaches in an age group must have Intermediate level in coaching.
  - g. The NNA Secretary is to generate a list of applicants for the various positions which includes contact details and email this list out ASAP so that NNA Management Team can ratify applications. Responses from same are due back to the NNA Secretary within a twenty-four (24) hour timeframe.
  - h. The NNA Secretary is to forward all applications and supporting documentation to the Appointments Panel Convenor together with the ratified list from the NNA Management Team.
  - i. Following review of ratified list from the NNA Management Team, the Appointments Panel will require all applicants to be called forward to a confidential interview.
  - j. Appointments Panel members to be supplied with a copy of CV and nomination forms for all applicants. Any reports and issues on personnel from the prior year will be tabled for the panel to review by the NNA Representative Convenor. This allows panel members to be prepared prior to the interviews. All allocated papers to be collected from panel members at the conclusion of the process.
  - k. A timetable of interview times to be developed by Representative Convenor and Appointments Panel Convenor. Communication to applicants being called forward to a confidential interview will occur by email from the NNA Secretary or nominated person.
  - l. If person is unable to attend on the specified night, they may be offered a phone interview with the Appointments Panel at a suitable time but no later than one (1) day after the scheduled interview dates.
  - m. A list of successful and unsuccessful personnel is prepared by the Appointments Panel Convenor and copied to the NNA Secretary. The NNA Secretary to inform the NNA Management Team via a confidential email within 24 hours.
  - n. The Appointments Panel Convenor then informs all applicants within 48 hours by email. Successful applicants to respond back to Appointments Panel Convenor with acceptance/decline.

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- o. If the situation arises whereby a position is vacant, after consultation with the NNA Appointments Panel Convenor, the Representative Convenor may contact any persons who missed out on a position but are a suitable match to the vacancy via phone to be offered a position. If the offer is not accepted, the position will be advertised within a short timeframe to finalise the appointments.
  
- p. Appointments Panel Convenor to arrange a list of appointments to be on website within one (1) week of announcement.
  
- q. Appointments Panel Convenor to return all documentation to NNA Secretary for filing.