



香港投球總會

# **Hong Kong Netball Association**

## **Selection Policy and Procedures**

**HKNA National Open Team/Squad and  
HKNA National U21 Team/Squad**

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## 1. Introduction

The objective of the HKNA Selection Policy and Procedures is to ensure transparency in the selection and appointment process, and to select those players with the qualities and competencies required to compete at the highest level as well as to select a team for the continued development of netball in Hong Kong.

- (a) The Selection Policy and Procedures will ensure that:
  - (i) All netball players who strive to represent Hong Kong are aware of the eligibility and selection requirements and the selection process;
  - (ii) team and squad officials who strive to represent Hong Kong are aware of the appointment criteria and process and;
  - (iii) the roles and responsibilities of players, team/squad officials are clearly defined.
- (b) This Selection Policy and Procedures relates to the selection of:
  - (i) the Hong Kong National Open Netball Squad ('HK National Open Squad');
  - (ii) the Hong Kong National Netball Team ('HK National Team');
  - (iii) the Hong Kong National U21 Netball squad ('HKU21 Squad');
  - (iv) the Hong Kong National U21 Netball Team (HKU21 Team);
  - (v) other representative teams and squads as required;
  - (vi) the appointment of Hong Kong Squad/Team officials and;
  - (vii) the appointment of a Selection Panel.

## 2. Eligibility

- a) All players wishing to be considered for selection in a Hong Kong team/squad must fulfill the following criteria
  - (i) be a registered member of HKNA or school/university netball team registered player (proof of school/university team registration required);
  - (ii) for the HK National Open Squad be a current registered player in the Hong Kong Netball League and has played for at least one full season in the past two years and;
  - (iii) for the HK U21 squad, either be a registered player in the Hong Kong Netball League for at least one full season in the past two years, or be a school/university netball team registered player (to the national association) for at least one full season in the past two years in Hong Kong or overseas.
- (b) Other conditions, if any, will be announced before the trial. This may include but not limited to minimum years of residence as stipulated by IFNA, AFNA or the organiser of the event, age group limit for the Youth or other conditions posted by the organiser. Additional conditions by the Sports Federation and Olympic Committee of Hong Kong, China (SF&OC) will apply if the event is under funding by LCSD/HKG.

### **3. Selection Panel**

(a) The Selection Panels shall comprise of:

- (i) The national opens coach, U21's coach and one other suitably qualified person for any senior squad and/or team;
- (ii) The U21 coach, the Opens coach, and one other suitably qualified person for the U21 squad and/or team.
- (iii) The other two selectors shall be appointed from applications received by the HKNA Executive Council.

If HKNA does not have, a current Opens or U21 coach then additional selectors will be appointed by HKNA.

(b) All applications for appointment as a Selector must:

- (i) be a current member of HKNA
- (ii) preferably hold a current Level 1 coaching accreditation as a minimum or
- (iii) have previous national experience or international player or elite coaching experience or involvement in netball.
- (iv) provide a copy of all current certification

(c) Where any of the selectors becomes unable to meet their responsibilities under this Policy, HKNA will appoint further suitably qualified Selectors.

(d) The Selection Panel will be confirmed before trials and announced together with the notice for selection trial.

(e) HKNA reserves the right to vary the composition of the Selection Panel from time to time, at its discretion.

### **4. Selection Criteria – HKNA Squads**

(a) The selection panel will take into consideration the following criteria when selecting the squads:

- (i) Nature of the competition/tour the team is being selected for
- (ii) Past and current international performances as determined relevant or appropriate by the selectors.
- (iii) Current form or performance of existing squad members
- (iv) Current skill level
- (v) State of physical fitness and health
- (vi) Positional balance within team/squad
- (vii) Compatibility within team/squad
- (viii) Team development – balance of experience and youth

- (b) In considering the Criteria, the Selectors in their discretion may give weight to extenuating circumstances.
- (c) The Selection Panel, from time to time, may seek the views and input of third parties on the merits of certain players but any final selection decisions rest solely with the Selection Panel.

## **5. Selection Criteria - HKNA National Teams**

- (a) The team composition will be determined each year by the HKNA Executive Council in conjunction with the National Team coach and the U21 Team coach. With the objective of continued development of netball in Hong Kong,
- (b) HKNA Opens coach or U21 coach has the sole right to propose the process of selection for their respective team from current squads. HKNA Executive Council must ratify the final process of selection at least 2 months prior to final team selections.
- (c) Any final selection rests with the National Open Coach or the U21 Coach depending on the team being considered for selection in consultation with other members of the Selection Panel.
- (d) Whenever selecting players for the HK Opens Team or HKU21 Team, the Selection Panel shall apply the criteria and consultations set out below:

### **Core Playing Competencies:**

- Sound skill base and consistency of performance on court.
- Displays tactical awareness and understanding and is establishing some consistency in making appropriate decisions in demanding situations.
- Shows ability to use flair and innovation in their game.
- Is committed to achieving and maintaining fitness required for this level of competition.
- Ability to sustain intensity in performance throughout the game.
- Shows the potential skills and capabilities to represent Hong Kong at the highest level.

### **Core Personal Qualities:**

- Strong work ethic.
- Shows discipline on and off the court.
- Shows ability to withstand pressure on and off the court.
- Demonstrates team qualities and a readiness to listen learn and apply learning.
- Dedicated and committed to developing and maintaining the competencies required for international competition.
- Versatility, consistency and adaptability.
- Ability to serve as a role model for others.

### **Consideration will also be given to the following factors:**

- Compatibility within the team
- State of fitness, health, and wellbeing.
- Positional balance within squad.
- Succession planning.

- Current form or performance of existing squad members.
  - Balance of experience and youth.
  - Nature of competition/tour the team is being selected for
  - Whether a player's performance and /or contribution has been affected by extenuating circumstances such as illness, injury, bereavement, parental leave, work/study commitments or similar which have temporarily compromised their form and/or recent contribution.
  - Such other factors as the Selectors consider in their opinion and in their complete discretion, to be relevant and appropriate.
- (e) The decision of the Selectors shall be final. No reasons need be given for any selection or other decision of the Selectors. This shall not prevent, limit, or restrict the Selectors changing or substituting the selection of any squad, team, or individual at any time in their sole discretion, having regard to such circumstances, as the Selectors consider relevant.
- (f) The Selection Panel also reserves the right to select a player for any HK Team from outside the HK Squads who is not otherwise under consideration. This may occur in circumstances when a player has to withdraw from the team due to illness, injury, pregnancy or otherwise.
- (g) Any selector, who becomes aware of a conflict of interest, or the potential for bias to be inferred, in a selection decision because of a family or close personal relationship with a nominated player, shall declare this to the HKNA President who will decide if the selector is to remain or stand down as Selector. Any Selector can raise such an issue in relation to himself or herself or any other Selector at any time.
- (h) Members of the Selection Panel will observe games and player performance at HKNA League games to ensure players are given adequate opportunities to be viewed prior to final team selections.

## 6. Selection Trials

- (a) Notice for squad selection trials will be posted on the HKNA website and sent out to all affiliated teams, clubs and life members.
- (b) All players who trial for a position within a squad will be provided with a statement of the commitment required for the selected squad/team at the selection trials and a copy of the HKNA Anti-Doping Policy available on the HKNA website.
- (c) All players upon selection will be asked to sign a Commitment Agreement that clearly states the commitments required of the squad/team.
- (d) All players must be present at the selection trial in order to be considered for squad selection. Any exception or request for another trial must be submitted to the HKNA office before the trial in written form with supporting reasons. Exception request is to be endorsed by the selection panel and approved by the Executive Council of HKNA.
- (e) Players sick or injured and unable to trial must submit a letter and produce a Doctor's certificate or Physiotherapist's letter explaining such. Players will be considered for selection based on the criteria and if deemed necessary asked to trial/train with selected squad/team to determine selection.

## **7. Notification to Players**

- (a) As soon as reasonably possible following completion of a Final Selection Event, the National Team Coordinator (or nominee) will notify each player, either verbally or in writing at her sole discretion, in consultation with the Selectors and relevant officials the names of the team selected.
- (b) Notification of the selected players shall also be given to relevant parties such as clubs/teams within HKNA and schools and universities as appropriate. Following notification of the selected players HKNA shall publicly announce the relevant selected players on the HKNA website and communicate this with all relevant parties.

## **8. Removal from a selected squad or team**

- (a) Any Participant and/or Selected Party who:
- (b) breaches or fails to observe this Policy, the Memorandum and Articles of Association or By Laws; or by reason of illness or injury is unable to perform to the required standard in the opinion of the Selectors or the relevant coach (after having received advice from a medical practitioner); or breaches or fails to fulfill a requirement of the HKNA Anti-Doping Policy; or breaches or fails to comply, fulfill and observe the requirements in the national team agreement; is ineligible for selection to, or continued membership of, a national squad or national team as the case may be.
- (c) Any Selected Party and/or Participant may be removed from or replaced in a national squad or team by the Selectors or by the relevant coach after consultation with the other Selectors, as the circumstances may require. This may include situations where the Participant has failed to sustain her performance and attitude to a satisfactory level, if the required performance levels and attitude have first been discussed (as stated below) with the Participant and the Participant had been given the opportunity to attain those performance levels within a reasonable time.

The process being:

1. Verbal discussion with the player concerned which is recorded and noted to the National Team Coordinator
2. If after a reasonable time, no improvement is evident or there is a further breach of the National Team Agreement a formal letter will be written to the player concerned by the National Team Coordinator stating that their position in the team is under review.
3. National Team coordinator, relevant coach, and selectors shall discuss the player in question and inform them of their decision as soon as possible.

## **9. Selection-Appeal Process**

- (a) Subject to this Policy, there is no right of appeal against any decision of the Selectors. An aggrieved Participant (“Aggrieved Participant”) however may lodge with the National Team Coordinator a grievance against a failure of the Selectors to comply with the procedures set down in this Policy.

## **10. Appeal Procedure**

- (a) An Aggrieved Participant must make any appeal in writing within three days of notification to that particular Aggrieved Participant.
- (b) The appeal must be lodged in writing with the National Team Coordinator. The appeal must set out:
  - (i) the decision of the Selectors that is in question;
  - (ii) the grounds on which the appeal is based; and
  - (iii) the reasons or circumstances supporting the alleged grounds.
- (c) Nothing in this Policy prevents the Aggrieved Participant withdrawing an appeal at any time in writing to the National Team Coordinator.

## **11. Consideration of Appeal**

- (a) As soon as practical after receiving an appeal under clause 10, the National Team Coordinator will:
  - (i) investigate and consider the appeal and shall within three business days of the date of receipt of such appeal, determine whether:
    - (A) the matter should be dismissed, because in the National Team Coordinator’s determination, the matter is trifling in nature or has no merit; or
    - (B) the appeal warrants further review and determination in accordance with this Policy.

## **12. Appeal Review Panel (“ARP”)**

- (a) If the National Team Coordinator considers the appeal warrants further review and determination she/he shall:
  - (i) appoint a ARP which shall be constituted by any three suitably qualified persons, not being Selectors, available HKNA Executive Council;
  - (ii) nominate a chairperson of the ARP; and immediately forward any relevant documents to the ARP and the Selectors.
- (b) No member of the ARP appointed under this clause may be a party to or directly interested in the matter under consideration by the ARP.



### **13. Functions of the ARP**

The ARP can review the appeal, recommend a course of action and (as appropriate) can refer the matter back to the Selectors for further consideration and decision.

### **14. Procedures for the ARP**

- (a) The ARP shall, as soon as practical after receiving a notice from the National Team Coordinator, investigate and consider the appeal and shall as soon as practical having regard to the timing of selection and proximity of relevant events, serve a notice in writing on the Selectors and the Aggrieved Participant:
  - (i) stating that the Aggrieved Participant may address the ARP at a meeting to be held as soon as practicable, being not earlier than five days from the date of the notice;
  - (ii) stating the date, place and time of that meeting; and
  - (iii) informing the Aggrieved Participant that she may do any one or more of the following:
    - (A) attend that meeting (personally or by her representative, not being legally trained or qualified); or
    - (B) give the ARP, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.
- (b) The ARP may conduct a meeting convened in accordance with clause 12(a) (or any adjournment thereof) in such manner as it sees fit, but shall:
  - (i) give the Aggrieved Participant and the Selectors every opportunity to be heard;
  - (ii) give due consideration to any written statement from any party included by the Aggrieved Participant;
  - (iii) allow the Aggrieved Participant to be present along with her adult representative (not being legally trained or qualified); and
  - (iv) may request or require the Aggrieved Participant or any other witness to attend the meeting or provide such evidence as is available.
- (c) Following consideration of all relevant and available information, the ARP shall arrive at a finding within three days of the date of such ARP meeting. A decision of the ARP may be a majority decision.
- (d) The ARP shall notify the National Team Coordinator, the Selectors, and the Aggrieved Participant of its finding within 24 hours of making such finding, which shall be confirmed in writing within seven days of the date of determination.
- (e) The Selectors shall comply with any direction of the ARP.
- (f) Any further selection decision of the Selectors under the direction of the ARP shall be final, and no further avenues of appeal are available to an Aggrieved Participant in respect of that selection.

## **15. Nomination and/or Appointment of Team/Squad Officials**

### **National Team Coordinator**

- (a) HKNA Council will appoint one of the Executive Council Members as the National Team Coordinator. The National Team Coordinator is the liaison person between the HKNA Executive Council and the National Team Manager and the National Team Coach. Team members, through their representative may also directly approach the National Team Coordinator on issues relating to the Team/Squad.

### **National Team Coach**

- (a) Appointment Process

Whenever possible, National coaches will be appointed after the following procedures.

- (i) Advertisement of position distributed via e-mail to all affiliated clubs/teams, posted on the HKNA and AFNA website and/or in the local newspaper.
- (ii) Application form and CV to be sent to HKNA
- (iii) HKNA Executive Council to short list applications
- (iv) Interview process after short listing, will be with HKNA President and/or the National Team Coordinator and/or another member of the HKNA Executive Council (at least 2 people on the Interview Panel).
- (v) Final appointment to be confirmed by the HKNA Executive Council.
- (vi) National team/squad coaches must hold as a minimum a current Level 1 Coaching Accreditation

- (b) Pay

- (i) A set hourly rate to be agreed on by HKNA Executive Council in addition to a daily rate for tours or is to be paid on a fixed amount irrespective of the number of hours of training.
- (ii) As a guideline and general benchmark, Appendix 1 details the standard rates. Any request for deviation will be discussed at HKNA Executive Council in conjunction with the appointment of the National Coach. Travel and other expenses will be agreed upon prior commencement.

### **Team Manager**

- (a) Appointment Process

Whenever possible the National Team manager will be appointed after the following procedures.

- (i) Advertisement of position distributed via e-mail to all affiliated clubs/teams, posted on website and/or in local newspapers.
- (ii) Application form and CV to be sent by all applicants to HKNA
- (iii) HKNA Executive Council to short list applications.

- (iv) Interview process if required after short listing, with the President and/or the National Team Coordinator and/or the National Team coach or another member of the HKNA Executive Council. (At least 2 on the Interview Panel).
- (v) Final appointment to be confirmed by the HKNA Executive Council.

(b) Pay

- (i) Team Manager either can be voluntary or is to be paid on a fixed amount basis irrespective of the number of hours of training. If on a paid basis, the fixed amount is to be separated into two items:
  - pre-tour manager fee
  - tour manager fee
- (ii) The fee is to be agreed by the Executive Council of the HKNA in line with the candidate's experience. Travel and other expenses will be agreed upon prior commencement.

## **Other Team Officials**

HKNA will appoint other team officials to a National Team as required. The National Team Coordinator is to advise HKNA of required personnel which the HKNA Executive Council must approve prior to starting the appointment process.

(a) Appointment Process

Whenever possible, additional team personnel will be appointed after the following procedures.

- (i) Advertisement of position distributed via e-mail to all affiliated clubs/teams, posted on the HKNA website and/or in the local newspaper.
- (ii) Application form and CV to be sent to HKNA
- (iii) HKNA Executive Council to short list applications
- (iv) Interview process if required after short listing, with HKNA President and/or the National Team Coordinator and/or another member of the HKNA Executive Council (at least 2 people on the Interview Panel).
- (v) Final appointment to be confirmed by the HKNA Executive Council.
- (vi) Travel and other expenses will be agreed upon prior commencement.

## **16. Team/Squad Officials – Roles and Responsibilities**

### **National Team Coordinator**

- (a) The National Team Coordinator, prior to the selection of National Coach and Team Manager, is the representative from HKNA to liaise with international organisers and will initiate the selection process of the National Coach.
- (b) The National Team Coordinator will be responsible for tabling issues relating to the National Team to the HKNA Executive Council for discussion, endorsement, or approvals.

- (c) Prior to the appointment of the Team Manager, the National Team Coordinator will be responsible for the logistic arrangements of the Selection Trials, after which will work with the Team Manager for a smooth transition.

## **National Team Coach**

- (a) Code of Conduct – (Extract from Hong Kong Coaching Committee)

Coaches serve a number of important roles such as teacher, role model, mentor, guardian, and trainer. Good coaches provide athletes with positive experiences in sports participation and help nurture sportsmanship. In order to ensure the quality of coaches, the Hong Kong Coaching Committee has formulated a Code of Conduct for coaches to follow:

- Treat each athlete as an individual and help him/her to reach full potential.
- Promote fair play and show respect for other teams. Accept both the guidelines and the spirit of the rules that define and govern his/her sport.
- Keep up with the latest coaching techniques and seek continual improvement.
- Provide a safe environment. Check that equipment and facilities are safe.
- Ensure training and competitions are suitable for the age and fitness level of the athletes.
- Let athletes know the benefit of sport and encourage them to participate in sport throughout their lives.
- Do not over train athletes. Maintain athletes/ interest and promote their enthusiasm towards sports.
- Always lead by example and do not speak foul language.
- Avoid any form of harassment towards your athletes. This includes harassment on sex, race, and disability.

- (b) Selection Trials

- (i) Provide HKNA with an outline of the commitment required of selected players prior to Selection Trials

- (c) Communication

- (i) The coach is to communicate positively to the netball community and the media regarding the activities of the squad or the team.
- (ii) The coach, together with the manager, are to establish effective communication links with all squad/team members and with the HKNA National Team Coordinator
- (iii) To liaise with the Captain or in the absence of a Captain a player representative, (elected by the players) as required, who may liaise between players and manager/coach and the HKNA National Team Coordinator.

(d) Trainings

- (i) The coach should design and implement a comprehensive training program with objectives and targets clearly set out. Such program should include key measurement points for monitoring skill levels, fitness, and results against pre-determined targets.
- (ii) The coach should submit and agree with HKNA representative the number of training sessions during the agreed period. No additional session/s should be added unless deemed necessary by the coach and approved by HKNA.
- (iii) The coach must personally attend to all training sessions. If there are valid reasons for absence on a day, the coach should appoint a substitute to run the training. The substitute coach must be prior approved by HKNA.

(e) Budget and Reporting

- (i) Coordinating with the manager, the coach is to ensure that expenses are in line with the budget.
- (ii) The coach monthly or bi-monthly should submit to HKNA a report on the progress of the training/tour, including details of players' attendance. The monthly or bi-monthly report must be submitted together with any coaching fee claim and any other expense.
- (iii) Tour report for the Competition must be submitted to the HKNA within 14 days of return to Hong Kong.

(f) Contract

- (i) A contract will be signed between HKNA and the coach outlining mutual obligations

## **National Team Manager**

(a) Communication

- (i) It is the team manager's responsibility to ensure there is a smooth communication and co-ordination between the players, coach, HKNA as well as the tournament organizer for participating in the tournament.

(b) Trainings

- (ii) The team manager should work closely with the coach to ensure training venues and related logistics for all trainings are appropriately in place.

- (iii) The team manager is not expected to be present at every training session, but should attempt to know and communicate with the players so that issues, if any, can be surfaced.

(c) Administration and Logistics

The team manager:

- (i) is responsible for all administrative, insurance, and travelling arrangements.
- (ii) is to maintain a budget and proper accounts of the team.
- (iii) is to ensure that the expenses are in line with the budget, and that any fees are collected.
- (iv) is responsible for providing a full report to the HKNA Executive Council on budget/expenses as well as other issues relating to the team/tour not covered under the Coach Report within 1 month.

(d) Contract

- (i) A contract will be signed between HKNA and the National Team Manager outlining mutual obligations.

## **Squad / Team Members**

(a) Availability and Commitment

- (i) All players must be available and committed to the squad / team for which he/she has been selected. He/She has to make all reasonable efforts to make themselves available for all trainings and all matches.
- (ii) Attendance at squad trainings is a pre-requisite and maybe the deciding consideration in selection of the final team that is going to represent Hong Kong. In general, a player must achieve 80% attendance in training and matches to qualify to be selected into the final team. Any exception to this has to be recommended by the coach with valid reasons and approved by the HKNA Executive Council.
- (iii) Attendance and participation in the Hong Kong Netball League as a league team is essential should HKNA decide to place the team/squad in the Hong Kong Netball League.
- (iv) If a player cannot be available for any training session or match, he/she must inform the coach in advance.
- (v) All players will be provided with a statement of the commitment required for the selected squad/team and a copy of the HKNA Anti-Doping Policy (appendix) prior to Selection Trials. Players must adhere to the HKNA Anti-Doping Policy.
- (vi) All players upon selection will be asked to sign a Commitment Agreement that clearly states the commitments required of the squad/team.

- (b) Team work
  - (i) It is important that all players demonstrate teamwork and team spirit. Players' contribution to support other players and support the performance of the whole team will also be considered as selection criteria for the final team.
- (c) Fitness
  - (i) All players must meet squad fitness requirements and be considered "fit" for the appropriate game or tournament.
- (d) Umpiring
  - (i) All squad members must have a current umpiring theory pass.
- (e) Contribution to development
  - (i) HKNA expects players to contribute to the development of netball in Hong Kong. When called upon, players should offer to help in running netball clinics or umpiring courses for junior players.

## **Other Team Officials**

All additional team official's roles and responsibilities will be listed in their contract and will perform their team duties as stated in the contract, and will liaise with the National Team Coach and/or the National team Manager as required.

## **17. Procedures for Overseas Trips**

The following procedure applies to any overseas trips, whether training or competition, under the organization of the HKNA.

- (a) A team manager must be appointed who is responsible for the logistics of the squad
- (b) The squad must be informed of the approximate maximum personal expenditure in advance and agreed with the budget expense plan. A copy of the budget expense plan is to be submitted by the team manager to HKNA for approval
- (c) The team manager is responsible for collecting the budgeted amount from the individual squad member before the trip is to be commenced
- (d) If the squad is funded by HKNA and/or funded by funds raised through the umbrella of HKNA (irrespective of the percentage of funding, whether partially or in full), the team manager must submit a full expense report together with the full team list, within 1 month of the return of the squad to Hong Kong. The expense report together with all receipts is to be reviewed by the Hon Treasurer of HKNA and submitted to the HKNA Executive Council.