



PROCEDURES

MANUAL

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STRATEGIC AND GUIDING PRINCIPLES

Our Mission

To grow Netball in British Columbia

Our Vision

To lead and coordinate Netball in British Columbia

Our Values

Athletes
Diversity
Excellence
Integrity
Health
Teamwork
Leadership
Respect
Empowerment

CODE OF CONDUCT

The B.C. Provincial Netball program holds sportsmanship to be a very important aspect of all programs and is very proud of the high standard of behavior traditional to the team and all its members.

Players and team officials shall:

1. Treat opponents, teammates, coaches, managers, and umpires with respect.
2. Respect the decisions made by officials without complaint.
3. Refrain from acts of violent physical or verbal aggression.
4. Win and lose with dignity and leave the events and emotions of competition behind when the competition is finished.
5. Treat everyone the same, regardless of race, creed, gender, sex or ethnicity.
6. Be proud to represent B.C.
7. Place the interests of the team ahead of self-interest.
8. Be drug free.

Players shall:

1. Play within the rules and honour the spirit of the game.
2. Demonstrate a willingness to be good team members on and off court, and model good behavior to younger players.

Coaches shall:

1. Endeavor to instill pride and sportsmanship in all players.
2. Inspire a love of the game, a work ethic and a sense of fair play.
3. Treat all team members fairly, and endeavor to make all team members feel that their contribution is valuable.
4. Communicate expectations
5. Discipline team members who display unsportsmanlike behavior.

MEETINGS

1.1 Meetings of the Board of Directors

The Board of Directors meets monthly. The Board elects a. Chair All Board Members are voting members and are expected to attend meetings. They give brief reports on the progress of their committees. Announcements should be made at the meetings, questions and problems discussed and decisions made as required.

If a Board Member is unable to attend, a written report shall be submitted, and apologies shall be communicated to the Secretary. Local Associations are expected to send a non-voting representative.

1.2 Annual General Meeting

The AGM is held in June. The Board of Directors shall be elected at the AGM.

Reports on the year's progress are required from all Board Members.

Each registered team and each member of the Board of Directors shall have one vote.

MEMBERSHIP REGISTRATION AND INSURANCE

Local Associations are responsible for registration of Teams, and shall submit fees and membership lists to B.C.N.A.

Fees shall be:

- \$200.00 per half season year per teams registering in league competition
- \$100 per annum for teams and clubs not participating in League Associations.
- \$50 per annum High School Team.

Member teams shall receive one vote each at the AGM.

Insurance is included in the membership fee for participation in sanctioned events.

The Treasurer shall be responsible for submitting required membership lists of Member Teams to Netball Canada.

FINANCES

1.3 Source of Funds

1. Annual Membership fees for the Association shall be:

- a. Member Teams (of Local Associations) \$ 200 per half season.
- b. Out of Town Teams per annum \$100.00.

2. Membership fees are due from Member Teams before the start of each half season of League play. Fees include insurance. Each local Association shall collect fees from its Member Teams and forward these fees together with membership lists to the B.C.N.A. Treasurer.

3. Fees are due from Out of Town Teams before Winter Games Playoffs.

4. The Annual Grant received from Viasport Sport Fund and Provincial Gaming Branch shall finance those projects for which a submission has been made, subject to revisions by the Board after the grant has been received and in compliance with the guidelines for use of grant funds.

5. The Association shall serve as a collection agency for Netball Canada and World Netball membership fees and levies, and shall forward these dues, and Membership lists to the Netball Canada Treasurer.

1.4 Budgets

The Budget Committee shall meet to prepare a Budget for the next financial year in conjunction with the Grant Submission. Committee Members:

- Treasurer - Chairperson of the Committee
- President
- Fundraising Chairperson
- Special Projects Coordinator

Each Director shall submit a proposed budget for expenses to the Committee and the Committee shall submit an interim budget to the Board based on anticipated income.

The Committee shall meet again when the Annual Grant is known, and a revised budget shall be submitted to the Board. The Budget Committee shall revise the budget during the year when revenues and expenses are known. The Budget shall cover revenues and expenses incurred for the Financial Year which begins April 1 and ends the following March 31.

1.5 Honorariums

1.5.1.1 Coaching

- B.C. Open Team \$1000
- B.C. Under 23 Team: \$1000
- B.C. Under 18 Team: \$600 (to be revised annually)
- Winter Games Zone Team: \$300

Talent ID

To be determined by the Board on an individual project basis

- Camps
- Out of town
- Guest Coach
- School/Special Clinics /Workshops Sports Aid

INCORPORATION REGULATIONS

1. As an incorporated, non-reporting society, the Association is required by the B.C. Societies Act (2016) to comply with a number of important regulations. Failure to do this may result in penalties and/or loss of incorporated status. Proof of incorporation must accompany the Annual Grant Submission.
2. The President shall ensure that all regulations are complied with and shall remind each officer of their responsibilities regarding incorporation.
3. Details of these regulations are to be found in the Societies Act Regulations 2016. This is available, in pamphlet form, from:
Office of the Registrar of Companies
940 Blanchard Street
Victoria, BC V8W 3E6
Several copies should be obtained for Association Officers.
4. Certain important regulations call for the annual filing of:
 - a. Annual Report
 - b. Financial Statement (attached to Annual Report)
 - c. Copies of the Resolutions passed at General Meetings of the Association.
5. Other reports that must be filed from time to time are:
 - a. Notice of Address of the Society - if changed.
 - b. Notice of Change of Director other than at Annual General Meeting.
6. Schedule C of the Act lists fees that must be paid with the filing of forms.
7. Copies of the forms to be filed are available from the Office of the Registrar of Companies.

RECORDS

1.6 Current Files

The Secretary shall keep a complete file of Association Minutes, correspondence, reports, etc. for the current year and the preceding two years.

1.7 Files

Each Director, Chairperson or coordinator shall maintain a current file for their office, committee or project, with materials and information for the current and the two preceding two years. This file shall be completed at the end of their term or project.

REPORTS

Directors shall make reports to the Council as required and appropriate. At Meetings of the Directors there shall be one copy for each member present. One permanent copy shall be filed with the Secretary, and one permanent copy shall be included in the file of the officer or project chairperson.

Annual reports shall be presented to the Association at the Annual General Meeting. These reports shall include recommendations to be forwarded to the incoming Executive and to the new Director.

APPEALS

Any member, member team, job applicant, coach or any other person who feels that an unfair, or incorrect decision has been made on behalf of the British Columbia Netball Association by its Board of Directors, Standing Committees, Ad Hoc Committees, or personnel has the right to a appeal of that decision.

It is hoped that the appeals process following will improve the situation for the appellant and clarify the issues for all concerned.

1. The appellant has the option of requesting in writing to meet with the Standing Committee and personnel responsible for the decision, so that the member, athlete, or coach may have explained to them the reasons why the decision has been made and the criteria and information used in reaching the decision
2. It is the responsibility of the Committee to meet as a group with the appellant, to be constructive, honest, and sensitive, and to attempt to resolve the situation in a way that will encourage the individual or member team to continue to participate in B.C.N.A. programs. Individual committee and Board members are instructed not to meet individually or discuss the decision with the appellant once a formal complaint has been received.
3. If the appellant is not satisfied with the explanation forthcoming from the meeting, they may further request in writing to meet with the Board of Directors. The Committee will supply in writing relevant documentation of the reasons for the decision. Both the personnel responsible for the decision and the appellant have a right to be present at formal discussion of the appeal with the Board of Directors. Members under eighteen years of age must have a parent or guardian present.
4. B.C.N.A. has the responsibility to be open and fair in hearing the appeal, to reverse the decisions that have been made contrary to B.C.N.A. policy or procedure, and to support its personnel if all procedures have been correctly and fairly applied.
5. If the appeal has been discussed by the Board of Directors and the original decision upheld, the member has the further right in the Constitution to request a Special Meeting of the membership.

REQUESTS FOR DISCIPLINARY ACTION

A member has the right to bring to the attention of the Board of Directors any action by its coaches, officials, athletes, members, or member teams which is contrary to the Code of Conduct and Value Statements of the British Columbia Netball Association. Requests for a meeting with the Board of Directors to discuss disciplinary action must be made in writing within two weeks of the incident in question.

Both the people responsible for the action and the complainant have a right to be present at a formal hearing of the complaint by the Board of Directors. Members under eighteen years of age must have a parent or guardian present.

B.C.N.A. has the responsibility to be open and fair in hearing the complaint, to apply disciplinary action if warranted, and to support its personnel or membership if all procedures have been correctly and fairly applied.

Examples of disciplinary action that may be appropriate - a request for a formal apology, a warning, service, or suspension from B.C.N.A. activities and programs.

BOARD OF DIRECTORS

1.8 Duties & Responsibilities

1. President.

The president shall:

- Be the chief executive officer and shall supervise the other officers in the execution of their duties.
- Meet with the representative of the Sport Services Branch
- Be a signing officer.

2. The Vice-President

The Vice President shall:

- Carry out the duties of the President in their absence
- Organize the End of Season Tournament.
- Be a signing officer.
- Attend monthly meetings and serve on Committees as required.

3. Secretary .

The Secretary shall:

- Conduct the correspondence of the Society
- Issue notices of meeting of the Society and directors
- Keep minutes of all meetings of the Society and directors
- Have custody of all records and documents of the Society and directors
- Maintain a register of members
- File the documents necessary to maintain the Society in Good standing immediately after the AGM

4. Treasurer

The Treasurer shall:

- Keep such financial records, including books of account as are necessary to comply with the Society Act
- Render written monthly financial statements to the directors and to members and others as required
- Serve Chairperson of the Budget Committee and participate in all aspects of budgeting and financial planning of the Society.

5. Umpiring Director

The President shall appoint the Umpiring Director from the elected Board of Directors. The Umpiring Director will convene an umpiring committee and conduct the umpiring program of the society as follows:

Organizational Procedures for Umpiring

A. Umpiring Committee

The Umpiring Committee comprises of all active National Award Umpires in B.C and is responsible for:

- Setting Umpiring Policy
- Recommending umpires to be tested at all levels.
- The selection of Umpires for all events in which B.C.N.A. umpires have the opportunity to participate.

B. Responsibilities of the Umpiring Director

- a. To work to maintain and improve the standard of umpiring in B.C.
- b. To be the Chairperson of the Umpiring Committee and work with them to ensure that policies are established and maintained for Umpiring in B.C.
- c. To train and upgrade Umpires and to set up clinics for all Levels of umpires throughout the province.
- d. To arrange written Examinations, and to set up tests for umpires recommended by the Umpiring Committee.
- e. To organize the selection of Umpires for all competitions in which BC Netball. umpires participate:
 - B.C. Winter Games/U18 Champs
 - High school Tournament
 - Elementary Tournament
 - National Championship
 - BC Championships
 - Western Canadian Championships
 - Invitational Tournaments
 - To solicit and submit applications for International Competitions
- f. To register new and upgraded umpires with Netball Canada and to maintain current records of umpires active in B.C.
- g. To order rulebooks, umpiring pins, and any other supplies required by the Association for Umpiring.
- h. To publicize B.C.N.A. Umpiring Events and opportunities, through the website and social media, through V.A.N.A., and by direct communication with club reps, zone reps, and individual umpires.
- i. To set the dates for clinics

C. Finances for Umpiring

The following honoraria will be paid in accordance with the policy set by B.C.N.A.

- | | |
|--------------------------|-----------------|
| • Clinic (2 hours) | \$20.00 |
| • Guest Umpire | |
| - with visiting team | \$50.00 |
| - invited | expenses paid |
| • High school Tournament | NA |
| • Elementary Tournament | NA |
| • Special Clinics | To be specified |

D. Meetings for Umpiring

a) Board of Director Meetings

The B.C.N.A. Board of Directors will meet monthly. The Umpiring Director is a voting member of the Board, is part of the quorum required for meetings, and is expected to attend all meetings to report on current progress (e.g., Clinics planned, clinics held, umpires tested). Apologies should be communicated to the Secretary if attendance is

not possible, and a written report submitted. The Umpiring Director should make announcements at the meetings, bring up problems for discussion, and submit items for discussion that require the decision-making participation of the Board as a whole.

b. Annual General Meeting

The AGM is held in June. A written Report on the year's progress is required from each member of the Board. The Umpiring Director's report should include:

- Clinics held
- Theory Exams passed
- Umpires tested
- Summary of year's events
- Projected needs for the upcoming year
- Recommendations
- Recognition of personnel who assisted in the year's projects

E. Requirements for Certification of Umpires

1. Apprentice – an apprentice umpire must (C League with mentor)
 - Attend a minimum of one Theory session
 - Pass Beginner Level Theory Written test
 - Gain practical experience by umpiring a minimum of 6 times at practices
 - Be recommended for testing at which time they may be given permission to umpire C Games unaccompanied
2. Level One – A beginner level umpire: (B & C League)
 - Must pass written Theory exam. The Theory exam is current for two calendar years. If the Practical Exam is not successfully taken within this time, the Theory exam must be rewritten.
 - Must Apprentice on a minimum of three games.
 - Who fails on their first attempt at the Practical Exam may apply to be retested upon the recommendation of the Tester.
 - Is qualified to umpire at B & C League matches until they are recommended for the Level Two they may umpire A Grade games with permission and accompanied by a mentor until they are tested.
3. Level Two – An Intermediate level umpire must: (A league, Western Canadian)
 - Attend a minimum of two Theory sessions (prior to taking written or practical exams).
 - Pass Intermediate Theory Exam. The Theory Exam is current for two calendar years. If the practical Exam is not successfully taken within that time, the Theory Exam must be rewritten.
 - Umpire for one full season as a beginner umpire, with a minimum of ten B and C games.
 - Be recommended for testing at the advanced level by the Umpiring Committee.
 - A candidate who fails on their first attempt to pass the Practical Exam may apply to be retested upon the recommendation of the Tester.
4. Level Three – An advanced level umpire must: (Provincial)
 - Attend a minimum of two Advanced level Theory sessions. (Prior to taking written or practical exams)
 - Pass Advanced Level Theory Exam.
 - Umpire for one full season as an Intermediate Umpire, with a minimum of ten games at A Level.
 - Be recommended for testing at the national level by the Umpiring Committee.
 - A candidate who fails on their first attempt to pass the Practical Exam may apply to be retested upon the recommendation of the Tester.
5. National – A national level umpire must: (National and international)
 - Be recommended by the Umpiring Committee.
 - Attend a minimum of two National Level Theory sessions.
 - Pass National Theory exam
 - Umpire a full season at Advanced Level with a minimum of six games at inter-provincial or comparable standard.
 - Demonstrate a readiness and a capacity to render service to B.C. Netball in Umpiring.
 - Conduct a minimum of 2 Beginner Level Theory and/or Practical Clinics
 - Test a minimum of 2 Beginner Level candidates for beginner level Practical
 - Pass the Practical National Level Exam at the National Tournament.

5. Registered Umpires from Recognized Associations Outside B.C.

Any person taking up residence in Canada with documented proof of an umpiring Certification in another country may apply to be tested and will be awarded a Canadian Certification according to the result of the Practical Exam. It is not necessary in this case for the candidate to sit the written exam, but it is recommended that they may apply to V.A.N.A. for permission to umpire two or three games prior to being tested to become accustomed to local usage, interpretations etc.

6. Any Beginner Level Umpire who, upon examination, demonstrates knowledge and practical skill at an Intermediate Standard may be earn an Intermediate Award.

F. Testing of Umpires.

1. Testers - To qualify as a Tester an Umpire must:

- Hold an Advanced Award
- Have umpired for one year at the Advanced Level
- Have attended a Tester's Clinic.

2. Theory Exams

- Candidates who have attended appropriate Theory Clinics may apply to the Umpiring Director to sit exams for Beginner and Intermediate Levels at any time.
- Exams will be set up for candidates recommended for the Advanced Award
- National Level exam papers will be obtained from the Netball Canada Technical Director for candidates recommended for the National Level Exams
- The Umpiring Committee Theory will revise the exams papers regularly for Beginner, Intermediate, and Advanced level exams.

3. Practical Exams

- Beginner Award: One Tester at Intermediate/ Advanced Level
Tested on a B or C League Game
- Intermediate Award: One Tester at Advanced Level
Tested on an A level League Game
- Advanced Award: Two Testers at National Level.
Tested on an inter-provincial or comparable standard game
- National Award: Two Testers from another province
Tested at the national tournament

Note: When conducting umpiring tests on League games it is the responsibility of the Umpiring Chairperson to notify the V.A.N.A. Executive of the proposed test and to get permission for exceptions being made to League regulations for umpiring. All Beginner and Intermediate Tests will require this permission.

G. Procedures for Selecting and Allocating Umpires to Competitions

1. Winter Games/Under 18 Provincial Championships

a. Selection of Umpires.

- Beginner and intermediate umpires may apply if they have been identified as having potential to become Provincial umpires
- Selection must be completed by January 15th, and names submitted to the Provincial Adviser according to the deadline set by the B.C. Games Office.
- No umpire will be permitted to officiate at the Zone Championships if they are otherwise participating as a Coach, Athlete or Manager.

b. Allocation of Umpires at the Games.

The Umpiring schedule is the responsibility of the B.C.N.A. Umpiring Director and the Umpiring Committee. If the Umpiring Director is not himself a Certified National Award Umpire a national level umpire will be appointed to allocate umpires. The schedule will be finalized in January. Umpires for the medal round and adjustments to the schedule during the Games are the responsibility of the National umpires officiating at the Games. During the competition two umpires and a reserve umpire will be appointed to officiate each game. The reserve umpire will supervise the officials' table however if one of the umpires is unable to umpire the reserve umpire will umpire.

2. National Championships /Western Canadian Championships

- National Award Umpire is the minimum level required. Umpires will be ranked.

- Umpires are also expected to attend B.C. Team practices.
- Service to umpiring is expected.

3. High School Championships

Umpires of all grades and umpires who are not yet certified but who are actively apprenticing are encouraged to volunteer for the tournament. Intermediate and National Umpires will umpire play-off games whenever possible.

H. Clinics

1. All Umpiring clinics presented by B.C.N.A. must be requested through and approved by the Umpiring Director
2. All requests by local Associations, Clubs or Teams should be submitted to the Umpiring Director.
3. Upon completion of the clinic the group should submit to the Umpiring Director a Clinic Evaluation Form; this should be an evaluation of the clinic.
4. Personnel conducting a clinic should submit to the Umpiring Director a Clinic Report Form immediately after the Clinic is held. This form should provide information re: attendance, manner of organization and presentation, and a full evaluation of all aspects of the clinics. It should be accompanied by all information distributed at the clinic, and an assessment of future needs.
5. B.C.N.A. Umpiring Certification Courses should be conducted according to the requirements for certification.
6. Registration
It is the responsibility of the Umpiring Director to notify NETBALL CANADA of all successful candidates achieving certification at all levels except the National Level, and to keep a current file of all active certified umpires in B.C.

I. Rule Books

INF publishes the Official Rules Book. The Umpiring Director should ensure that B.C. has an adequate supply, and that all persons umpiring in B.C. have a current copy of the Official Rulebook. Rules are available with the World Netball app.

<https://netball.sport/>

6. Coaching Director

The President shall appoint the Coaching Director from the elected Board of Directors. The Coaching Director shall convene a coaching committee and conduct the coaching program of the society as follows:

Organizational Procedures for Coaching

A. Coaching Committee

Our goal is to develop our Coaches, and to ensure that they are prepared with the highest possible skills and qualifications.

The Coaching Committee consists of the zone course conductors throughout the province. It is responsible for organizing coaching clinics throughout the province. Clinics and coaching sessions should be aimed at developing the standard of coaching throughout the province.

B. Responsibilities of the Coaching Director

- a) To work to maintain and improve the standard of coaching in B.C.
- b) To be the Chairperson of the Coaching Committee and work with them to ensure that policies are established and maintained for Coaching in B.C.
- c) To train and upgrade Coaches and to set up clinics and mentoring for all Levels of coaches throughout the province.
- d) To arrange practical testing, and to set up tests for coaches recommended by the Coaching Committee.
- e) To organize the selection of Coaches for all competitions where required:
 - B.C. Winter Games/U18 Champs
 - High School Tournament (upon request)
 - Elementary Tournament (upon request)
 - National Championship
 - BC Championships
 - Western Canadian Championships
- f) To register new and upgraded coaches with Netball Canada and to maintain current records of coaches active in B.C.
- g) To publicize B.C.N.A. Coaching Events and opportunities, through the website and social media, through V.A.N.A., and by direct communication with club reps, zone reps, and individual coaches.
- h) To set the dates for clinics

C Finances for Coaching

Expenses

- a) An expense sheet including expenses for each Clinic is to be submitted to the Coaching Director by the Course Conductor, who will in turn submit the expenses to the Treasurer for payment. All receipts must be included with the expense sheet.
- b) Upon receipt of the Course Conductor/Coach's report an expense sheet stating the details of the clinic, and the amount of the honorarium to be paid is to be submitted to the Treasurer for payment. The following honoraria are to be paid for coaching clinics:

• In Town Camps	\$50.00
• Out of Town	\$50.00 All day
• Guest Coach	\$50.00
• Special Clinics and Workshops	To be specified
• Under 18	\$150.00

D. Meetings

1) Executive Meetings

The B.C.N.A. Board of Directors meets monthly. The Coaching Chairperson is a voting member of the Board and forms part of the quorum necessary to hold meetings and is required to attend all meetings to report on current progress. Apologies should be communicated to the Secretary if attendance is impossible. Announcements should be made at the Meetings, questions and problems discussed, and a report given on Clinics that have been held.

2) Annual General Meeting

The AGM is held in June. A written report on the years progress is required Included in the report should be:

- Clinics held
- Coaches tested
- Summary of year's events
- Projected needs for the upcoming year
- Recommendations
- Recognition of personnel who assisted in the year's projects

E. Requirements for Certification of Coaches.

There are 3 components that must be completed for each level of coaching certification.

- Theory – NCCP and Netball Canada
- Technical – Netball Canada Technical Courses
- Practical – Complete the required number of coaching hours and be observed and mentored by an advanced level coach.

1. Apprentice Coach Certification. – Fundamentals and Learning to Train focus

Apprentice coaches will work primarily with elementary age school children. They will focus on becoming familiar with physical literacy, fundamentals and learning to train stages of the LTAD program. They must:

- Attend a minimum of one theory session.
- Attend the physical literacy/fundamentals workshop
- Gain practical experience by coaching a minimum of 6 sessions
- Work with a mentor coach
- Be observed conducting a minimum of one session by an Intermediate coach

2. Level 1 Coach Certification – Learning to Train and Training to Train focus.

- Complete the NCCP Ethical Module
- Attend a minimum of one theory course (Netball Canada)
- Attend the level 1 technical course (Netball Canada)
- Coach a minimum of 16 hours with one team and work with a mentor coach
- Be observed (by Level 3 Coach) conducting one training session.

3. Level 2 Coach Certification – Training to Train and Training to Compete focus

- Attend a minimum of one theory course
- Attend a level 2 technical course.
- Coach a minimum of 50 hours with more than one team
- Work with a Mentor
- Be observed (by a level 3/4 coach) conducting three training sessions

4. Level 3 Coach Certification – Training to Compete and Training to Win focus
 - Complete NCCP Theory Course
 - Attend a level 3 technical course
 - Coach a minimum of 3 seasons with an elite team
 - Work with a mentor coach
 - Be an assessor of coaches

5. National Coach Certification – Train to Win focus (National and international)
 - Attend a minimum of three NCCP Theory Courses
 - Be a regional coach of national team players for a minimum of 3 years
 - Demonstrate a readiness and a capacity to render service to B.C. Netball in coaching.
 - Conduct a minimum of 2 level 1 and 2 coaching clinics each year
 - Mentor coaches in your region
 - Be an assessor of coaches

6. Registered Coaches from Recognized Associations Outside B.C.
 Any person taking up residence in Canada with documented proof of a Coaching Certification in another country may apply to be assessed and will be awarded a Canadian Certification according to the result of the assessment.

F. Assessment of Coaches

1. Assessors - To qualify as an assessor a coach must:
 - Hold a level 3 or national standard coaching certification
 - Have coached for two years at Level 3
 - Have attended a Mentor's clinic

2. Practical Assessment
 - Candidates who have completed the required expectations for assessment may apply to the Coaching Director for an official assessment.
 - Assessments will be set up for candidates by the Coaching Director
 - The Candidate will be required to coach a training session of the following length for each level:
 - a) Level 1 = 1 1/2 hour
 - b) Level 2 = 2 hours
 - c) Level 3 = 4 hours (2 sessions)

G. Procedures for Selecting and Allocating Coaches for Representative Teams

1. Winter Games/Under 18 Provincial Championships
 Coaches must hold a Netball Canada Level 2 Coaching Certification. – (Training to Train and Training to Compete)

2. National Championships
 Coaches must hold a Netball Canada Level 3 or National Coaching Certification – (Training to Compete and Training to Win)

3. Western Canadian Championships
 Coaches must hold a Netball Canada Level 2 Coaching Certification. – (Training to Train and Training to Compete)

4. High School Championships

Coaches must hold a Netball Canada Level 1 Coaching Certification. – (Learning to Train)

5. Elementary School Tournament

Coaches must hold a Netball Canada Apprentice or Level 1 Coaching Certification. – (Fundamentals and Learning to Train)

H. Clinics

1. All Coaching clinics presented by B.C.N.A. must be requested through and approved by the Coaching Director
2. All requests by local Associations, Clubs or Teams should be submitted to the Coaching Director.
3. Upon completion of the clinic the group should submit to the Coaching Director a Clinic Evaluation Form.
4. Personnel conducting a clinic should submit to the Coaching Director a Clinic Report Form immediately after the Clinic is held. This form should provide information re: attendance, manner of organization and presentation, and a full evaluation of all aspects of the clinics. It should be accompanied by all information distributed at the clinic, and an assessment of future needs.
5. B.C.N.A. Coaching Certification Courses should be conducted according to the requirements for certification.
6. Registration
It is the responsibility of the Coaching Director to notify NETBALL CANADA of all successful candidates achieving certification at all levels except the National Level, and to keep a record of successful candidates.

I. Coach Mentorship Program.

The purpose of the Coaching Mentorship Program is to provide a support system for coaches at all levels of their development. It is intended to help emerging coaches learn how to deal with the complex skills of coaching. It is designed to meet the needs of each individual coach and to enable them to achieve their goals. The mentors must hold a level 2, 3 or National Netball Canada Coaching Certification. The developing coaches will receive help with all aspects of coaching. A lead mentor coach will be appointed in each zone. They will be responsible for working with coaches in their zone and for conducting coaching certification programs.

7. High Performance Director

The President shall appoint the High Performance Director from the elected Board of Directors. The High Performance Director will conduct the High performance program of the society as follows:

Organizational Procedures for Coaching

A. High Performance Committee

Our goal is to provide a comprehensive program for our athletes to reach their playing potential, and to encourage them to have the confidence to represent BC and Canada.

The High Performance Committee will be responsible for all components of the program. BC Netball Representative Teams competes in The National Open and Under 23 Women's Championships, and in The Western Canadian Under 18 and Under 16 Women's Championship annually.

B. Responsibilities of the High Performance Director

- To strike a committee to recommend appropriate personnel to fill the positions of Coach, Manager and Physiotherapist for the Provincial Teams.
- Coordinate the training and try-outs for the players
- Publish the information and details of team training and try-outs
- Book practice facilities
- Organize BC Representative teams' participation in the National Championships
- Coordinate and liaise with the organizing committee of the host province and meet all deadlines for fees and information requested,
 - Fees
 - Names
 - Room allocations
 - Meal requests
 - Arrival and departure times
- Make travel and accommodation arrangements for all participants.
- Provide B.C. Team members with a copy of B.C. Team Guidelines and code of conduct, Medical Report forms and parental permission forms (from Under 18 players only)
- Attend Executive Meetings to report on progress, vote as a member of the Executive.
- Prepare a budget estimating all costs relating to the B.C. Teams for the following year and submit it to the Budget Committee.
- Coordinate the national team program.

C Finances for High Performance

The High Performance Director will liaise with the Treasurer and the Team Managers to ensure that all expenses incurred by the B.C. Teams are paid including:

1) Honoraria

Open Women's Team (Canadian National Tournament)

- Coach \$1,000.00
- Manager \$ 400.00

Open Men's Teams (Canadian National Tournament) in the event a Men's Division is taking Place

Under 23 Women's Team (Canadian National Tournament)

- Coach \$1,000.00
- Manager \$ 400.00

Under 18 and Under 16 Team Women's Team
Western Canadian Championships (to be reviewed annually)

- Coaches \$ 300.00*
- Manager \$300.00* 2000 2 teams

- 2) Gym Rentals
- 3) National Championship expenses
 - Accommodation, travel, meal and banquet
- 4) Equipment
 - Balls, uniforms and medical kit
- 5) Travel assistance for players traveling to practice from outside the lower mainland.

D. Meetings

Executive Meetings

The B.C.N.A. Board of Directors meets monthly. The High Performance Chairperson is a voting member of the Board and forms part of the quorum necessary to hold meetings, and is required to attend all meetings to report on current progress. Apologies should be communicated to the Secretary if attendance is impossible. Announcements should be made at the Meetings, questions and problems discussed, and a report given on activity conducted in during the month.

a. Annual General Meeting

The AGM is held in June. A written report on the year's progress is required Included in the report should be:

- Results of the Championships
- Training program
- Summary of year's events
- Recommendations
- Recognition of personnel who assisted in the year's projects

E. Guidelines for Selection of Provincial Coaches

Selection and appointment of coaches

A Candidate shall

- Apply in writing.
- Be a member in good standing of the Provincial Association
- Hold a Level 3 or National Level Coaching Certificate
- Submit annual plan for the team

The Responsibilities include:

- Acting as the chairperson of the selection committee
- Running training and selection camps
- Attending all selection competitions.
- Supervising and directing the training program
- Acting as a member of the disciplinary committee

Appointment:

- The selection committee will recommend a candidate to the board. The board will ratify the recommendation.
- They will be appointed for a period of one competition year (to be specified at time of appointment) terminating at the National Tournament.

F. Guideline for the selection of Provincial Team Managers

Selection and appointment of Team Managers:

The Candidate shall

- Apply in writing
- Have experience as a club manager or coach.
- Be a member in good standing of the Provincial Association

The Responsibilities include:

- Maintaining, organizing and purchasing team uniforms and equipment. Collecting appropriate deposits, distributing uniforms, and ensuring that uniforms are returned in good order from players. Organizing equipment, including balls, and bibs,
- Communicating to players all deadlines for photographs, itineraries and information needed by players to prepare for competitions, tours and matches.
- Educating players about doping procedures and check all medications and prescriptions (see appendix INF Doping Regulations).
- Having on file a medical form for each player with emergency numbers and relevant contact info if possible (allergies, medications, dietary requirements)
- Organizing the team while on tour; including assigning accommodation, team duties communicating travel information, uniform to be worn, mealtimes, schedules and curfews.
- Collect fees and moneys on behalf of BC Netball.
- Collecting fees and monies on behalf of BCNA
- Acting as a member of the Team Disciplinary Committee

Appointment.

- The selection committee will recommend a candidate to the board. The board will ratify the recommendation.
- The appointment is for a period of one competition year (to be specified at time of appointment) terminating at the National Championships

Assistant Coaches and Managers

Coaches and Managers of the Under 18 Team who are without previous experience will act as Assistant Coaches and Managers and will be trained, mentored, and advised by Senior Provincial Coaches and Managers.

G. Guidelines for selection of B.C. Representative Players

1. Eligibility:

To represent the Province of British Columbia in Netball an athlete must:

- Be a Canadian Citizen or Permanent Resident of Canada
- Be resident of B.C. for three months prior to the date trials begin
- Be a member in good standing of the B.C. Netball Association

2. Selection procedures:

- Eligible players must attend training camps and practices throughout January, February, and March.
- Selection criteria will be clearly articulated to the players
- Selectors will attend camps and evaluate players. The Selection Committee, comprising of the Coach and a minimum of one appointed selector will name the team at the end of March.
- Athletes from outside the lower mainland will be assisted with costs of travel wherever possible.
- Athletes who are not selected have the right to request a meeting with the Selection Committee, so that they may have explained to them the reasons why they have not been selected. It is the responsibility of the Committee to be constructive, honest, and sensitive, and to attempt to resolve the situation in a way that will encourage the athlete to continue to participate in the B.C.N.A. program.
- If an athlete is not satisfied with the meeting, they may appeal formally in writing to the B.C. Teams Committee and the Board of Directors. The Selection Committee will supply in writing relevant documentation of the reasons for the players non- selection e.g., Fitness results, attendance records and evaluation criteria. Both the Selectors and the player have a right to be present at formal discussion of the appeal. Players Under 18 must have a parent or guardian present.
- B.C.N.A. has the responsibility to be open and fair in hearing the athlete's appeal, and to support the selectors if all procedures have been correctly and fairly applied.
- Players named as non-traveling reserves are responsible for the fulfillment of all training and fitness requirements. A reserve that does not fulfill player expectations will be removed from the Reserve list. If a selected team member must withdraw, BC Team Coach shall name a player from the reserve list to take their place.

3. Athlete Responsibilities

B.C. Team Athletes must:

- Meet all deadlines for fitness tests, and all other requirements of the coach and Manager for tours and tournaments
- Complete an individual training program to the satisfaction of the coach
- Comply with all financial commitments and deadlines
- Abide by the Code of Conduct for the BC Team Program
- Attend the banquet.

4. Financial responsibilities

- The B.C. High Performance Committee will set the financial and fundraising responsibilities of players and officials representing B.C. at the National Championships.
- The Board will set a fee that will be levied from the players who try out for the team

5. Uniforms

- Athletes must purchase BC Team uniform.
- BC Netball will keep uniform consistent in order that athletes who purchase uniform will be able to wear it for several years.
- Only members of the B.C. Teams and the officials who represent them at the National Championships will be eligible to purchase B.C. Uniform and Team Tracksuits.

H. BC Provincial Netball Team Selection Criteria

The basis for all selection criteria is the performance on court of each player individually, and as part of a team.

Individual Basic Skills	Team Playing Skills	Mental Skills
Footwork	Ability to read the game	Desire
Throwing	Awareness of space	Determination
Catching	Understanding court play	Concentration
Defense	Understanding positional play	Creativity
Shooting	Ability to make decisions	Coachability- reaction to coaching points, ability to learn and adapt
Dodging	Ability to play as part of a team	

Positions

The team selected need to comprise a workable team, a balance of attackers, center court and defenders.

Combinations:

A variety of strong combinations and options must be available to the coach/Assistant Coach (e.g., it is recommended that a minimum of two players specializing in and able to play each position be selected).

8. Junior Development and Visiting Team Director

The President shall appoint the Junior Development Director from the elected Board of Directors. The Junior Development Director will conduct the Junior Development Program of the society as follows:

Organizational Procedures for Junior Development

A. Junior Development Committee

The Junior Development Committee is responsible for the promotion and development of Netball in schools and communities throughout the province. It is responsible for arranging coaching clinics and supplying teaching materials. It organizes volunteer coaches for the High Schools and the running of the High School Championships. The Committee is responsible, with the Special Projects Coordinator and the summer students, for the coordination of the Elementary Schools Program, and the Elementary Tournaments. Coordinate and organize any schools from overseas who request games during their visit.

B. Responsibilities of the Junior Development Director

- To promote Netball in the Elementary and Secondary Schools throughout the province.
- To introduce Netball into as many new schools as possible,
- To maintain contact with schools that participate in B.C.N.A.'s programs and to coordinate assistance required by the schools with coaching, resources, and equipment etc.
- To organize the High School Tournament (see section 2)
- To maintain a list of players from the High School Tournament selected to be invited to the Under 18 Training Camp and to follow up by contacting them with all relevant information about the Under 18 Training Camp.
- To ensure that all expenses, bills, and honoraria for volunteers (excluding B.C. Team members) are submitted to the Treasurer for payment.
- To attend all B.C.N.A. meetings to report progress and participate as a voting member of the Board and submit a report to the AGM.

C. Finances for Junior Development

The Junior Development Director will liaise with the Treasurer to ensure that all expenses incurred by the Junior Development Program are paid.

1. Honoraria

An honorarium will be paid for the following persons volunteering their services to the High School Programs:

- A maximum of 2 Certified Sports Aid Trainers, priority to be given to B.C.N.A. members. \$25.00
- Photographer \$25.00

2. Expenses

- When volunteers for the benefit of the Association (e.g., photocopying, telephone calls, postage) incur expenses they will be reimbursed by B.C.N.A.
- Expense vouchers must be submitted with receipts attached to the Treasurer and will be paid by cheque. Expenses incurred by coaches will not be reimbursed, e.g., gas

D. Meetings

a) Executive Meetings

The B.C.N.A. Board of Directors meets monthly. The Junior Development Director is a voting member of the Board and forms part of the quorum necessary to hold meetings and is required to attend all meetings to report on current progress. Apologies should be communicated to the Secretary if attendance is impossible. Announcements should be made at the Meetings, questions and problems discussed, and a report given on activity conducted in during the month.

b) Annual General Meeting

The AGM is held in June. A written report on the year's progress is required Included in the report should be:

- Results of the High School Championships
- List of schools that have been involved for the year.
- Summary of year's events
- Recommendations
- Recognition of personnel who assisted in the year's projects

E. Calendar of Events

JANUARY

- Contact V.A.N.A. Members and B.C. Team Members to recruit potential High School and Elementary School Coaches.
- Set date and venue for the High School Tournament. The Tournament is traditionally held on the second weekend in May.
- Contact schools who participated in the previous tournaments and new schools in target areas.
- Approach Clubs outside the Lower Mainland to see if they will coach and sponsor a team in their area.

FEBRUARY

- Continue contacting schools and recruiting coaches.
- Invite Specials guests to attend and present trophies at the Tournament.

MARCH

- Begin arrangements for the High School Tournament
- Collect Coaching registration forms (Form 6)
- Set up Coaching clinics for interested High School Teachers and potential coaches. (In co-operation with Coaching Chairperson)

APRIL

- Maintain contact with coaches and monitor their progress.
- Finalize Tournament arrangements

MAY

- High School Tournament
- Send Thank you letters to Coaches, umpires and other volunteers.
- Arrange for appropriate honoraria to be sent by the Treasurer.

JUNE

- Elementary School programs.
- Monitor progress of summer students with Special Projects.
- Elementary School Tournaments
- High School Tournament Report
- AGM Report

JULY

- Prepare poster for September issue of the B.C. School Sports Bulletin (on approval of the B.C.N.A. Board)

AUGUST

- Contact High School Tournament participants to encourage them to attend the Under 18 Training Camp.
- Organize coaches, managers, first aid and billets if necessary.
- Coordinate and run the Under 18 Camp.
- The Summer Students will assist if they are still working in August. Submit a list of required honoraria to the Treasurer.
- Identify players wishing to play in the Youth league and hand out contact information to enable them to register

SEPTEMBER

- Register participants for the Youth league. Coordinate with the Vancouver League and United Netball club (supply volunteers umpires for the Youth games) to register the Youth league teams. Renew contact with schools, thank them for their participation and send a team picture.

OCTOBER/NOVEMBER

- Update coaching handouts and teaching aids.

DECEMBER

- Contact players who attended the Under 18 Camp to invite them to B.C. trials in January. Contact school coaches to identify potential provincial caliber players and help encourage them to participate.

F. High School Championships

1. Umpires
Contact the B.C.N.A. Umpiring Director and ensure that they will contact, and coordinate volunteer umpires. Umpires will receive free lunch in lieu of payment. The tournament will provide an opportunity for certification of umpires.
2. Goalposts
Check with V.A.N.A. and ask to borrow equipment, ensure that all posts are available at the venue. Arrange for the return of equipment, which have been borrowed by participating schools.
3. Trophies
 - Collect Trophies for 1st Place, 2nd Place, 3rd Place and Sportsmanship from previous year's winners. Make sure they have been engraved.
 - Order trophies for Most Valuable Player (1 per team).
 - Order medals for 1st, 2nd and 3rd Place.
 - Order Certificates and ribbons for all participants.
4. First Aid
Contact Sports Aid personnel and arrange for their services.
5. Photographer
Contact photographer and arrange for services.
6. Registration Packages

- Registration forms
 - Tournament Rules and format
 - Guests and awards
 - Most Valuable player nomination forms
 - Under 18 nomination form
 - Club List for V.A.N.A.
 - Opportunities in Netball
7. Scorekeepers
- Arrange for scorekeepers and ensure that score sheets are available.
8. Schedule
- The schedule will depend on the number of Teams entered. A Novice or Junior Division, and a Senior Division is advisable wherever possible. Round Robin format with play-offs is recommended.
9. Report to AGM
- Ts report should include:
- Final standings
 - Awards
 - Honoraria to be paid
 - List of Coaches & umpires
 - Expenses –venue
 - Medals & trophies
 - Administration
 - Honoraria
 - Miscellaneous
 - Recommendations
 - Assessment

9. Fundraising Director

The President shall appoint the Fundraising Director from the elected Board of Directors. The Fundraising Director will conduct the Fundraising Program of the society as follows:

Organizational Procedures for Fundraising

A. Fundraising Committee

The Fundraising Committee is responsible for raising money for the Association.

B. Responsibilities of the Fundraising Director.

- Oversee all fundraising events which are held, collect all funds raised by clubs or individuals on behalf of B.C.N.A. and keep an accurate record of all funds raised.
- Look for new opportunities for B.C.N.A. to increase its revenue through fundraising.
- Serve as a member of the Budget Committee.
- Apply for Raffle and 50/50 Gaming Licenses. Submit Report, submit copies of License and Final report to the Treasurer and Special Projects Coordinator.

C. Finances for Fundraising Development.

- Any expenses that are incurred during the organizing of the events will be reimbursed

D. Meetings

a) Executive Meetings

The B.C.N.A. Board of Directors meets monthly. The Fundraising Director is a voting member of the Board and forms part of the quorum necessary to hold meetings and is required to attend all meetings to report on current progress. Apologies should be communicated to the Secretary if attendance is impossible. Announcements should be made at the Meetings, questions and problems discussed, and a report given on activity conducted in during the month.

c) Annual General Meeting

The AGM is held in June. A written report on the year's progress is required Included in the report should be:

- Account of Fundraising Activities undertaken
- Statement of Revenue
- Recommendations

E. Gaming Application

- The Special Projects Coordinator is responsible for completing the application for Direct Access to Gaming Funds to the B.C. Gaming Commission. The application must be completed and forwarded as soon as possible after the end of financial year-end (March 31). Use of Proceeds report, and a Financial Statement are required.
- Details of the applications process are available on the BC Gaming website at www.bcgcb.gov.bc.ca

10. Marketing Director

The President shall appoint the Marketing Director from the elected Board of Directors. The Marketing Director will conduct the Marketing Program of the society as follows:

Organizational Procedures for Marketing

A. Marketing Committee

The marketing committee will be responsible for all social media and sponsorship applications. They will maintain and update the website and Facebook. They will use as many promotional tools as possible. They will work in partnership with Viasport to promote the game through as many venues as possible.

B. Responsibilities of the marketing Director.

- Oversee all marketing events
- Look for new opportunities for B.C.N.A. to gain sponsorship from companies.

C. Finances for Marketing Development.

- Any expenses that are incurred during the organizing of the events will be reimbursed

D. Meetings

a) Executive Meetings

The B.C.N.A. Board of Directors meets monthly. The Marketing Director is a voting member of the Board and forms part of the quorum necessary to hold meetings and is required to attend all meetings to report on current progress. Apologies should be communicated to the Secretary if attendance is impossible. Announcements should be made at the Meetings, questions and problems discussed, and a report given on activity conducted in during the month.

d) Annual General Meeting

The AGM is held in June. A written report on the year's progress is required Included in the report should be:

- Results of Marketing Projects
- Report on success of social media
- Recommendations

STAFFING

Special Projects Coordinator

1. Office
 - a. Responsibilities
 - Maintain B.C. Netball mailing address at:
3468 Triumph Street
Vancouver, BC
V5K 1T8
 - BC Netball email contact mwebb1@telus.net
 - Maintain telephone 604 293 1820
 - Answer queries from the public, schools, potential players etc.
 - Liaise with Treasurer to ensure bills are paid. Deposit cheques as received.
 - b. Equipment
 - B.C. Netball owns one Apple desktop computer, one HP scanner/printer and 1 Filing Cabinet.
 - c. Expenses
 - Cost of paper, ink and general supplies is the responsibility of B.C. Netball.
 - Telephone bills and Internet are the responsibility of B.C. Netball.
2. Core Funding
 - a. Act as liaison with visSport and Sport B.C.
 - b. Assist in completing annual process for Block Funding including:
 - Preliminary Budgets
 - Status Report
 - BC Sport info website
 - Activity Reporter
 - Submit Hosting Grant Applications and Final Reports.
 - c. Participate in the Viasport Evaluation process
 - d. Research and advise B.C. Netball on meeting eligibility requirements and minimum standards for funding.
1. B.C. Winter Games/Under 18 Zone Championships
 - a. BC Games
 - Act as Provincial Advisor
 - Attend meeting with Games personnel including venue tour in host community
 - Organize tournament including equipment and schedule
 - Act as liaison with Zone Reps in organizing Zone team selection
 - Act as a member of the Winter Games Committee
 - Act as liaison with the Umpiring Chairperson in organizing umpires
 - Act as liaison with the Coaching Chairperson in organizing coaches
 -
 - b. Under 18 Zone Tournament (held in alternate years to B.C. Games)
 - Book venue
 - Organize tournament including equipment and schedule
 - Act as liaison with Zone Reps in organizing Zone try-outs
 - Organize transport as required
 - Book accommodation
 - Lease with Alberta Netball
 - Act as liaison with the Umpiring Chairperson in organizing umpires
 - Submit expenses to the Treasurer ensure all bills are paid

4. Direct Access Gaming Applications
 - a. Prepare and submit Gaming Applications.
 - b. Advise B.C. Netball re eligibility requirements and guidelines for access to Gaming Funds.
5. Schools and Summer Program
 - a. Supervise School netball coaches/clinicians
 - b. Monitor and submit hours worked for payment
 - c. Submit applications for Canada Summer Jobs grants and complete requirements.
 - d. Prepare contracts. Monitor and submit hours worked for payment.
7. Policy and Procedure Manual, Strategic Plan, Risk Management
 - a. Prepare and update Policies and Procedures Manual, Strategic Plans and Risk Management policies.
 - b. Educate clubs and coaches re risk management.
 - c. Advise B.C. Netball Board on Risk Management issues.

Draft update in progress 2022