

ASSOCIATED & CATHOLIC COLLEGES

OF

WESTERN AUSTRALIA

D.1 — "POLICY

ON

REPRESENTATIVE TEAMS"

**ASSOCIATED & CATHOLIC COLLEGES
OF
WESTERN AUSTRALIA**

D.1 — "POLICY ON REPRESENTATIVE TEAMS"

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**ASSOCIATED & CATHOLIC COLLEGES
OF
WESTERN AUSTRALIA**

D.1 — "POLICY ON REPRESENTATIVE TEAMS"

1. POLICY STATEMENT

It is the policy of the Associated and Catholic Colleges to encourage representation of teams and individuals in pursuit of the main aim of ACC which is:

"The aim of the Association is to promote the Christian education of the students attending member Colleges by widening their horizons in religious, academic, social, culture, sporting and recreational activities and to encourage mutual respect and tolerance".

Through representation the Association seeks:

- (a) To expand the base of ACC organised activities.
- (b) To acknowledge an individual's acquired stage of development in an activity or sport.
- (c) To offer students the opportunities to further develop their knowledge, skill and understanding of an activity or sport.
- (d) To provide further incentive for students to participate in ACC competitions and activities.
- (e) To improve the standard of ACC competitions and activities by encouraging talented students to participate.

2. THE NATURE OF REPRESENTATION

Representation will normally involve team activities. However, should the occasion arise, where it is appropriate for an individual to participate under ACC colours, this may be considered.

Representation will usually involve participation in:

- (a) Individual fixtures and/or series of fixtures
 - Domestic
- (b) Tours
 - Country
 - Interstate
 - International
- (c) Carnivals.

Such representation will be known as **active** representation.

Provision will also be made for **honorary** representation where appropriate i.e., an acknowledgement of selection where teams or individuals do not actually play in competitions.

3. SELECTION

- (a) Nominations
The following criteria for nomination should be satisfied:-

- students are to be "fulltime" and attending a member college

Students should satisfy the following guidelines:-

- approval of the Principal
- the student actively supports and represents his/her College in ACC organised activities and sporting functions
- the student has demonstrated support for the school
- the student should have displayed a competent, but not necessarily excellent level of expertise in that nominated sport
- the Principal supports such nomination. (*refer: Appendix no 3 to this document, for "STUDENT NOMINATION SHEET"*).

(b) Process

The method of selection will vary between different sports and activities. Normally the selection process will be carried out under the supervision and control of the Sports Management Committee.

The suggested selection process must form part of the Tour proposal.

The Executive will be the final arbiter for any dispute arising out of the selection process.

(c) Fund Raising

Nominated students are to have the capacity to fund their own travel expenses if a tour is involved. Any Fund Raising within a school must be done with the Principal's permission.

4. PRESENTATION OF PROPOSALS FOR REPRESENTATIVE TEAMS AND TOURS

Proposals for representative tours *should* be lodged with the Director of Sport not less than (12) twelve months before the event.

The Director of Sport, who acts as returning officer, is to present the proposal to the closest Sports Management, Executive and Council meetings, in which ever order they occur.

The original proposal (or notice of intent) is to outline the following:

- Person/s proposing representation and their position
- School, address, telephone and fax
- Acknowledgement of support from the Principal of the School
- Sport or activity
- Squad numbers
- Gender/s
- Age classification of competitors
- Date/s in relation to that year's term dates
- Location
- Mode of travel
- Accommodation
- Host
- Liability/Insurance
- Staff required e.g., Team manager, Team coach etc.
- Cost
- Method of finance
- Parental involvement
- Method of selection.

(*refer: Appendix No 2 to this document, for "PROPOSAL FORM"*).

5. TIMING OF ACTIVE REPRESENTATIVE TOURS AND EVENTS

It is recommended that events, fixtures, carnivals and tours be proposed, scheduled or nominated for, to coincide with school holidays.

However, in cases where it can be shown that interruptions are minimal, particularly in the case of single fixture events, proposals may be researched and presented to the Executive.

6. **GRANTING OF APPROVAL**

Approval for any ACC representative fixture to take place can be granted by Executive.

7. **REPORT ON REPRESENTATION**

A detailed report is to be submitted to the Sports Management Committee, within four (4) weeks of the completion of the representation. All recommendations are to be forwarded to the Executive. (*refer: Appendix no 1 to this document, for "GUIDELINES FOR ORGANIZERS OF REPRESENTATIVE/TEAMS."*)

*Appendix 1**TO: "Representative Teams Policy"**GUIDELINES FOR ORGANIZERS OF REPRESENTATIVE TEAMS***1. INTRODUCTION**

- 1.1 Before any representative tour, organized games, or domestic team selection can proceed, it must have the approval of the Council of the ACC, or the approval of the Executive who acts on behalf of the Council.
- 1.2 The process of "proposal", to establish such representation, must proceed through the following hierarchy or committee or whichever occurs first:
- (a) Sports management Committee
 - (b) Executive Committee.
 - (c) Council.

1.3 The "proposal" should be made at least one year prior to the event in the case of tours.

1.4 The "proposal" must be accompanied by:

A copy of preliminary organizational information based on the time period, who is to participate, where the tour/game/representation is to take place, mode of transport, accommodation, likely tour manager/s and team coach/es, cost, insurance details, availability of staff and selection procedures.

Refer Appendix 2 to the "POLICY ON REPRESENTATIVE TEAMS".

- 1.5 The Director of Sport is to act as the returning officer for such notices and further communication between appropriate parties.
- 1.6 The various levels of committee are to be kept informed of progress in all aspects of the tour, games and team selections.
- 1.7 Where possible a greater part of the tour's accommodation should be by billet, so as to minimize cost and to benefit students on a cultural basis.
- 1.8 Each student shall be levied an extra \$100.00, to be set aside as an emergency fund, refundable at the completion of the tour.
- 1.9 Selected students shall be given, at the time of selection, a "suggested tour requisites", that includes, dress (function, playing and casual wear) general items (toiletries, cameras, etc.) information on the overall estimated costs, including spending money, gifts for hosts etc fund raising plans, in addition to all itinerary details.
- 1.10 Participating students are to be informed that it is assumed that they can finance their trip individually.

Fund raising may be pursued only after the payment of an initial deposit; the deposit is to total 30% of the total individual tour cost. This deposit serves as acceptance of selection, and participation in the tour.

In the event that a student is unable to participate in the tour, after the deposit has been paid, he or she will be refunded the deposit in full, less any irretrievable costs to that stage.

If a substitute student takes the place of an original representative, the irretrievable costs originally paid, should be refunded out of the substitute student's deposit, where possible.

Appendix 1
To Representative Teams Policy cont.

2. OFFICIALS

- 2.1 If one team is to tour, then a team manager and coach should be nominated.
- 2.2 If more than one team is to tour, the number of managers and coaches assigned is to be determined by the Executive.
- 2.3 Officials are to apply in writing to the President of the ACC, seeking participation in the tour according to the capacity sought e.g., Manager, Coach or Selector etc. Full details of previous experience and suitability for the position is to be stated.
- Refer Appendix 5 "OFFICIAL NOMINATION FORM".*
- 2.4 Wherever possible, a substitute or "stand-by" official is recommended in the case of the sudden unavailability of an official.
- 2.5 Upon completion of the tour, officials are to produce a report individually, on all matters of the tour. The reports shall be tabled at the next set of meetings of the ACC.
- 2.6 Officials should write letters of appreciation to all involved in the tour. Send a copy of the reports to:
- (a) The hosting sport association
 - (b) To the ACC management
 - (c) To all sponsors where approved.

3. ROLE OF OFFICIALS

3.1 Tour Manager

The Tour Manager shall:

- Be responsible for the overall organisation of the tour, including groups, all transport, accommodation requirements and be responsible for visas, passports, and travel tickets. The Itinerary should be comprehensive including not only teams played, times of training sessions but also any excursions organised.
- Whilst on tour, the Tour Manager shall have the ultimate responsibility for all matters relating to the tour. He/she shall represent the ACC and shall be empowered to interpret ACC policy as it affects the team.
- Have the power to discipline any member of the team; such discipline may include:
 - sending a team member back home if on tour.
 - exclusion from the team for domestic fixtures.
 - the imposition of curtailment of privileges.
- Have the final decision on any matter affecting the team on tour, or during domestic fixtures.
- Be responsible for the establishment and enforcement of discipline and rules as they affect the team as a whole.
- Be informed of any regulation, curfews imposed by coaches/manager.
- In conjunction with team coaches, be responsible for formulation and enforcing discipline within their respective teams.

*Appendix 1**To Representative Teams Policy cont.*

- Shall be responsible for the welfare and well being of individuals and the team.
- Shall keep the Team Coach/es informed of any proposed actions relating to team members.
- Shall deal with the report any incidents which may affect team members, injuries, sickness, breaches of discipline etc.
- Shall have full control of all "off game" activities.
- Shall prepare a tour programme comprising of individual photographs, pen pictures and team photographs, a copy of the itinerary and any other necessary inclusions.
- Shall be responsible for all traveller's cheques, monies etc.
- Be responsible for the ordering of all team uniforms and necessary equipment for the tour in consultation with the Team Coach/es and ACC Uniforms Committee.
- Shall assist coaches as required during the progress of matches.
- Shall keep team members fully informed of their responsibilities.
- Shall be in charge of team uniforms and on field refreshments.
- Shall submit to the ACC management, within (1) one month of the completion of the tour, a type written report for inclusion in the Tour Report.
- Upon completion of the tour produce a report in detail on all matters of the tour. This report will also include reports from team managers, coaches and team captains. The report shall be tabled at the next set of meetings of the ACC.
- Write letters of appreciation to all involved in the tour and send a copy of the tour report to:
 - the hosting school sporting association/organisations.
 - the hosting sport association.
 - the ACC.
 - to all sponsors.

3.2 Coaches

Team coaches shall be responsible to the Tour Manager for the following duties:

- The submission of a training programme for team players prior to the meeting of the team.
- Shall have full control of teams during the progress of matches and training sessions.
- Shall formulate and enforce team discipline in co-operation with the team's manager.
- Shall secure through the manager any requirements, training facilities etc.
- Shall submit to the tour manager within one month of the completion of the tour a typewritten report of inclusion in the Tour Report.

Appendix 1
To Representative Teams Policy cont.

4. **PLAYERS**

- 4.1 Shall abide by any rules or regulations stipulated by team officials both on and off the field of play.
- 4.2 Shall consult team officials on any personal problem, injury, sickness etc.
- 4.2 Shall at all times act in a manner befitting and ACC representative.
- 4.3 Shall sign a "Representative Teams" CONTRACT OF BEHAVIOUR where necessary.

Appendix 2

To "POLICY ON REPRESENTATIVE TEAMS"

PROPOSAL FOR ACC REPRESENTATIVE TEAM/S

1. Full name of person/s proposing representation:

2. Position/s:

3. School: 4. Address of School:

5. Telephone No: 6. Fax No:

7. Representation as part of what competition?

8. Sport/s: _____ Boys/Girls _____ Age group _____
 _____ Boys/Girls _____ Age group _____
 _____ Boys/Girls _____ Age group _____
 _____ Boys/Girls _____ Age group _____

9. Period over which representation is to take place:

10. Specific dates to hand for fixtures:

11. Nature of representation (tick if applicable)

a	Individual domestic fixtures	<input style="width: 100%; height: 15px;" type="checkbox"/>
b	Series of domestic fixtures	<input style="width: 100%; height: 15px;" type="checkbox"/>
c	Country tour	<input style="width: 100%; height: 15px;" type="checkbox"/>
d	Interstate tour	<input style="width: 100%; height: 15px;" type="checkbox"/>
e	International tour	<input style="width: 100%; height: 15px;" type="checkbox"/>
f	Carnival	<input style="width: 100%; height: 15px;" type="checkbox"/>
g	Honorary	<input style="width: 100%; height: 15px;" type="checkbox"/>

12. Method of selection:

13. Location/s of event:

14. Mode of travel: 15. Accommodation:

16. Host/s:

17. Liability/Insurance:

18. Staff required: (number where appropriate)

Team Manager	<input style="width: 100%; height: 15px;" type="text"/>
Team Coach	<input style="width: 100%; height: 15px;" type="text"/>
Number on selection panel	<input style="width: 100%; height: 15px;" type="text"/>

19. Cost per team member: 20. Method of finance:

PERSON/S MAKING PROPOSAL

signed _____ date _____ signed _____ date _____

PRINCIPAL'S /S' ACKNOWLEDGEMENT/S

signed _____ date _____ signed _____ date _____

Appendix 3
To "POLICY ON REPRESENTATIVE TEAMS"

GENERAL NOTICE OF THE ACC'S REPRESENTATIVE TEAM IN

The Council of the Associated and Catholic Colleges has approved the formation of a "Representative Team", as proposed by of , in the above sport or area of interest.

Player nominations in accordance with the "Policy on Representative Teams", are to be sought from students attending member colleges and must be lodged with the Director of Sport by . Staff nominations for the position/s of coach, manager and selector/s are also required.

- The following information is relevant to this overall commitment:

PERIOD OF REPRESENTATION

DOMESTIC FIXTURES YES NO COUNTRY TOUR YES NO

INTERSTATE TOUR YES NO INTERNATIONAL TOUR YES NO

HONORARY REPRESENTATION ONLY YES YEAR GROUP/S

- The process of selection of players to be included in the final squad of is:

1st selection trials Date Time Venue

2nd selection trials Date Time Venue

3rd selection trials Date Time Venue

- Domestic fixtures are scheduled as follows:

Game 1 v's Date Time Venue

Game 2 v's Date Time Venue

Game 3 v's Date Time Venue

Game 4 v's Date Time Venue

- Specific tour dates include to .

- The destination of the tour is .

- A personal cost to student nominees is anticipated YES NO \$

- A personal cost to staff nominees is anticipated YES NO \$

The Council of the ACC invite interested staff to nominate students for selection trials and also invite staff to nominate for the official positions as listed above. Refer: Appendix No 4, "STUDENT NOMINATION FORM". Refer: Appendix No 5, "OFFICIAL'S NOMINATION FOR

Appendix 4

To "POLICY ON REPRESENTATIVE TEAMS" STUDENT NOMINATION FORM

SCHOOL REPRESENTATIVE TEAM NOMINATIONS DUE DATE

	1st NAME	SURNAME	YEAR GROUP	DATE OF BIRTH	HOME ADDRESS	HOME TELEPHONE/FAX	PREFERRED PLAYING POSITION			AVAILABLE TO TOUR
							1st	2nd	3rd	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

SPECIAL NOMINATIONS					DUTY NOMINATED FOR				
1									
2									

SPECIAL NOMINATIONS (e.g. STUDENT UMPIRES - FEE NOT NECESSARY)

NOMINATION FEE ENCLOSED (\$10.00 X = \$.00) CHEQUE NO

SCHOOL TELEPHONE

SCHOOL FAX NO

PERSON MAKING NOMINATIONS:

NAME POSITION SIGNED DATE

PRINCIPAL'S ACKNOWLEDGEMENT:

SIGNED DATE

Appendix 5
To "POLICY ON REPRESENTATIVE TEAMS"
OFFICIAL'S NOMINATION FORM

FIRST NAME SURNAME

SCHOOL

ADDRESS TELEPHONE

FAX ADDRESS (H) TELEPHONE (H)

I WISH TO NOMINATE FOR THE POSITION OF (Tick where appropriate):

COACH

MANAGER

SELECTOR

OTHER

..... DESCRIBE

FOR THE ACC'S REPRESENTATIVE TEAM IN

DESCRIPTION OF EXPERIENCE GAINED IN ASSOCIATION WITH THIS NOMINATION

e.g. Teams and grades coached; competitions organized; tours managed;
personal playing experience in this sport and other sports etc.

SIGNATURE DATE

ACKNOWLEDGEMENTS:

PHYSICAL EDUCATION COORDINATOR (SIGNATURE) DATE

PRINCIPAL (SIGNATURE) DATE

N.B. Attach references from at least two sources.

Appendix 6
TO "Policy on Representative Teams"
ADVICE OF APPOINTMENT TO AN OFFICIAL POSITION

Date:

With respect to the ACC's Representative Team in
the Council of the ACC has pleasure/regrets in advising, that your application for the position of
 has/has not been accepted.

Please refer to the "Constitution, History and Charter of the ACC", and more specifically to the section relating to the "Policy on Representative Teams" for further information.

Official appointments for this Team also include:

Manager 1. _____ from _____.

Manager 2. _____ from _____.

Coach 1. _____ from _____.

Coach 2. _____ from _____.

Selector 1. _____ from _____.

Selector 2. _____ from _____.

Selector 3. _____ from _____.

You are invited to make contact with these officials as necessary.

More specific information will follow with regard to selection trials, student nominations, meetings and fixtures etc.

A copy of this document has been forwarded to the Principal of your school.

Kyle March
Director of Sport

Appendix 7
TO "Policy on Representative Teams"
ADVICE OF ACCEPTANCE FOR SELECTION TRIALS

Date:

The students listed below have been nominated for, and accepted to attend selection trials with regard to the ACC's Representative team.

1st selection trial Date: Time: Venue:

2nd selection trial Date: Time: Venue:

* Players are to bring their own equipment, including all protective gear.

The following staff have been appointed to positions listed below:

Manager 1. SCHL

Coach 1. SCHL

Coach 2. SCHL

Selector 1 SCHL

Selector 2 SCHL

Selector 3 SCHL

STUDENT ACCEPTANCES AS AT

No	NAME	CURRENT YR GROUP	PLAYER DESCRIPTION	SCHOOL	ROLL ✓ X
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Appendix 7

To 'Policy on Representative Teams cont.

No	NAME	CURRENT YR GROUP	PLAYER DESCRIPTION	SCHOOL	ROLL ✓ X
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
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49					
50					

*Appendix 7
To 'Policy on Representative Teams cont.*

No	NAME	CURRENT YR GROUP	PLAYER DESCRIPTION	SCHOOL	ROLL ✓ X
51					
52					
53					
54					
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59					
60					
61					
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*Appendix 7
To Policy on Representative Teams cont.*

No	NAME	CURRENT YR GROUP	PLAYER DESCRIPTION	SCHOOL	ROLL ✓ X
85					
86					
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*Appendix 7
To Policy on Representative Teams cont.*

No	NAME	CURRENT YR GROUP	PLAYER DESCRIPTION	SCHOOL	ROLL ✓ X
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120					
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Appendix 8
TO "Policy on Representative Teams"
ADVICE OF FINAL SQUAD/TEAM SELECTION

The students listed below have been selected in the final squad with regard to the ACC's Representative

team.

The Council of the ACC extends its congratulations to each individual, and wishes them the best of luck whilst representing the Association.

Please refer students to the ACC's "Constitution, History and Charter", and more specifically the section on the "Policy on Representative Teams" (Aims and Contract of Behaviour).

No	NAME	CURRENT YR GROUP	PLAYER DESCRIPTION	SCHOOL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Domestic Fixtures are scheduled as follows:

Game 1

DATE:	TIME:	VENUE:	V'S
-------	-------	--------	-----

Players are to be ready for practice and warm up at

Game 2

DATE:	TIME:	VENUE:	V'S
-------	-------	--------	-----

Players are to be ready for practice and warm up at

Game 3

DATE:	TIME:	VENUE:	V'S
-------	-------	--------	-----

Players are to be ready for practice and warm up at

Game 4

DATE:	TIME:	VENUE:	V'S
-------	-------	--------	-----

Players are to be ready for practice and warm up at

Game 5

DATE:	TIME:	VENUE:	V'S
-------	-------	--------	-----

Players are to be ready for practice and warm up at

Appendix 9
To "Policy On Representative Teams"
CONTRACT OF BEHAVIOUR

DESCRIPTION OF REPRESENTATIVE TEAM

I, _____ of (school) _____ agree, that while participating as a member of the "Representative Team" described above, to abide by **all** rules and conditions laid down concerning such representation.

Specifically, I agree not to drink alcohol, smoke cigarettes and take any non-prescribed drugs whilst representing the Associated and Catholic Colleges.

I accept that if I break any of the rules and conditions of representation, that I may be immediately dismissed from the squad, and that any expenses resulting from such dismissal will be attributed to myself and my parents or guardian.

SIGNED (Student) DATE

SIGNED (Parent or Guardian) DATE