



**ASSOCIATED AND CATHOLIC COLLEGES OF WA**

# Representative Sport Operations Manual

2025 v1



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## AIM

Representative Sport is an initiative of the Associated & Catholic Colleges of Western Australia to provide ACC students with an opportunity to represent their school and their association in a representative level competition, and to gain individual recognition as an ACC All Star.

## INVOLVEMENT

ACC policy is that students competing in ACC sport must be under 19 years of age on 31st December. Students who have turned 19 years of age are not permitted to participate in ACC sport. It is also ACC policy that student participation is limited to secondary school students and that the minimum level for participation is enrolment in Year 7.

- Player nominations are open to students who have their School Sport Coordinator’s endorsement. Teams are selected through a trial process.

The ACC works with School Sport WA (SSWA) and the Independent Girls’ Schools Sports Association (IGSSA), to organize inter-association matches where the association representative teams enjoy high level competition.

The school sport associations are fortunate to have support from the following state sporting organisations in planning for and managing the competition each year.

- Netball WA - provides the venue, umpires, score bench officials, special guest presenter/s\* and general support of the event on the day.
- WA Cricket Association – provides the venue, lunch, umpires, game ball, a Player of the Match award and general management of the event on the day.
- WA Football Commission - \_\_\_\_\_ (TBA)
- Basketball WA - provides a signed Lynx/Wildcats basketball

\*This will depend on VIP schedules and other commitments.

### Representative Sport Competitions and Team Sizes

The number of athletes selected within each Representative Team is outlined in the following table.

Sport	Gender	Age restrictions	# of Players*
AFL	Boys	Years 10 - 12	23
AFLW	Girls	Years 10 - 12	23
Basketball - Boys	Boys	Years 9 - 12	10
Basketball - Girls	Girls	Years 9 - 12	10
Cricket	Open	none	12
Netball	Girls	Years 9 - 12	10

\*Coaches can select reserve players in case of injury or unavailability of an existing team member. However, the number of players on the day will reflect the requirements listed above.

## ACC Contacts

Primary contact	Secondary ACC contacts	
Sport Operations Manager Rebecca Wright rebecca.wright@cewa.edu.au 9278 0220   0408 905 770	Director of Sport Tom Bottrell tom.bottrell@cewa.edu.au 9278 0216   0416 127 839	Executive Officer Suzie Ehlers suzie.ehlers@cewa.edu.au 9278 0217   0400 252 112

## Sport Staff Contacts

The details of the coaches and managers of each team will be provided on the ACC website each year.

## Schedule Overview

AFL	AFLW	Basketball: Boys	Basketball: Girls	Cricket	Netball
Term 1					
<ul style="list-style-type: none"> <li>Staff Nominations Open and Close</li> </ul>	<ul style="list-style-type: none"> <li>Staff Nominations Open and Close</li> </ul>	<ul style="list-style-type: none"> <li>Staff Nominations Open and Close</li> </ul>	<ul style="list-style-type: none"> <li>Staff Nominations Open and Close</li> </ul>	<ul style="list-style-type: none"> <li>Player Nominations Close</li> <li>Trials</li> <li><b><u>Inter-Association event</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Staff Nominations Open and Close</li> <li>Player Nominations Open and Close</li> </ul>
Term 2					
<ul style="list-style-type: none"> <li>Player Nominations Open and Close</li> </ul>	<ul style="list-style-type: none"> <li>Player Nominations Open and Close</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		<ul style="list-style-type: none"> <li>Trials</li> </ul>
Term 3					
<ul style="list-style-type: none"> <li><b><u>Inter-Association event</u></b> (Term 3 or 4 TBC)</li> </ul>	<ul style="list-style-type: none"> <li><b><u>Inter-Association event</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Player Nominations Close</li> <li>Trials</li> </ul>	<ul style="list-style-type: none"> <li>Player Nominations Close</li> <li>Trials</li> </ul>		<ul style="list-style-type: none"> <li>Trials</li> </ul>
Term 4					
<ul style="list-style-type: none"> <li><b><u>Inter-Association event</u></b> (Term 3 or 4 TBC)</li> </ul>		<ul style="list-style-type: none"> <li><b><u>Inter-Association event</u></b></li> </ul>	<ul style="list-style-type: none"> <li><b><u>Inter-Association event</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Staff Nominations Open and Close</li> <li>Player Nominations Open</li> </ul>	<ul style="list-style-type: none"> <li><b><u>Inter-Association event</u></b></li> </ul>

More detailed information is provided on the ACC website at <https://accsport.asn.au/interschool-sport/representative-teams>.

# **GENERAL CONDITIONS OF PARTICIPATION**

## **Staffing**

ACC school staff are invited to nominate for a position on the team coaching, management and selection staff by completing a nomination form on the ACC website. Qualified staff need to have their Principal's approval to nominate. A general duties brief for these positions is provided in the appendix of this document.

Normal procedure is to have an event review that includes the coaches and team managers. This could be a breakfast or drinks after the game. The ACC will cover the cost of this as a thank you to team staff for their service.

## **Player Nominations**

The player nominations are to be submitted via the relevant online nomination form on the ACC website.

A player nomination fee is payable to the ACC. For 2025 this is \$25.00 per player. The ACC will invoice schools for the nomination fee (if not paid when submitting the online nomination form). Schools can on-charge players at their discretion.

Withdrawal Cut-off: Any player who withdraws their nomination after the date of the first selection trial will still be charged the nomination fee.

All player nominations must be endorsed by their School Sports Coordinator. Sports Coordinators must verify the age and suitability of all nominating players.

## **Selection Trials**

Trial dates, times and locations will be decided upon by coaching, management and selection staff. Scheduling of trials is dependent upon coach and manager availability, and as much as possible considers the club/association/other commitments of both players and staff.

If for any reason a player is unable to attend a trial, they must contact the Team Manager.

Players who were selected in the ACC Representative team in the previous year, or who are national or state (U/17 or U19) representatives, are exempt from attending the first trial; however, such players must communicate their intention to be absent from the first trial to the Team Manager ahead of time, and they must ensure their presence at a subsequent trial session.

At the discretion of the coach, country players can often arrange an exemption from initial trials. Country players should submit a resume signed by their club/regional coach if they cannot attend all trial sessions, and if granted an exemption from the initial trial/s, must ensure their presence at the final trial session.

Players are asked to wear a school sports top to assist with identification. Playing attire should have no club, state or regional identification.

The ACC coaching staff reserve the right to add players to the trialling squad at any time and to amend the trial details if circumstances require it.

Training/team meetings are held at the discretion of the coach

## **First Aid**

Team managers are to ensure the provision of first aid at team trials, and if conducted, training sessions.

On event days, a first aid officer will be present at all venues to assist with injury management.

## **Umpires/Referees**

- AFL/AFLW: TBC
- Basketball: SSWA will source two accredited referees to umpire each game.
- Cricket: The WACA will provide two accredited umpires for the match.
- Netball: Netball WA will provide three accredited umpires for the games.

## **Venues**

Trials are usually held at schools of the coaching, management and selection staff. It is expected that the team staff member of the trial venue will be available to meet and greet players upon their arrival. All players should be briefed as to the location of drinking water, toilets/change rooms, first aid facilities, etc.

Event venues are booked by the ACC, often through a supporting state sporting organization. They are subject to change; however, are usually as follows:

AFL: Boys	Fremantle Oval	Parry St, Fremantle
AFL: Girls	Claremont Oval	3 Davies Rd, Claremont
Cricket	Murdoch Playing Fields	Wagtail Cl, Murdoch
Basketball	Bendat Basketball Centre	201 Underwood Ave, Floreat
Netball	Gold Netball Centre	200 Selby St, Jolimont

It is the responsibility of all team staff and players to leave venues in a clean condition. No rubbish or personal belongings should be left in change rooms or around courts or fields.

## **Attire and Uniforms**

Team coaches and managers will be given an ACC All Stars polo top on their first appointment. In addition to on event day, these should be worn at all trial and other team sessions.

Uniform sets will be provided by the ACC and managed by the Team Manager. Numbers and sizes of uniforms are to be checked each year.

## **Event day requirements**

### **AFL**

Players are to arrive at the venue in their school sports uniform and will be supplied with an ACC AFL uniform to change into on the day. Players must change back into their school attire after the game and return the numbered ACC AFL jumper to the team manager.

Players are to bring normal sports shoes as well as their footy boots.

Further event day requirements will be communicated to players by the Team Manager.

**Basketball**

Players are to arrive at the venue in their school sports uniform and will be supplied with an ACC basketball uniform to change into on the day. Players must change back into their school attire after the game and return the ACC basketball uniform to the team manager. A warm-up t-shirt is gifted to players; this is to be worn over the basketball uniform during the initial pre-game warm-up.

Further event day requirements will be communicated to players by the Team Manager.

**Cricket**

Players are to arrive at the venue in their cricket whites and their school blazer. They will be presented with an ACC baggy cap before the game. Players who have been part of the ACC Cricket team in previous years are to bring the cap they received previously.

Players are to bring normal sports shoes as well as spikes and any cricket gear required.

Further event day requirements will be communicated to players by the Team Manager.

**Netball**

Players are to arrive at the venue in their school sports uniform and will be supplied with an ACC netball uniform to change into on the day. White socks should be worn by players. Players must change back into their school attire after the game and return the ACC netball uniform to the team manager. A warm-up top is gifted to players; this is to be worn over the netball uniform during the initial pre-game warm-up.

Players are to bring a small plate of sweet food for sharing at the post-event nibbles (the other association teams will bring drinks and savory food).

Further event day requirements will be communicated to players by the Team Manager.

**Personal and Protective Equipment**

It is essential that all required protective equipment is worn.

AFL	Mouth guards are strongly recommended.
Cricket	Groin protectors are recommended for batters and wicket keepers in cricket. Gloves, pads, and helmets are required. Cricket players are required to provide their own personal cricket kits at trials and on the event day.
Basketball	Mouth guards are recommended.
Netball	Mouth guards are recommended.

**General equipment**

Team staff (usually the Assistant Coach/Coaches) provide all equipment for trials, training, and game day warm-up time. Match balls on the event day will be provided by the relevant state sporting body.

**Substitutions**

All selected players are to be given match playing time on event days. This is managed at the discretion of the coaching staff.

**Inclement Weather**

AFL  
TBA.

**Cricket**

If the forecast is for wet weather, the match will be cancelled and not rescheduled.

**Basketball and Netball**

Games are held at indoor venues. Inclement weather is irrelevant; the competition will not be cancelled.

**Relevant ACC Policies**

Working With Children legislation applies.

**COMPETITION FORMATS AND RULES**

Are in accordance with the relevant national or international sporting body.

AFL: Boys	One match against a SSWA representative team. 4 x 20-minute quarters.	
AFL: Girls	Tri-tournament versing IGSSA and SSWA representative teams. 3 rounds of 2 x 18-minute halves.	Fixtures rotate so that the rounds played rotates annually.
Cricket	One-day 50-over match against a SSWA representative team.	
Basketball: Boys	One match against a SSWA representative team. 4 x 10-minute quarters. (fully timed).	
Basketball: Girls	Tri-tournament versing IGSSA and SSWA representative teams. 3 rounds of 2 x 10-minute halves (fully timed).	Fixtures rotate so that the rounds played rotates annually.
Netball	Tri-tournament versing IGSSA and SSWA representative teams. 3 rounds of 4 x 8-minute quarters.	Fixtures rotate so that the rounds played rotates annually. Note: rolling substitutions are permitted.

All fixtures will be published on the ACC website.

Where events involve multiple matches, ladder placing determiners are specified in the event specific run sheets provided to team staff.

**Reporting of Results**

All results will be published on the ACC website following the event day.

Scorers for the Netball and Cricket matches will be provided by the associated sports body. SSWA will source experienced scorers for the Basketball games.



## **AWARDS, ALL STAR STATUS AND COACH & PLAYER GIFTS**

### **All Star Status**

- All Star status is awarded to players who compete in the selected teams on the event day.
- All Star pins are presented to players either on the day of the event or afterwards.
- An ACC Letters Award can be achieved by players who qualify for an All Star Team in the same sport in three different years.

### *AFL*

The winning team will be presented with a perpetual trophy. A competition most valuable player will be chosen and awarded an MVP trophy. A player from each team will receive a Coach's Award. Players are gifted their ACC footy shorts.

### *Basketball and Netball*

The winning team will be presented with a perpetual trophy and medallions for each player and member of the coaching staff. A competition most valuable player will be chosen and awarded an MVP trophy. A player from each team will receive a Coach's Award. Players are gifted their ACC All Star warm-up top.

### *Cricket*

At the end of play the WACA will conduct the final presentation and announce the player of the match from each team, who will both receive a medal. The winning team will then be presented with their medals and the perpetual shield. First time Representative Cricket players are gifted their ACC baggy cap.

### *Staff uniforms*

An ACC All Stars polo shirt will be gifted to Coaches and Team Mangers.

## **APPENDIX: COACHING, MANAGEMENT & SELECTION STAFF –**

### **POSITION DUTIES BRIEF**

#### COACH

- In consultation with the Assistant Coach and Team Manager, finalise trial dates, times and venues. Try to use a central venue, or to have at least one North metro and one South metro trial. (Often ACC schools with selection staff or trialling players have suitable facilities.)
- Organise selection system and prepare sheets for selectors for initial and final trials.
- Manage the trial sessions and delegate where necessary.
- After each session of trials, select those moving through to the next stage of trials. Advise players, parents & school sport coordinators of trial outcomes throughout the selection process. (Please blind copy players and parents into all bulk sent emails.) Ensure Rebecca Wright at the ACC is copied into all such correspondence.
- Once the final team has been selected, inform Rebecca Wright at the ACC for announcement and publication.
- Liaise with Assistant Coach, Manager and ACC regarding trials and event information.
- Delegate tasks to Assistant Coach and Manager where necessary.
- If applicable, select a player to act as team captain at the competition event.
- If applicable, at the competition event, select a player to receive the 'Coach's Award'.

#### ASSISTANT COACH

- Source umpires for trials.
- Arrange all equipment for trials.
- Assist Coach with team selection and other coaching duties as required.
- Assist Manager if/where required.
- If need be, in consultation with the Coach, source & appoint additional selectors for trials.

#### MANAGER

- Communications and Selection Process records
  - Once nominations have closed and trials dates set, manage player information and correspondence regarding team trials. The ACC has example email templates you can use. (Note: should such correspondence come directly to the ACC office it will be forwarded to the TM for follow up.)
  - Keep the ACC up to date with the results of the selection processes, including any withdrawals or additions. Track attendance at trials.
  - Managers are to liaise with the ACC office (Rebecca Wright) and copy coaching staff and Rebecca Wright into all correspondence regarding players, dates and venues, trial results, etc.
  - Keep player details (name, school and year) available on final selection papers for easy reference when sending the final team list to ACC for public announcement.
  - Communicate with the final team players regarding all event specific requirements, including what they need to bring on the day of the game, i.e. clothes, drink bottle, what to wear, etc.
  - Liaise with coaches and ACC regarding general information and updates.
- Arrange ice and first aid for trials.
- Organise uniform fittings at the final trial or pre-match team get-together and keep a record of the players sizes. (Not relevant for Cricket teams.)
- Distribute uniforms on the competition day and collect uniforms on the day immediately after the event. Clean uniforms and return them to the ACC. (Not relevant for Cricket teams.)
- On the event day
  - Prior to the match, check that paperwork (teamsheet/scoresheet) has been completed correctly with player details, etc.
  - Ensure each player at the game has a named drink bottle, and that bottles are refilled as required during the game.
  - Assist the coaches if/where required.
  - If applicable, check with the venue on where food is to be kept.

## SELECTORS

- Be present at the selection trials and return relevant paperwork to the Coach at the end of each session.

### ACC staff will:

- Liaise with the relevant state sporting organisation and the other school sport associations involved to confirm event dates, times and venues.
- Advertise and process nominations for Coaching & Management staff and for players.
- Maintain the relevant ACC website pages and forms.
- Process player nominations and provide manager/coach/selectors with final spreadsheet once nominations have closed. (The TM will manage the spreadsheet from this point forward, throughout the process of selection trials.)
- Once the Coaches have set trial dates and venues, update the ACC website and ACC calendar with this information.
- Arrange ACC All Star polo tops for new Coaches and TMs.
- Arrange relevant uniform gifts for the final team selected.
- Announce final teams to ACC schools, players and parents.
- Maintain an up-to-date SMS directory of players and use SMS messaging if/when required to assist with important reminders.
- Organize medals, trophy & awards, venue, referees, scoring officials, first aid, announcer/presenter, for the competition event day – in conjunction with the relevant state sporting organisation and the other school sport associations involved.
- Provide ACC All Star pins for presenting to players on the event day.
- Organize the Event Schedule and/or Running Sheet for the competition event day.
- Advertise the event on ACC social media.
- General support and facilitation of the event.
- Facilitate annual event reviews with the coaching and management staff and maintain the Representative Sport Operations Manual.