



# Underwood Park Netball Association Inc.

## **2025 REPRESENTATIVE MANAGER AGREEMENT** **Junior State Age/Senior State Age/GBNL**

I, \_\_\_\_\_, accept the position of Manager of the \_\_\_\_\_  
Representative Team of Underwood Park Netball Association Inc. for the 2025 season.

As a Representative Manager of Underwood Park Netball Association Inc, I agree to the following terms and conditions:

1. Upon acceptance of the Representative Manager role, I will contribute my time to support to the Representative Coach and Assistant Coach (if applicable).
2. I understand my role as Manager is the crucial communication link between the UPNA Representative Program, the Representative Coach and Players/Parents/Guardians.
3. I understand I will not receive payment from UPNA for my role as a Representative Manager.
4. I will declare any conflicts of interest with selected players of my team in writing to the UPNA Representative Coordinator.

### Attendance

5. I will attend all team training sessions and will be available to manage the team in accordance with the support duties outlined in Clauses 9 and 10 of this Agreement at all nominated carnivals, competitions, or weekly GBNL games.
6. If unable to attend any training sessions, carnivals, or competitions, I will seek written permission for support from the UPNA Representative Coordinator PRIOR to making any alternative arrangements.
7. I will attend meetings as set by UPNA in relation to the team both pre and post representative season.
8. I will remain until the conclusion of the presentation ceremony at any carnivals or competitions where an UPNA team or official is receiving an award. If an UPNA team or official is not receiving an award, I will remain until all UPNA teams have finished playing.

### Support Duties

9. I agree to undertake the following activities in support of the UPNA Representative Program and the Coach:
  - a. Ensure all players are registered with UPNA prior to first competition.
  - b. Be first point of contact for player absences from training, carnivals / competitions and advise the Coach.
  - c. Advise the UPNA Representative Coordinator of any player requests to not attend, arrive late or leave early from a carnival or competition. Approval can only be provided by the UPNA Representative Coordinator.
  - d. Complete team attendance and player behaviour records at training sessions.
  - e. Communicate with player parents/guardians about all matters relating to the team, including training, carnivals, championships, fundraising, assistance with movement of equipment to



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- carnivals/competitions, and any other information as required by the UPNA Representative Coordinator and/or Team Coach.
- f. Ensure players have ordered and wear the correct uniform to training and carnivals.
  - g. Assist with player wellbeing at training and carnivals.
  - h. Be responsible for player injury management administration as specified in clause 18 of the 2025 Manager Representative Agreement.
  - i. Score at carnivals and competitions using the scoring method set by the competition organiser.
  - j. GBNL Managers only:
    - i. Complete necessary game forms required by the competition organiser (e.g., replacement player forms).
    - ii. Ensure support staff (score and timekeeper) are organised for each game.
  - k. Any other duties as requested by the UPNA Representative Coordinator and/or Coach.
10. I will respect the decisions of the Representative Coach as the primary person responsible for the direction of the team and reiterate their messages with players and parents as required.

## UPNA Representative Program Expectations

11. I will promote the UPNA values within the team.
12. I will ensure the players and parents are informed of the UPNA representative program guidelines / expectations and are held accountable to the terms of the player agreement they signed.
13. As the primary person responsible for communication between the UPNA Representative Program and the Players/Parents/Guardians, I will ensure the players and their parents/guardians uphold the expectations with regards to attendance at carnivals, player uniform requirements, parent assistance and remaining for presentations to support teams that have medalled at any carnival.
14. I will wear the designated UPNA representative uniform with pride and ensure the players follow my example at all training sessions (including practice match and formal competitions, carnivals, state events and GBNL).

## Safety

15. I will comply with the [Netball Australia Child Safeguarding Policy](#); [Netball Australia Member Protection Policy](#); the [Netball Queensland Code of Conduct and Integrity Policy](#); and the [UPNA Representative Coaches Nomination, Attendance and Behaviour Management policy](#).
16. I hold a current QLD Working with Children card.
17. When a player is injured during training, carnival or competition, I will complete the relevant injury forms.
18. I am responsible for administering the following injury management practices:
  - a. When a Parent/Guardian advises a player has an injury which reduces or prevents participation in training, carnivals and/or competition, I will ensure the parent/guardian provides a medical certificate stating the nature of the illness/injury and the impact on the player's ability to participate in the UPNA Representative Program
  - b. I will ensure the parent/guardian obtains a medical clearance from a doctor or physiotherapist prior to the injured player recommencing participation.



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- c. I will forward medical certificates and medical clearances to the UPNA Representative Program Coordinator for record keeping purposes.
- d. The same injury management process applies whether the player's injury originates outside of UPNA Representative Program activities.

19. If staying away for a State Age event I will follow the guidelines set by UPNA with regards to Accommodation/travel arrangements. I will NOT stay with the players if parents are responsible for transport and accommodation at carnivals or events.

## Payment

- 20. I understand my role as Representative Manager is in an unpaid volunteer capacity and I will not receive an honorarium payment from UPNA for my participation.
- 21. UPNA may provide financial assistance by way of travel allowance for officials attending Championship competitions. All decisions regarding travel allowance payments including when payments are made, and payment amounts are solely at the discretion of the UPNA Board.

## Final agreement to terms and conditions

- 22. I have been informed of my responsibilities as Representative Manager of our Association and the terms and conditions under which I have been selected. I will uphold these terms and conditions as outlined. I realise that these terms and conditions are for the mutual benefit of all parties.
- 23. I understand if I do not comply with the terms and conditions of this Representative Manager Agreement, my appointment to the role of Representative Manager may be reviewed by the UPNA Representative Coordinator and the UPNA Board. This review may result in restrictions placed on my role as a Representative Manager or removal from my position as a Representative Manager.

I have read, understood and accept the terms and conditions as outlined in paragraphs 1 to 23 in the above **UNDERWOOD PARK NETBALL ASSOCIATION INC. 2025 REPRESENTATIVE MANAGER AGREEMENT** and I agree to be a Representative Manager of Underwood Park Netball Association Inc. in 2025.

Manager Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

UPNA Official Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

<b>UPNA OFFICIAL USE ONLY</b>	<b>Yes</b>		<b>No</b>		<b>Signature</b>	
<b>Working with Children card checked</b>						