



SNZ Selection Panel

Policy	SNZ SELECTION PANEL - Terms of Reference
Responsible to	High Performance Director (HPD)
Date Released	January 2015

Revision History

Date	Version	Comments
November 2011	1.0	Release of revised Terms of Reference
January 2014	2.0	Release of revised Terms of Reference

1. INTRODUCTION

Scope: This document sets out the terms of reference for the Selection Panel which has been established by Swimming New Zealand (SNZ) to select New Zealand teams for international competitions. It is binding on all members of SNZ and all persons appointed by the Board to be members of the Selection Panel (Selectors).

Status: These Terms of Reference supersede all prior versions and all correspondence, discussions, and representations (whether written or oral) regarding the Selection Panel.

Commencement: These Terms of Reference shall take effect from January 2014 and apply until such time as they are amended or revoked by SNZ.

Amendment: SNZ intends to review these Terms of Reference every two years but these Terms of Reference may be amended at any time by the Board. If these Terms of Reference are amended, SNZ shall provide all Selectors with the updated Terms of Reference as soon as possible following amendment.

2. SELECTION PANEL

Composition: In accordance with the SNZ Constitution, the Board shall appoint three Selectors upon recommendation from the SNZ CEO, one of whom shall be appointed as Convenor.

A quorum shall be two members.

Application process:

- Applications for the Selection Panel will be called for in January 2015.
- Any person seeking to be a Selector must make a written application addressed to the CEO c/- amanda@swimmingnz.org.nz by 13th February 2015. The Board and/or the CEO may invite any person to make an application to be a Selector.
- The CEO will review all applications and make a recommendation to the Board (20th Feb 2015) for the appointment of the Selectors and the Convenor for the term.
- Applicants will be advised in writing following the SNZ Board Meeting on 20th Feb 2015.

Term of Selectors:

The Selection Panel shall be appointed for a fixed term of 30 months - to the end of the quadrennial or until the member resigns, whichever comes first.

Criteria for Appointment:

In considering the recommendations made by the CEO, the Board shall appoint the Selectors and the Convenor based on the following criteria:

- Prior experience as a Selector;
- Knowledge of, and experience in high performance sport;
- Occupational skills, abilities, and experience;
- Willingness to work in a constructive and collegial manner with other Committee members, SNZ staff and with the wider SNZ membership; and
- To the greatest extent practicable, avoidance of conflict(s) of interest.

Reappointment: The Selectors can be reappointed an unlimited number of times.

Advertisement: Unless the CEO determines otherwise, any vacancies on the Selection Panel shall be advertised via the SNZ website (www.swimmingnz.org.nz) and / or any other communications to the wider swimming community.

Ineligibility: The following people are ineligible to be Selectors:

- SNZ Board Members
- Regional Association Board Members
- Employees of SNZ and/or Regional Associations
- Current Coaches
- Parents and relatives of SNZ competitive swimmers

Resignation & Removal: The Selectors may resign from office at any time providing written notice to the CEO. The Selection Panels appointments may be terminated by the Board at any time providing written notice to the Selector/s if the Board considers the Selector/s:

- a) is not satisfactorily performing their responsibilities (Responsibilities of the Selectors);
- b) has a Conflict of Interest such that they are not capable of performing the responsibilities (Responsibilities of the Selectors);
- c) is no longer eligible to hold office under (Ineligibility); or
- d) is not, or has not, acted in the best interests of SNZ, whether as a Selector or otherwise.

3. CONVENOR

Appointment: SNZ shall appoint a Convenor from amongst the appointed Selectors.

Term of Convenor: The Convenor shall hold office for up to two (2) years following their appointment.

Reappointment: There is no limit to the number of times a person may be reappointed as Convenor.

Role: The role of the Convenor is to represent the Selection Panel to the Board, via the HPD,

Responsibilities of the Convenor:

- Chair meetings of the Selection Panel, and nominate another Selector to chair them in his or her absence
- Prepare the Selector's recommendations and rationale report for SNZ every time a selection decision is taken or should be reviewed.
- Ensure the HPD receives all reports and minutes prepared by or for the Selection Panel

- Undertake such actions as required to give effect to these Terms of Reference and the Selection Policies.
- Liaise with SNZ HP staff to obtain input to inform the Selector's development of all SNZ and NZOC Selection criteria.
- Quality assure the SNZ selection process.
- Attend all selection events as required.

Resignation: The Convenor may resign as Convenor at any time and remain as a Selector, unless otherwise determined by the Board.

Vacancy: If the Convenor vacates office as a Selector and therefore as Convenor during their term of office as Convenor, a new Convenor shall be appointed by SNZ to serve the balance of the term.

4. RESPONSIBILITIES OF SNZ

Assistance: To assist the Selector Committee, SNZ shall:

- through the Convenor, provide each Selector with up-to-date copies of all relevant Selection Policies;
- through the Convenor, keep the Selectors informed of any matters which may affect whether or not any athlete seeking selection is eligible for selection
- provide secretariat support when/if required.

Expenses: The position of a SNZ Selector is voluntary. However, SNZ will reimburse members of the Selection Panel for their actual and reasonable expenses incurred in the conduct of their responsibilities following approval of a properly completed expense claim and in accordance with SNZ policies.

5. RESPONSIBILITIES & AUTHORITY OF THE SELECTORS AND THE SELECTION PANEL

The Selectors Committee is responsible for selecting swimmers in accordance with the Selection Policies as endorsed by the SNZ Board and/or the New Zealand Olympic Committee The Selection Process as outlined in the flow chart (Appendix A)

Responsibilities of the Selectors:

- Familiarise themselves with these Terms of Reference and the SNZ Selection Policies.
- Agree to adhere to these Terms of Reference, the SNZ Constitution, the Selection Policies, and any other SNZ rules, regulations, policies, procedures or directions of the HPD
- Do not disclose information obtained by virtue of their position on the Selection Panel.
- Be available to attend (unless there are exceptional circumstances which have been approved by the Convenor) all selection events which they are a Selector.
- Participate in all meetings of the Selection Panel unless excused by the Convenor and contribute to the preparation of any reports of the Selection Panel, as directed by the Convenor.
- Consult with HPD as required and in accordance with the Selection Policies.
- Not communicate directly with athletes nor make public statements regarding the application of any Selection Regulation or the processes of the Selection Panel except to the extent specifically agreed with the High Performance Director.
- Exercise discretion in relation to swimmers not meeting the selection criteria owing to extenuating circumstances, and making recommendations to SNZ accordingly.
- Attend any meetings requested by the CEO or the Board in relation to any appeal by any athlete, including attendance at any proceedings held in relation to any such appeal; and
- At all times act in good faith and in the best interest of SNZ.

Authority of Selectors:

- Through the Convenor, the Selectors may seek any additional information relevant to their duty (such as results, data, and performances at events);
- Through the Convenor and HPD make a request to an athlete seeking selection to undergo a medical examination;
- This Selection Panel shall have no executive powers with regard to its findings and recommendations, but will provide recommendations only to SNZ.

6. Reporting

Report to High Performance Director: The Selectors Committee shall, through the Convenor, report to the HPD the implementation of the selection policies.

Proposed Selection Report: Once the Selection Panel has made any proposed selection, the Convenor shall prepare a report which sets out:

- An outline of the information considered by the Selectors Committee;
- An outline of the process followed by the Selectors Committee; and
- The proposed selection decision(s).

7. Review

Review by the HPD: The HPD shall be responsible for reviewing and recommend to the CEO the approval of the proposed selection decisions.

If, having undertaken the review, SNZ are not satisfied with the proposed selection, the HPD may inform the Convenor of any concerns and require the Selectors Committee to revisit their decision and provide a further report for review.

Approval by the Chief Executive: The CEO shall be responsible for approving all proposed selection decisions. After approval, SNZ will publicly announce the selection of the SNZ Team

8. Notes

SNZ may at any time and in its sole discretion, make changes to the SNZ Selector's Terms of References.

Appendix A
Process for developing Selection Criteria

