

Selectors Terms of Reference: as per Rule 16

Tenure: 2 years

Appointment Date: AGM

1. ORGANISATION STRUCTURE

1.1 The Selection Panels are responsible to the Board of Directors via the Chief Executive Officer or nominee. The primary point of contact for each group is set out in **Appendix 1** (Board < CEO < HPD < Convenor < Selection Panel).

2. INTERPRETATION

2.1 Black Singlet events refers to: IAAF World Indoor Championships, IAAF World Track and Field Championships, Commonwealth Games, Olympic Games, IAAF World Junior Championships, IAAF World Youth Championships.

2.2 Silver Singlet events refers to: any IAAF, IAU, FISU or WRMA world championship listed outside of the Black Singlet events.

2.3 White Singlet events refers to: any other event where a team is selected to represent Athletics New Zealand.

3. SELECTION PHILOSOPHY ESTABLISHMENT

3.1 The over-arching selection philosophy for each event will be reviewed biennially by the Board of Athletics New Zealand with input from Athletics New Zealand's High Performance Department and the appointed Athletics New Zealand Convenors of Selectors (Stadia and Non-Stadia).

3.2 At the beginning of each selection Panel term (Stadia and Non-Stadia) the Selectors will meet with the High Performance Department no later than one month post AGM to discuss the selection philosophy, policy development processes and team selection processes for the identified competitions (Black, Silver, and White Singlet Events) within the Panel's term of tenure.

3.3 Concurrently, during the panel's 2 year term the Board at any time may consult with the High Performance Department or the Convenor(s) where deemed necessary to update the relevant selection philosophies for any event.

3.4 The principal selection philosophy for the World University Games will be set by University Sport New Zealand. The principal selection philosophy for the Olympic and Commonwealth Games will be set by the New Zealand Olympic Committee.

4. ROLE OF THE SELECTORS

4.1 The Stadia Panel is responsible for all stadium events (track and field).

4.2 The Non-Stadia Panel is responsible for all non-stadia events (cross country, road, and walks).

4.3 The role of the Selectors is to:

- A.** Nominate and/or select individuals (via the Athletics New Zealand Board) for teams representing New Zealand based on the relevant selection policy.
- B.** Reflect and apply the principal selection philosophy set by the NZOC, USNZ, and/or Board of Athletics New Zealand as appropriate for each Black, Silver, and White Singlet events.
- C.** Ensure that the athletes and coaches are aware of the selection policy and criteria requirements for each event.

Selection Panel Convenors

4.4 The Convenor is responsible for the coordination of all respective panel activities.

4.5 The Convenor shall coordinate the annual "Selectors budget" with the High Performance Director in February of each year and/or immediately following the appointment of a new Convenor.

4.6 The Convenors shall provide written reports of activities to the Board of Directors (via the Chief Executive Officer) once a year (Both Stadia and Out of Stadia) in May.

5. SELECTION POLICY DEVELOPMENT

5.1 A draft policy shall be prepared by the High Performance Department and sent to the relevant Panel(s) for their consideration in line with the Policy Calendar timelines.

5.2 Each selection policy and criteria must have alignment with the selection philosophy for that event as set by the Board of Directors, Athletics New Zealand's High Performance Plan, the Strategic Plan of the Association, and/or the New Zealand Olympic Committee or University Sport New Zealand if applicable.

5.3 The Panel(s) and High Performance Department (and other parties as relevant) shall jointly discuss and refine the draft policy, with a final draft submitted by the High Performance Department to the Chief Executive Officer in line with the Policy Calendar timelines.

5.4 Incongruence: If at the end of the draft policy preparation period there remains incongruence between the High Performance Department and/or the Selectors and/or other relevant parties in respect to aspects of the policy, for Black Singlet events, the High Performance Department's views shall have over-riding priority for that policy. For all other events, the relevant Selection Panel's view shall have the over-riding priority.

5.5 Once a final draft has been completed, the Board, upon recommendation from the Chief Executive Officer and/or High Performance Director, will consider the final draft policy for approval. If over-riding priority has been applied in line with clause 5.4, the recommendation to the Board should reflect where there remains incongruence between the Selectors and High Performance Department.

5.6 Once approved by the Board, the policy and the performance standards will be published on or before the Policy Calendar timelines on the Athletics New Zealand website.

6. NOMINATION/SELECTION PROCESS

Policy

6.1 For Black, Silver, and White Singlet events the relevant (Athletics New Zealand and/or NZOC and/or USNZ) approved specific event policy, Discretionary Policy, and/or General Selection Policy will be used to nominate athletes for representative teams.

Expression of Interest

6.2 The Selectors shall confirm an athlete's Expression of Interest prior to considering team nominations. The Selectors may request the High Performance Department's assistance in contacting athletes to confirm their interest in being nominated for a team.

Selection Panel Meeting

6.3 Prior to a Selection Panel meeting, the Convenor and the Selectors are responsible for collating data and all relevant statistical information to be used when considering the nomination of each athlete. The Selectors may request additional or supporting data from the High Performance Department (i.e. training plans, competition plans, Performance Funnels) or the Athletics New Zealand's Statistician as required.

Nominations

6.4 The Convenors shall be responsible for ensuring the nomination timelines set within each specific event policy are met.

6.5 The Convenors will ensure that the team nomination process is documented appropriately and that athletes nominated have met the applicable selection and eligibility criteria in the specific event selection criteria and the General Selection Policy.

6.6 The Selection Panels will ensure that the nomination process is confidential and that no athlete or interested party is advised of team nominations prior to the team announcement.

6.7 The Selection Panels will nominate athletes via the Nomination Form (**Appendix 2**).

6.8 Once a Panel has determined the nomination of an athlete and/or team, all nominations together with the Nomination Form are to be submitted by the Convenor to the High Performance Director who will submit the list to the Chief Executive Officer for approval by the Board.

Board Approval

6.9 Once nominations have been submitted to the Board for approval, the Board shall ensure that the relevant criteria detailed in the specific event and General Selection policies have been met and that a robust process has been followed.

6.10 If the time of selection does not coincide with a scheduled Board meeting then the decision will be made by an out of session circular resolution.

6.11 The Board may delegate the approval process to a sub-committee.

Team Announcement

6.12 Once the Board confirms the nominations, athletes will be informed of their selection and a formal announcement will be published by the High Performance Department on Athletics New Zealand website.

6.13 The Board and Athletics New Zealand staff will ensure that all team nominations and the confirmation process is confidential and that no athlete or interested party is advised until a formal selection announcement has been made.

7. POLICY/NOMINATION-SELECTION TIMELINES

7.1 The High Performance Department shall prepare the Events Calendar and Policy Calendar (published on Athletics New Zealand website) prior to the commencement of the calendar year for all Black, Silver, and White Singlet events. The Events and Policy Calendar may be updated throughout the year to reflect any changes or additions to the relevant events.

7.2 The Policy Calendar will outline the timelines for each event to ensure that each specific selection policy is completed and published on Athletics New Zealand's website at least twelve(12) months prior to the event.

7.3 The Events Calendar will outline the nomination and selection timelines for each Black, Silver, and White Singlet event.

Failure to Meet Published Timelines

7.4 Where a timeline as published in the Events Policy or Policy Calendar is not met, the responsibility to complete the policy development or nomination process will default to the Chief Executive Officer of Athletics New Zealand. The Chief Executive Officer may consult with any relevant party deemed necessary to expedite the required outcome.

8. CONFLICT OF INTEREST

- 8.1 The Convenor of each Selection Panel will ensure that all conflicts of interest are documented.
- 8.2 The Board places great emphasis on making clear any existing or potential conflicts of interest for all Selectors. All such conflicts of interest shall be declared by the Selector(s) concerned at any discussion in which they are involved and which leads directly to the nomination of athletes for teams or discussion or reviews of the status of athletes.
- 8.3 All such disclosures of conflicts of interest shall be recorded in the minutes of any such discussion or meeting or, if the discussion or meeting is informal and no minutes are kept, shall be noted as having been made at the next formal meeting convened for the purposes referred to in the preceding paragraph.
- 8.4 Where a conflict of interest is identified, the Selector(s) concerned shall not vote on the issue of selection of the particular athlete(s). [Only with the unanimous agreement of the other Selectors and if necessary the Director of High Performance and/or the Chief Executive may the Selector concerned participate in any selection discussion affecting that athlete. Failing such agreement being reached, the affected Selector shall either refrain from participation or leave the room.]
- 8.5 Where the Convenor is aware of a real or potential conflict of interest involving one or more Selectors, the Convenor must take whatever steps are necessary to ensure the conflict is managed appropriately according to specific events policy.
- 8.6 A real or potential conflict of interest shall not prevent the Selector affected from providing written statistical information only about the athlete’s performances to the other members of the selection panel prior to any meeting held for the purposes referred to herein, but such information may not extend to expressions of opinion of the merit of the athlete(s) concerned relative to their nomination or selection.

9. MEDIA POLICY

- 9.1 In keeping with the media policy of the Association, The Chairperson of Board and the Chief Executive Officer are authorised to make media comment on Athletics New Zealand. From time to time, the Board Chair and/or the Chief Executive Officer may authorise the Convenor(s) to make media comment. When doing so the Convenor(s) are not authorised to speak on behalf of the Board, Chief Executive Officer or the High Performance Director, or on any matters other than those related to the nomination or selection of New Zealand representative athletes and teams. The High Performance Department is solely responsible for team announcements and press releases.
- 9.2 Comment from Convenors in any public forum both within and outside the sport, must endorse and be supportive of all the decisions and policies made by the Association. Personal opinions are not to be made.
- 9.3 Any breach of the media policy in reference to clauses 9.1 and 9.2 above by a Selector are grounds for the Board of Directors (using Rule 3.1) to remove the selector immediately from his/her position.

10. CODE OF CONDUCT

- 10.1 Selectors need to be impartial and fair in their communications with athletes, coaches and interested parties at all times.
- 10.2 In keeping with the media policy and conflict of Interest (clauses 8 and 9 inclusive), the Selectors need to ensure that they do not offer personal opinion in terms of athlete performance or preparation to athletes, coaches or other interested parties.
- 10.3 In accordance with the nomination process the Selection Panel(s) will ensure that the nomination process is confidential and that no athlete or interested party is advised of team nominations prior to the team announcement.
- 10.4 Any breach of the code of conduct by a Selector are grounds for the Board of Directors to remove the Selector immediately from his/her position.

11. ANNUAL REVIEW

11.1 In May of each year, there will be a review of the Terms of References and function of the selection process. This review will be undertaken by:

- Two representatives of the Board of Directors
- The Convenors from each panel
- High Performance Director



