

Rowing NZ Incorporated

**Elite, Under 23 and Junior
Selection Panel**

Terms of Reference

1. Introduction

- 1.1 The performance of its Junior, Under 23, and Elite crews at international events is critical to the success of Rowing NZ. The Board in its wider capacity as governor of the Sport sets a strategic plan that outlines its High Performance objectives. These link to funding streams, funding/sponsor responsibilities and staffing structure. The selection of athletes is a critical component in the Sport's ability to deliver its own strategic plan.
- 1.2 **Scope:** This document sets out the terms of reference for the RNZ Selection Panels. It has been issued by the Board of Rowing NZ. It is binding on all members of Rowing NZ and all persons appointed by the Board to be Selectors.
- 1.3 **Commencement:** These Terms of Reference have been reviewed on _____ 2019 and shall take effect from that date until such time as they are amended or revoked by Rowing NZ.
- 1.4 **Amendment:** Rowing NZ intends to review these Terms of Reference every four years but these Terms of Reference may be amended at any time by the Board. If these Terms of Reference are amended Rowing NZ shall provide all members of each Selection Panel with the updated Terms of Reference as soon as possible following amendment.

2. Selection Panel

- 2.1 **Composition:** the Elite, Under 23 and Junior Selection Panels shall be made up of people appointed by the Board as follows:
 - a. The Elite Panel shall consist of three (3) persons, being the Head Men's Coach, the Head Women's Coach and one other selector ("the Independent Selector").
 - b. The Under 23 Panel shall consist of a maximum of three (3) persons and a minimum of two (2) persons with knowledge and/or experience as an athlete or coach of rowing in New Zealand and/or internationally.
 - c. The Junior Panel shall consist of a maximum of three (3) persons and a minimum of two (2) persons with knowledge and/or experience as an athlete or coach of rowing in New Zealand and/or international.
- 2.2 **Recommendations:** The following persons may provide the Board with recommendations on appointments to the Selection Panels:
 - a. the Chief Executive and GM Performance may provide recommendations as to the person(s) they consider should be appointed to fill any positions on the Selection Panel.
- 2.3 **Term of Office:** each Selector shall hold office for up to 4 years commencing on the date of their appointment (or such other date as determined by the Board).
- 2.4 **Reappointment:**

Prior to reappointment The Board shall, via a sub-committee consisting of the Chairman, and the GM Performance and the Chief Executive, review the performance of each/either panel over the preceding 4 years. The sub-committee shall make a recommendation to the Board. The review shall be completed within 3 months of the previous Olympics and shall establish:

 - a) Availability of incumbents;
 - b) Performance of all crews over past 4 years;

- c) Review of, and performance against the RNZ High Performance Strategic Plan
- d) Performance of coaches;
- e) Adherence to the T.O.R, Board directives, selection policy and Board strategic plan outcomes / HP Plan;
- f) Dynamics of selection panel;
- g) Succession planning.

2.5 **Ineligibility:** Subject to clause 2.7 (Casual Vacancies), the following persons shall **not** be eligible for appointment to serve on a Selection Panel:

- a. a person who is an employee of Rowing NZ except in the case of a head coach appointed pursuant to clause 2.1.a;
- b. a person who is a member of the Board.

2.6 **Resignation & Removal:** A Selector:

- a. may resign at any time on 7 days written notice to the Board; or
- b. will have their appointment on the Selection Panel terminated by the Board on notice (either immediately or on such period of notice as the Board considers appropriate) prior to the end of their term of office if the Board consider the Selector:
 - i. is not satisfactorily performing their responsibilities as outlined in clause 5;
 - ii. has a Conflict of Interest such that they are not capable of performing their responsibilities outlined in clause 5;
 - iii. is not, or has not, acted in the best interests of Rowing NZ, whether as a Selector or otherwise.

2.7 **Casual Vacancies:** In the event of a Casual or Emergency Vacancy on a Selection Panel the Board may appoint such person as it deems appropriate as a replacement Selector for a term of up to two years.

3. **Convenor:**

3.1 **Elite Convenor:** The Independent Selector shall be the convenor of the Elite Panel.

3.2 **U23 Convenor:** Each year the GM Performance shall appoint a convenor of the U23 Panel.

3.3 **Junior Convenor:** Each year the GM Performance shall appoint a Convenor of the Junior Panel.

3.4 **Role:** The role of the Convenor is to represent the Selection Panel to the Board, the Chief Executive, the GM Performance and the Members of Rowing NZ.

3.5 **Responsibilities of the Convenor:** In addition to the responsibilities described in clause 5:

- a. chair meetings of the Selection Panel, but if he or she is unable to attend a particular meeting he or she shall nominate another member of the Selection Panel to chair the meeting in his or her absence;
- b. undertake such actions as required to give effect to these Terms of Reference and the RNZ High Performance Selection Guidelines and the Selection Policy for Athletes and Crews.

4. Responsibilities of Rowing NZ

- 4.1 **Assistance:** To assist each/either Selection Panel Rowing NZ shall:
- a. provide each member of the Selection Panel with up-to-date copies of all RNZ High Performance Selection Guidelines and the Selection Policy for Athletes and Crews; and
 - b. keep the Selection Panel informed of any matters which may affect whether or not any athlete seeking selection is eligible for selection.
- 4.2 **Expenses:** The GM Performance / Chief Executive may reimburse members of the Selection Panel for their pre -approved expenses incurred in the conduct of their responsibilities following approval of a properly completed expense claim and in accordance with RNZ policies.

5. Responsibilities & Authority of the Selection Panel & Selectors

- 5.1 **Responsibility of the Selection Panel:** The Selection Panels are responsible for selecting appropriate skilled athletes in accordance with these Terms of Reference and their respective Selection Guidelines / Regulations.
- 5.2 **Responsibilities of the Selectors:** As members of the Selection Panel, each Selector must:
- a. familiarise themselves with these Terms of Reference and the Rowing NZ High Performance Selection Guidelines and the Selection Policy for Athletes and Crews.
 - b. agree to adhere to these Terms of Reference, the Rowing NZ High Performance Selection Guidelines and the Selection Policy for Athlete and Crews, and any other Rowing NZ rules, regulations, policies, or directions of the Board.
 - c. be available to attend, and attend (unless there are exceptional circumstances which have been approved by the GM Performance) at least three of the following events during each year in which they are a Selector (as relevant to that Selection Panel):
 - i. National Championships
 - ii. Maadi Cup
 - iii. Small Boat Selection Regatta
 - iv. Elite Trials
 - v. Under 23 Trials
 - vi. Junior Trials
 - vii. Annual review of coaches and team performance.
 - d. participate in all meetings of the respective Selection Panel unless excused by the GM Performance;
 - e. consult with the GM Performance and relevant Performance Coaches as required and in accordance with the RNZ High Performance Selection Guidelines and the Athlete Selection Policy;

- f. have regard to any comments or directions of the Chief Executive or the Board regarding any proposed selection decisions or any instructions to revisit proposed selection decisions as described in clause 7.
 - g. adhere to the Rowing NZ Media Policy (which will be provided to the Selectors) including not making public statements unless they are acting under direct instructions from the Chief Executive.
 - h. adhere to the Rowing NZ Travel Policy (which will be provided to the Selectors);
 - i. not disclose information obtained by virtue of their position on the Selection Panel to any person except as permitted by the Board or the Chief Executive or by law;
 - j. attend any meetings requested by the Chief Executive in relation to any appeal by any athlete, including attendance at any proceedings held in relation to any such appeal;
 - k. at all times act in good faith and in the best interest of Rowing NZ; and
 - l. at all times treat athletes with respect and communicate professionally being cognisant of age and service to the sport .
- 5.3 **Authority:** Provided they do so in accordance with any specific requirements set out in any RNZ High Performance Selection Guidelines and the Selection Policy for Athletes and Crews, the Selection Panels, through the Convenor, may:
- a. request that the GM Performance provide them with information about any matters described in any RNZ High Performance Selection Guidelines and the Selection Policy for Athletes and Crews (such as results, data, and performances at events);
 - b. request that an athlete seeking selection undergo a medical examination;
 - c. be involved with selection trials; and
 - d. consult with any other person they consider relevant to assist them in making selection decisions, but such persons may not participate in any deliberations or decisions of the Selection Panel.

6. Meetings

- 6.1 **Meetings & Deliberations:** Each Selection Panel shall meet as and when required to undertake its role and responsibilities. Meetings may be in person or conducted via teleconference or other means as the Selectors think fit so long as all participants can hear each other simultaneously. In addition, each Selection Panel can exchange emails individually or collectively and enter into other communications with one another and/or collectively as part of their deliberations.
- 6.2 **GM Performance:** The Convenor shall notify the GM Performance prior to all meetings of each Selection Panel and the GM Performance shall be entitled to attend.
- 6.3 **Quorum:** All members of each Selection Panel must participate in all meetings of the Selection Panel unless they have a Conflict of Interest, in which case the quorum shall be all remaining Selectors who do not have a Conflict of Interest.
- 6.4 **Voting:** Each member of a Selection Panel shall have one vote on any decision to be made by the Selection Panel, unless clause 9 (Conflicts) applies. In the event of an equality of votes the Convenor of a Selection Panel shall have both a deliberate vote and a casting vote. Pursuant to the Selection Policy, a head coach shall only hold a vote on selection decisions relevant to the area in which he or she is head coach.

- 6.5 **Decisions:** Each Selection Panel shall make its decisions in accordance with any timing specified in the HP selection guidelines and the Selection Policy for Athletes and Crews unless there are exceptional circumstances. Decisions of the Selection Panel must be by majority.

7. Review

- 7.1 **Review by the GM Performance:** The GM Performance shall be responsible for reviewing all selection decisions and for providing a report in respect of those decisions to the Board. Within such report the GM Performance will certify whether or not, in his or her opinion, the selection decisions are consistent and in accordance with:

- a. The Rowing New Zealand High Performance Selection Guidelines and the Selection Policy for Athletes and Crews; and
- b. RNZ policies, including its strategic plans, its financial budgets, and any directives of the Board.

- 7.2 **Review by the Board:** The Board shall be responsible for finally reviewing and, if satisfied, approving, or vetoing, as the case may be, all selection decisions. In exercising its review of selection decisions, the Board:

- a. May have regard to whether an athlete has or may bring the athlete, the sport or RNZ into disrepute; and
- b. Must be satisfied those decisions are consistent and in accordance with the matters prescribed in clauses 7.1.a and b hereof.

In forming its view in respect of the above matters, the Board shall be entitled, without further enquiry, to rely upon the opinions expressed in the GM Performance report.

- 7.3 **Selection:** if, having undertaken its review, the Board is satisfied with the proposed selection decision(s) the Board shall notify the GM Performance and the Chief Executive accordingly. Following such notification the Chairman, Chief Executive / GM Performance may publicly announce the selection decision(s).

- 7.4 **Requirement to Revisit Proposed Decision(s):** if, having undertaken its review, the Board is not satisfied with any selection decision(s), the GM Performance /Chief Executive or the Board may inform the selectors of the Board's dissatisfaction and, among other things, may require the Selection Panel to revisit its decision(s) for review in accordance with clauses 7.2 and 7.3.

8. Announcement of Selection Decisions

- 8.1 The Chairman, Chief Executive or the GM Performance is responsible for publicly announcing any decisions of each Selection Panel but may not do so until the Board has approved the proposed selection decisions in accordance with clause 7.3.

9. Conflicts of Interest

- 9.1 If a Selector or the Board believes any Selector (himself or herself included) has, or may have, a potential or actual Conflict of Interest then:

- a. the nature of the potential or actual Conflict of Interest must be disclosed to the Selection Panel, the GM Performance and the Chief Executive; and

- b. the Selector may not participate in any discussions, voting, or selection decisions which may be affected by the Conflict of Interest, unless permitted to do so by the Board.

10. Interpretation, Conflicts, & Matters Not Provided For

- 10.1 If there is any dispute, conflict or difference regarding the interpretation of these Terms of Reference, the RNZ High Performance Selection Guidelines and the Selection Policy for Athletes and Crews, these Terms of Reference shall prevail unless otherwise determined by the Board.