



# SELECTION POLICY

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| 08 April 2015 | Copied from Handbook and Reformatted. Section on appeals from ACA Handbook added.                                   |
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# CNSW Selection Policy

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## 1 Aim of the Policy

The aim of this policy is to provide a transparent process for selection of players to a number of squads, state teams and invitational events. Whilst CNSW aims to select its most skilled, competitive, experienced, competition ready, and team compatible players, it is not a closed policy in that players who are eligible and meet the selection criteria should assume that they have the opportunity to be selected. This policy cannot prescribe the details of participation in training, coaching and squad sessions or activities. These are the duties of the selection committee itself, the team managers and the team coaches. Bulletins or Information Documents may be issued to expand upon or clarify these requirements.

## 2 Definitions

In this policy:

- a) CNSW means Croquet NSW.
- b) Board means the Croquet NSW Board.
- c) ACA means the Australian Croquet Association or Croquet Australia.
- d) Forms of croquet include Association Croquet, Golf Croquet and Ricochet.
- e) Constitution means the CNSW Constitution.

## 3 Application

This policy applies to the selection of croquet players for a number of squads, state teams and invitational events within and outside NSW. These include but are not limited to the following:

- a) The Interstate Cup (ISC or Eire Cup) for Association Croquet;
- b) The Interstate Shield (ISS) for Golf Croquet;
- c) The ACA Bronze Medal Events hosted by CNSW;
- d) Selectors Invitational Events run by CNSW; and
- e) Training and Development Squads.

## 4 Eligibility

For a player to:

- a) be selected for a CNSW State Squad or State Team;
- b) participate in either of the Australian Bronze Medals, or
- c) participate in NSW Selector Events.

they must, at the date of selection and also close of entries:

- a) be a financial member of Croquet NSW;
- b) be a resident of NSW or the ACT or have been affiliated to CNSW for a minimum of twelve (12) months; and
- c) not be suspended from state, national or international play for any reason.



### 5 Players responsibility

Players wishing to be considered for selection to represent CNSW whether in a team or individual capacity, should be familiar with the following documents:

- a) This Policy;
- b) The CNSW Policy - Discipline of Members and Complaints;
- c) The ACA Member Protection Policy, Attachments B1 and B2; and
- d) The ACA/CNSW Doping Policy.

Players must also be familiar with the rules relating to the form of croquet being played and also be aware of the Overriding Rules of Croquet.

### 6 Selection Committees

- a) The Board is responsible for the selection of players to represent CNSW and the Board has delegated that function to one or more Selection Committees. The operation of committees is covered by the Constitution.
- b) There will be separate Selection Committees for each form of croquet. Each committee is established under the Constitution and will comprise a minimum of three (3) members but ideally five (5) members inclusive of the Team Coach. In addition, the Chair of the Board (or his/her delegate who shall be a CNSW Director) may sit with the committee as an ex-officio member. Each committee should have a Chair and a Secretary. Whilst a person can serve on more than one committee at the same time, a person cannot chair more than one committee at the same time.
- c) Members of a Selection Committee will have the same terms and reappointment conditions as detailed in the constitution for a director in that terms are for two (2) years and a person may serve on the committee for up to three (3) consecutive terms.
- d) The term for Members of Selection Committees is completed once either the ISC or ISS has concluded and reports submitted. Committee members must then retire on an alternating basis and if the committee cannot agree, retirements will be determined by lot.
- e) Committee members who resign during their term can be replaced as casual vacancies.
- f) The Board will replace retiring committee members or casual vacancies on the committees, through an expression of interest process.
- g) Any selector or ex-officio committee member who is a candidate for selection is precluded from discussions or voting on themselves.
- h) Any person serving on the committee is responsible for identifying a conflict of interest or a perceived conflict of interest involving a particular candidate and notifying the chair. The Chair (or other committee members if the chair is involved) should determine the relevance of the declaration and ensure the person is not involved in discussion or voting on a particular selection for which they may have a conflict of interest. It is recognised that selectors and candidates for selection may be from the same club, may have played in partnerships or developed friendships, but this in itself should not immediately be considered a conflict of interest.



- i) On request from a Selection Committee, the Board will supply the reports that have been submitted by Team Managers, Team Coaches, Team Captains and Team Vice-Captains for the two (2) previous years prior to the upcoming event.
- j) The proceedings of a Selection Committee are confidential but must be minuted. Minutes should be capable of being redacted.

### **7 Interstate Cup and Interstate Shield**

This section applies equally to the ISC and the ISS.

#### **7.1 Team Manager and Team Coach**

- a) Through the Selection Committee, the Board will invite Expressions of Interest for appointment as Team Manager and Team Coach of a State Team. At the date they submit Expressions of Interest, they must be a financial member of a State or National Association that is affiliated to the World Croquet Federation (WCF).
- b) The Selection Committee in consultation with the Board will select and appoint the Team Manager and Team Coach. The term of these appointments will be until the conclusion of the next relevant event unless otherwise agreed.

#### **7.2 Selection of a State Squad**

The Selection Committee is to select a squad from which the final team is to be chosen. The size of the squad will be determined by the Selection Committee in consultation with the Board. The Selection Committee will themselves advise the players of their selection for the squad by a means of communication that provides a record.

There are three sets of criteria that the Selection Committee must use to evaluate a player when selecting for a State Squad. These are:

- a) personal attributes;
- b) attendance at selected events, coaching sessions and training sessions; and
- c) playing form.

Selectors are to develop a methodology for the proper, recordable and ongoing assessment of a player against the criteria leading up to the making of selections.

##### **7.2.1 Personal Attributes**

- a) Players will be evaluated against the following criteria:
  - i) compatibility with, and ability to support, other squad and team members, and have a demonstrated ability to promote a responsible attitude, commitment, trust, respect, equity and sportsmanship among team members;
  - ii) doubles compatibility;
  - iii) previous attitude to officials, tournament managers, referees, team managers, team coaches and other players;
  - iv) past adherence to any training protocols that have been issued;
  - v) ability to complete the event as assessed by the Team Manager and Team Coach;

- b) Issues concerning a player's personal attributes:
- i) In evaluating a player against **clause 7.2.1a)** the Selection Committee will only take into account issues that arose during the 2 years prior to the date that selections are to be submitted to the Board, unless that is the player concerned has been advised by the selectors of issues that go back beyond this time frame.
  - ii) If the Selection Committee considers that in terms of paragraph **clause 7.2.1a)**, a player has issues which may affect their chances of selection, the Chair of the Selection Committee, or the Chair's delegate will be responsible for discussing these issues with the player concerned.
  - iii) Issues discussed with players shall be documented, preferably as an agreed record of discussion between the Chair of the Selection Committee or their delegate and the player concerned. If any dispute arises concerning this record of discussion the Chair of the Selection Committee shall attempt to resolve this. If the issue is not resolved in one month the record of discussion prepared by the Chair or the Chair's delegate will become the record for purposes of the Selection Committee.

### **7.2.2 Attendance at Selected Events, Coaching sessions and Training sessions**

- a) The Selection Committee, in consultation with the Board and the Tournament Committee, will determine:
- i) which CNSW Championship Events are considered to be qualifying events for selection noting that a player must have participated in at least one of these events;
  - ii) which events from the CNSW Calendar are considered to be qualifying events for selection noting that a player must have participated in at least one of these events; and
  - iii) the importance of attendance at coaching and training sessions which may be varied on a player by player basis.
- b) Players are required to play in three (3) qualifying events that are to be played in 12 months leading up to the event. The ISC or ISS event from the previous year is not a qualifying event.
- c) Players unable to take part in qualifying events must advise the selectors in writing of this fact and the reasons for non-attendance before the commencement of the selection event. The selectors will advise if this is acceptable or not.
- d) A player may request that up to two equivalent interstate or international events that they have played in be counted by the Selection Committee as qualifying events. The selectors will advise if this is acceptable or not.
- e) It is understood that there may be extenuating circumstances and the selectors may at their discretion consider these circumstances.

### **7.2.3 Playing Form**

As part of its evaluation methodology, the Selection Committee is to determine the performance criteria on which players are to be assessed when considering playing form and make them available to player in general. There will be particularly emphasis over the last 12 months on most recent form together with the players current Australian rankings

### 7.3 Selection Timetable

The timetable detailed below is the timetable considered desirable by the Board however the Board and/or the Selection Committee may deviate from the timeline in its absolute discretion.

- a) Approximately 12 months before the event:
  - i) the Board in consultation with the selection committee will determine and advise the configuration of the team for the event, in particular whether there are travelling reserves or not;
  - ii) the selection committee will publicise which events are qualifying events;
  - iii) the selection committee will publish the evaluation methodology for player selection and how it intends measuring a player against any performance criteria that have been set; and
  - iv) the Board, in consultation with the selection committee, will endeavour to appoint a Team Manager and Team Coach.
- b) At least 9 months before the event:
  - i) the Board will inform the Selection Committee how much funding will be available for a particular event; and
  - ii) the Selection Committee is to select eligible players to form the state squad.
- c) At least 3 months before the event:
  - i) the Selection Committee in consultation with the Team Manager, will select from the squad the players who are to be offered provisional places in the team. If the Selection Committee finds that there are insufficient members of the squad to form a provisional team, the Selection Committee is not precluded from selecting a player who has not been a member of the squad provided that they fully meet the selection criteria;
  - ii) the selections made under i) above are submitted to the Board. In advising the Board of its selections, the Selection Committee will confirm that it has considered all the Selection Criteria and the Selection Committee may be asked to provide evidence of this;
  - iii) as soon as possible after ii) above, the Board is to confirm, or decline to confirm, the selections. If the Board declines to confirm a selection, it will advise the Selection Committee of its reasons for doing so. An affected player is then entitled to appeal this decision under **clause 11**, and
  - iv) the Selection Committee is to advise the squad as to whom is being offered a provisional place in the team. Players who are offered a provisional place will be issued with a Player Agreement.
- d) Approximately 2 months before the event, but after the result of any appeal against non-selection which may affect the offering of the place is known:
  - i) completed Player Agreement must have been received from players that were offered provisional places, confirming that any embedded requirements have been met;
  - ii) the Selection Committee in consultation with the Team Manager and Team Coach will select the Team Captain and Vice-Captain who must complete and submit any additional agreements that are necessary before their appointments are announced;



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- iii) following completion of i) and ii) above, places in the team, and the positions of Team Captain and Vice-Captain will be confirmed by the Chair of the Selection Committee by a means of communication that provides a record; and
- iv) the team and venue for the event will be announced by the board the following business day, however should information that would have affected selection of a player become known prior to the announcement of the team, the Board may, at its complete discretion, inform the Selection Committee that it intends to postpone the announcement of the team and ask the Selection Committee to review its selections.

### 8 Selection for a State Development Squad

- a) A State Development Squad may be formed at any time to provide development for players either on the fringe of State selection or players with potential to be selected at some later point in time.
- b) The best available players shall be selected by the relevant Selection Committee having regards to the criteria outlined in **clause 7.2**. In special circumstances the selectors have discretion to select players of the required standard who do not come within the criteria. This includes but is not limited to players with potential or players who are returning from a period away from croquet. The selectors are to record details of the special circumstances.

### 9 Other CNSW Invitational Events

The best available players shall be selected by the relevant Selection Committee having regards to the criteria outlined in **clause 7.2** for the following events:

- a) The ACA Bronze Medal invitation events for six to ten players, and
- b) Selectors events such as Selectors 1<sup>st</sup> and 2<sup>nd</sup> Eights.

### 10 Replacement or Removal of a player from a State Squad or Team

#### 10.1 Replacement of a player in a State Squad

A player may be replaced in a State Squad, if in the opinion of the Selection Committee, in consultation with the Team Manager or Team Coach:

- a) the player is unable to perform to the required standard by reason of illness or injury; or
- b) the player has experienced a loss of form or has not reached the expected level of proficiency.

#### 10.2 Removal from a State Squad or State Team

- a) A player is ineligible for continued membership of a State Squad or a State Team prior to an event commencing if they:
  - i) breach or fail to observe any part of this policy or State Squad Protocols or conditions in the Player Agreement;
  - ii) do not meet the expectations for personal attributes detailed in **clause 7.2.1a**);
  - iii) breach or fail to fulfil a requirement of the Doping policy of CNSW;
  - iv) fail to adhere to the specified training regime.
- b) A player may be removed from a State Team during an event by the Board if the Board has been advised by the Selection Committee and/or Team Manager that a player has made a





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serious breach of conditions detailed above and/or their behaviour has brought CNSW into disrepute.

### 11 Appeal against a Selection Decision or Replacement in or Removal from a Squad or Team

In this clause:

- a) A player may appeal their non-selection to a State Squad or State Team or their replacement or removal from a State Squad or State Team;
- b) A player in contention for a place in a State Squad or State Team may appeal the selection of another player; but
- c) A player may not appeal the non-selection of another player to a State Squad or State Team nor the removal of another player from a State Squad or State Team.

#### 11.1 Appeals

- a) The only grounds for appeal are that this Selection Policy was not properly followed and /or implemented;
- b) There is no right of appeal against any decision made by the Selection Committee in respect of:
  - i) the principles of Selection providing that the process outlined in **clause 7.2.1 b)** has been followed or,
  - ii) the replacement or removal of a player, provided that the removal was in accordance with **clause 10** of this policy;
- c) An appeal by a player against non-selection or removal from the State Squad or Team must be made in written form and received by the CNSW Secretary or the Selection Committee Chair within five (5) business days of the decision being implemented.
- d) Within five (5) business days of receipt of the appeal, the appellant will be provided with a summary of the reasons for non-selection or removal from the State Squad or Team by the CNSW Secretary or the Selection Committee Chair.
- e) Within five (5) business days of the appellant being provided with a summary of the reasons for non-selection or removal from the State Squad or Team, the appellant shall submit their grounds for the appeal in writing to the CNSW Secretary and also remit \$500 to CNSW either by cheque or bank deposit. Failure to adhere to this clause will render the appeal a nullity.
- f) A player may request an extension of time in which to lodge their grounds for appeal. The request is to be made in writing to the CNSW Secretary or the Selection Committee Chair and an extension of time shall only be granted in extenuating circumstances outside the control of the player concerned.
- g) Following completion of e) above, the Board will, as soon as possible convene an Appeals Tribunal.
- h) Should the appeal be upheld or referred then the appellant will be refunded the full amount remitted in **clause 11.1e)**.



### 11.2 The Appeals Tribunal.

- a) The Tribunal shall comprise the following persons appointed by the Board:
  - i) A person who shall act as Chair of the Tribunal and who preferably has a legal background;
  - ii) A person with a thorough knowledge of elite croquet and who preferably has had recent state and national competition croquet experience; and
  - iii) A person who has experience and skills suitable to the function of the Tribunal. This can be a person with knowledge of the Selection Policy.
- b) A person is not eligible to be appointed to the Tribunal if that person is a Director of CNSW or the Selection Committee concerned, or is eligible for selection to the team, or by reason of their relationship with the appellant or any member of the Selection Committee that may be seen as rendering that person as other than impartial in the consideration of the appeal.
- c) The Chair of the Tribunal, in consultation with the other members, shall determine the manner in which an appeal is to be determined which may include the use of technology such as conference calls, video conferencing or such other medium as agreed. The Tribunal will determine if oral submissions are required.
- d) The Tribunal is not bound by the rules of evidence but must observe the principles of procedural fairness. The Tribunal may obtain information from any player likely to be disadvantaged by its decision.
- e) No party to the appeal shall be legally represented except where the Tribunal believes that legal representation is warranted in the case of complex legal issues. However, written submissions may be made to the Tribunal by the legal representatives of the appellant or the Selection Committee.

### 11.3 The Tribunals Decision

- a) The Tribunal shall give its decision as soon as practicable after the hearing.
- b) The Tribunal may dismiss an appeal, uphold an appeal or refer the issue back to the Selection Committee for reconsideration.
- c) The Tribunal shall provide the CNSW Secretary and the appellant with a statement outlining the reasons for its decision.
- d) If the matter is referred back to the Selection Committee, the Selection Committee will consider the Tribunal's reasons for the referral when reconsidering their decision. The decision of the Selection Committee shall be final and no further appeal can be considered.

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