



QLD TEAM SELECTION POLICY

Approved by the Board 23 December 2016.

Effective 3 January 2017.

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1. INTRODUCTION

1. The principles to be applied by Queensland Canoeing Inc. (including its Selection Panel/s) in selecting Athletes to State teams and squads to represent Queensland are:
 - (a) to identify Athletes in all disciplines of canoeing with the potential to achieve medal winning performances at such events;
 - (b) to identify and give experience to Athletes who have shown the potential to achieve medal winning performance in the future.
2. The event(s) to which teams selected under this Policy vary from discipline to discipline, and in some cases between Classes but include national and other international events as specified in the Selection Criteria for the relevant discipline.
3. This Policy will remain in force until revoked or amended by the Board of Queensland Canoeing Inc. This Policy is available at www.qld.canoe.org.au/about-us/policies.

2. DEFINITION

Athlete	means a person who is eligible for selection to represent Queensland either in a team and/or squad in accordance with this Policy.
Class	means the category of event within a discipline in each gender e.g. within the discipline of Canoe Marathon the classes include Men's K1, Women's K1 or K1, WK1.
Crew	means where a discipline involves a crew of more than one person, the Athletes who compete together from time to time and who seek selection for a team and/or squad, as that crew may be comprised from time to time.
Discipline	means the canoeing disciplines of Canoe Marathon, Canoe Sprint, Canoe Slalom, Ocean Racing, Canoe Polo or any other discipline approved by the Board.
Board	means Board of Directors of Queensland Canoeing Incorporated as designated under the Constitution as amended from time to time.
Executive Officer	means the Executive Officer of Queensland Canoeing Inc. as appointed from time to time.
Notification	means that an Athlete is deemed to be informed of a decision once ratified by the Board.
Selected	means the Athlete has been chosen by the Selection Panel to be a member of the relevant team and/or squad for the relevant event in their discipline as set out in this Policy.
Selection Event	means an Event(s) designated as such for the purpose of assisting in the selection process for a team and/or squad as listed in the discipline Selection Criteria.

Selection Panel(s)	means the panel(s) of persons determined under clause 4 and who, on behalf of Queensland Canoeing Inc., select Athletes in the relevant teams and/or squads in accordance with this Policy.
Squad	means Athletes who have nominated for and been selected in a training group for the sole purpose of selection in a Queensland representative team.
Team	means Athletes and Officials chosen to represent Queensland in their respective discipline.

3. CHANGES TO THIS POLICY

1. The Board may change this Policy, and/or the relevant discipline Selection Criteria, from time to time up until the first selection event for a specific discipline, on the proviso the Board provide as much notice of such change as is possible to affected Athlete(s), relevant Technical Committee(s), Club(s) and others as determined by the Board.
2. The Executive Officer will take reasonable steps to give written notice to Athletes affected by any amendments and/or supplements to this Policy. It is the responsibility of the Athlete to ensure their contact details (expressly email address and mobile phone) are correct and up-to-date in the membership database as used by Queensland Canoeing Inc.
3. Apart from any other steps the Executive Officer may take, s/he will be deemed to have complied with this clause if s/he sends written notice via email to the address last notified by the Athlete in the database used by Queensland Canoeing Inc.

4. SELECTION PANELS

1. Subject to the below clauses there shall be a Selection Panel for each team and/or squad to be selected. Each Selection Panel shall be appointed by the Board and comprise three persons which may (but need not) include the state coach or head coach of the relevant discipline.
2. The Selection Panel will be a member of the Technical Committee (this person may be the Chair of the Selection Panel) and minimum of two others. The Board may appoint a Board member to be part of the Selection Panel.
3. Additional member(s) may be appointed by the Board to any of the Selection Panel(s) if it considers it appropriate to do so to ensure adequate skills and experience.
4. Should a member of the Selection Panel have an association (i.e. relative, coach etc.) with a nominated athlete, the Selection Panel member must advise of such conflict and disqualify themselves from any discussion about selection.
5. Where any member of the Panel advises the Executive Officer that s/he considers s/he is unable to meet his/her responsibilities under this Policy, or the Board makes a direction under clause 4.3, the Board, in consultation with the relevant Discipline will appoint a **replacement to assume that member's role on the Selection Panel(s)**.
6. Each Selection Panel member is entitled to cast one (1) vote. If there are equal votes for an individual a further casting vote may be exercised by the Selection Panel Chairperson.

5. PROCESS FOR SELECTION

1. To be eligible for selection under the Policy, all Athletes must first:
 - (a) satisfy the Executive Officer that s/he is a full financial member of Queensland Canoeing Inc. through a membership with an affiliated Canoe Club,
 - (b) not have any outstanding debts with Queensland Canoeing Inc. that are more than 30-days in arrears,
 - (c) complete the Discipline nomination process, through the on-line portal, as advised by Queensland Canoeing Inc, including:
 - (i) acceptance of State Team **Members' Agreement (see Note below)**,
 - (ii) pay the minimum \$20 nomination fee,
 - (iii) by the time and date as specified.
 - (d) Nominations will not be received through any other means. Nomination deadlines must be prior to the completion of Selection Event, and outlined within the Discipline Selection Criteria.
2. If an Athlete is selected to a team and/or squad under this Policy, the Athlete acknowledges and agrees that:
 - (a) **the Queensland Canoeing Inc. State Team/Squad Member's Agreement** immediately comes into full force and effect when the Team/Squad is announced,
 - (b) s/he must be subject to drug testing by the Australian Sports Drug Agency and comply with both the Australian Canoeing Ltd Anti-Doping Policy,
 - (c) s/he must comply with Australian Canoeing Ltd Member Protection Policy and any such Policies nominated in the **State Team/Squad Member's Agreement**, and
 - (d) s/he must maintain a designated level of fitness, and standard of competitiveness prior to the relevant event for which s/he has been selected as **set out in the State Team/Squad Member's Agreement**.
3. Failure to comply with any part of the above **clauses may result in the Athlete's removal from the Team/Squad**.
4. Subject to the right of appeal in this Policy, the decisions of the Selection Panel shall be final. The Selection Panel may, at their discretion, provide reasons for their respective decisions, but there is no obligation on them to do so.
5. The Selection Panel will determine the Team/Squad selections within 7 days after the nominated Selection Event.

6. DISCIPLINE CRITERIA

1. The Board will approve **each of the discipline's** selection criteria in the following Disciplines:
 - (a) Canoe Marathon,
 - (b) Canoe Sprint,
 - (c) Canoe Polo,
 - (d) Ocean Racing,
 - (e) Canoe Slalom , or
 - (f) Any other Discipline approved by the Board.
2. Discipline Selection Criteria will, where possible, be published a minimum two months prior to the first selection event. The Selection Criteria will be available from the Queensland Canoeing Website, and on request from the Queensland Canoeing Office.
3. The Selection Panel shall select Athletes for Squads and Teams in any of the categories of **Men's, Women's, Junior Men's, Junior Women's and combinations of Men and Women for Mixed Crew events as set out in the Discipline's Selection Criteria and for the event(s) specified in the Discipline's Selection Criteria.**
4. For all selections to which this Policy applies the criteria to be applied by the Selection Panel for the relevant Team/Squad is that set out in the relevant Discipline Selection Criteria for that Team. The Selection Panel has total discretion in selection and may have regard to none, one or more of the selection criteria in any selection process but subject always to the overriding principles as set out in clause 1 of this Policy.
5. Final Team/Squad is subject to ratification by the Board, or its appointee(s), prior to official announcement.

7. SELECTION WITHDRAWAL

1. An Athlete who is selected under this Policy may be withdrawn from the squad and/or team if s/he:
 - (a) breaches or fails to comply with this Policy;
 - (b) breaches or fails to fulfil a requirement of the Australian Canoeing Anti-Doping Policy;
 - (c) breaches or fails to comply with the Queensland Canoeing Inc. Team Member Agreement;
 - (d) brings Queensland Canoeing Inc. or the sport of canoeing into disrepute; or
 - (e) **has an illness or injury which in the relevant Selection Panel's opinion prevents the Athlete from meeting the overall principles of selection.**

2. Any selected Athlete may be withdrawn by the Board, in consultation with the relevant Discipline, if any of the grounds above occur. The Executive Officer shall notify the Athlete in writing of the alleged breach or grounds upon which it is proposed that s/he be withdrawn. The Athlete shall be given a reasonable opportunity (not less than seven (7) days or more than fourteen (14) days) to provide reasons why s/he should not be withdrawn from the team.
3. A selected Athlete may withdraw his/her selection by giving notice in writing to the Executive Officer. Any nomination / acceptance fees paid are non-refundable.
4. A selected Athlete may be withdrawn from a squad at any time where the squad is being used to select a team.

8. NOTIFICATION

1. All Athletes and Crews shall be notified by the Executive Officer that they have been selected for a squad and/or team by e-mail within one week (seven (7) days) of such decision. The Executive Officer (or nominee) may also advise the selected Athlete(s) of their selection in person. If verbal confirmation of selection is provided, formal written confirmation must be provided within the timeframe of this clause.
2. The Executive Officer of Queensland Canoeing Inc., or delegate will make any public announcement of any selections.

9. MITIGATING SELECTION CONSIDERATIONS

1. The Selection Panel may consider certain mitigating circumstances however the athlete must have entered the selection event and have nominated for selection to the team.
2. Athletes seeking selection under this clause must:
 - (a) Lodge in writing with the Executive Officer a submission setting out:
 - (i) the name and address of the Athlete;
 - (ii) the name of the affiliated club of which the Athlete is a member;
 - (iii) the mitigating circumstance in question;
 - (iv) the ground on which the submission is made; and
 - (v) the reasons or circumstances supporting the alleged ground of the submission.
3. Any such submission under this clause is to be submitted prior to the end of competition at the Selection Event.

10. APPEALING DECISIONS

1. An aggrieved person may appeal against the selection process where the process failed to comply with the procedures set down in this Policy, or a decision made by the Selection Panel for the purpose of Team/Squad selection. Any appeal under this clause will proceed in accordance with the following clauses.
2. The Procedure for Appeal shall be:
 - (a) The appeal must be lodged in writing with the Executive Officer setting out:

- i. the name and address of the appellant;
 - ii. the name of the affiliated club of which the appellant is a member
 - iii. the decision of the Selection Panel in question;
 - iv. the ground on which the appeal is made; and
 - v. the reason(s) or evidence supporting the alleged ground of appeal.
- (b) Any appeal against a decision of the Selection Panel must be lodged with the Executive Officer no later than 4.00 PM fourteen (14) days after being notified of the decision against which the appeal is brought or within such further time as the Board may allow;
 - (c) An appeal lodgement fee of \$100 must accompany the appeal. This fee is non-refundable unless the Board or its appointed representatives uphold the appeal.
 - (d) The appeal must be accompanied by a copy of any item of documentary evidence relied on in support of the appeal; and
 - (e) The appeal must state whether the appellant wishes to rely on the oral evidence of any person (including the appellant) and set out the name and address of any person other than the appellant whose evidence the appellant wishes to rely upon.
 - (f) Nothing in this Policy prevents the withdrawal of an appeal at any time in writing. The appeal lodgement fee will be reimbursed for all appeals withdrawn.
 - (g) On receipt of an appeal in accordance with this Policy, the Executive Officer must immediately forward the appeal documents to the Selection Review Panel.

11. SELECTION REVIEW PANEL

1. Constitution of Selection Review Panel shall be in accordance with the following:
 - (a) the Selection Review Panel shall be constituted by any three persons available to hear the appeal, which must include the following:
 - (i) a member of the Board, (or appointed delegate),
 - (ii) Chairperson of the relevant Discipline, (or appointed delegate from the Committee Discipline, and
 - (iii) a person being legally qualified or suitably experienced in the selection process, as appointed by the Board.
 - (b) the Selection Review Panel Chairperson shall be appointed by the Board, in consultation with the relevant Discipline;

- (c) No member of the Selection Review Panel may be a party to or directly interested in the matter under consideration.

2. Functions of the Selection Review Panel:

- (a) The Selection Review Panel has no power of selection or re-selection. The Selection Review Panel may review the matter set out in the appeal and may (as appropriate) refer the matter back to the Selection Panel for consideration.
- (b) In the case where the appeal is not upheld the appellant may if s/he wishes take further action through the Court of Arbitration for Sport. If such action is to be sought, notification of the action is to be forwarded in writing to the Executive Officer within two (2) days of taking such action.

3. Procedures for the Selection Review Panel:

- (a) On receipt of the appeal papers, the Chairperson of the Selection Review Panel shall immediately notify his/her fellow Panel members of the appeal, and shall forward copies of the relevant appeal papers to his/her fellow Panel members as a matter of urgency.
- (b) The Selection Review Panel shall, as soon as practical after receiving a notice under this clause, investigate and consider the matter and shall within seven (7) days of receiving such notice, determine whether:
 - (i) the matter should be dismissed, because in its determination, the matter is trifling in nature or has no merit; or
 - (ii) the appeal warrants further review and determination in accordance with this Policy.
- (c) If the Selection Review Panel determines the matter warrants further review under this clause, it shall as soon as practicable, having regard to the timing of selection and proximity of relevant events, serve a notice in writing on the aggrieved party:
 - (i) stating that the aggrieved party may address the Selection Review Panel at a meeting to be held as soon as practicable, being not earlier than four days from the date of the notice;
 - (ii) stating the date, place and time of that meeting; and
 - (iii) informing the aggrieved person that s/he may do any one or more of the following:
 - attend that meeting (personally or by his/her representative, not being legally trained or qualified); or
 - give the Selection Review Panel, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.

- (d) The Selection Review Panel may conduct a meeting convened in accordance with this clause (or any adjournment thereof) in such manner as it sees fit, but shall:
 - (i) give to the aggrieved party and the Selection Panel every opportunity to be heard;
 - (ii) give due consideration to any written statement by the aggrieved person;
 - (iii) allow the aggrieved person to be present along with his/her adult representative; and may
 - (iv) request or require the aggrieved person or any other witness to attend the meeting or provide such evidence as is available.
 - (e) Following consideration of all relevant and available information, the Selection Review Panel shall arrive at a finding. A decision of the Selection Review Panel will be by a majority decision.
 - (f) The Selection Review Panel shall notify the Executive Officer of its finding as soon as practicable.
 - (g) If the Selection Review Panel considers the ground alleged by the aggrieved person to be satisfied, it shall recommend that the Selection Panel again consider the selection of the relevant squad, team, or individual.
 - (h) The Selection Panel shall comply with any direction of the Selection Review Panel in this regard.
4. Any further selection decision of the Selection Panel under the direction of the Selection Review Panel shall be final.