



## **Selection Guidelines**

Updated November 2016, Ratified AGM 2017

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### **1.0 Scope**

- 1.1 These Guidelines describe the appointment of selectors, and defines the selection procedures and priorities used to select Players, Captains and Vice-Captains of all Teams which are to represent New Zealand and the Association in the sport of Canoe Polo.

### **2.0 Definitions**

- 2.1 The definitions stated in the policy manual and clause 2.2 of the Squad Guidelines applies to these Guidelines.
- 2.2 The following additional definitions apply to these Guidelines:
- (a) *Selection Events* refers to events used to make Team selections, and determined as such according to clause 3.1(a) of the Squad Guidelines.
  - (b) *Selection Series* refers to a group of Selection Events which lead up to the Final Selection.
  - (c) *Applicant* refers to a player applying for selection to a Team or Teams.
- 2.3 The Squad Guidelines contains clauses integral to these Guidelines, and accordingly should be read in conjunction with these Guidelines.

### **3.0 Selection Priorities**

- 3.1 The goal of these Guidelines is to provide a mechanism which will result in the best possible representative Teams being selected considering clause 3.1(b) of the Squad Guidelines, and which provides equal opportunity to all Applicants presenting themselves for selection.
- 3.2 The highest graded team according to clause 3 of the Squad Guidelines shall have the highest selection priority.

### **4.0 Selection Panel**

- 4.1 The Selection Panel is appointed according to clause 5 hereof to select a Team or Teams over a Selection Event, or Selection Series.
- 4.2 Each Selection Panel shall be comprised of:
- (a) A Chief Selector, who shall be the Team Coach appointed according to clauses 5 of the Squad Guidelines, or the Squad Director's appointee in consultation with the Team Coach if the Team Coach is unavailable.
  - (b) Two Selectors, who shall be appointed according to clause 5 hereof.
  - (c) Optionally, one Trainee Selector, appointed by the Squad Director or Executive Director, who need not meet all the specifications detailed in clause 5 hereof.
  - (d) Optionally, several Reserve Selectors. The Squad Director or Executive Director may appoint such a Reserve Selector to a Selection Panel if a previously appointed Selector is unable to attend a Selection Event.

- 4.3 The Chief Selector shall chair the Selection Panel.
- 4.4 All members of the Selection Panel shall have an equal input into selection decisions. A Training Selector may have input, but shall not carry a vote. On matters where there is an even split of votes, the Chief Selector shall have a casting vote.

## **5.0 Guidelines for the Appointment of Selectors**

- 5.1 Selector appointments:
- (a) Selector Application Forms will be made available through the Squad Director and the Executive Director at least four weeks prior to the first selection event of a Selection Series.
  - (b) Selector applications may be made directly to the Squad Director or Executive Director.
  - (c) The Selectors will be appointed by the Executive Director considering the recommendations of the Team Coach and guidelines contained in clauses 5.2 to 5.9 hereof, at least one weeks prior to the first Selection Event of a Selection Series and be ratified by the Board.
- 5.2 Selectors appointed should be considered to:
- (a) Know the game, skills and tactics involved.
  - (b) Be familiar with other requirements (such as domestic of a tour) for Teams competing at international level.
  - (c) Be flexible to the requirements of the Team Coach.
  - (d) Be able to assess the Applicants in an unbiased and impartial manner.
- 5.3 A Selection Panel should be comprised of Selectors from a minimum of two different Regions.
- 5.4 Selectors shall be prepared to travel to major Canoe Polo events and be present during the announcement of the Team(s) they have selected.
- 5.5 Each Selector may be appointed to more than one Selection Panel.
- 5.6 Tenure on a Selection Panel is for one Selection Series.
- 5.7 There is no limit to the consecutive appointments held by a Selector.
- 5.8 A Selector appointed to a Selection Panel shall not be a:
- (a) An applicant in the Category selected during that Selection Event or Series.
  - (b) A close associate of any Applicant in the category they are selecting.
- 5.9 An exemption to clause 5.8(b) hereof may be considered provided that the Selector so associated:
- (a) Has declared such a relationship in advance of the Selection Event or Series.
  - (b) Abstain in any vote on issues regarding the selection of that Applicant.

## **6.0 Selection Process**

- 6.1 The selection of a Team may be a multi-step process. Options exist according to clause 3.1(a) of the Squad Guidelines to select Training Squads prior to making any final selection. Options on the number of Players that can be selected per Team in Preliminary and Final Selections are detailed in clause 6 of the Squad Guidelines.
- 6.2 The role of the Board shall be to:
- (a) Ratify the selection of all Players, Captains and Vice-Captains into Training Squads and Squads subject to clause 11.8.

(b) Ratify the appointment of the Selection Panel.

6.3 The role of the Executive Director considering the recommendations of the Team Coaches and Squad Director shall be to:

- (a) Determine the calendar of selection and training events, tours and competitions in which Teams will participate, and for which selection events and series are required, according to clause 3.1(a) of the Squad Guidelines.
- (b) Publish all such intended selections, training events, tours and competitions in the Association Calendar.
- (c) Appoint Selectors and Reserve Selectors according to clauses 4 and 5 hereof.
- (d) Set the selection fee.

6.4 The role of the Squad Director shall be to:

- (a) Have the overall responsibility for ensuring the selection process conforms to these Guidelines and Board directives.
- (b) Recommend to the Executive Director the required selection events in each selection series.
- (c) Make Selector Application Forms available according to clause 5.1(a).
- (d) Recommend Selection Panels to the Executive Director for each selection according to clause 5 hereof.
- (e) Make Player Application Forms available.
- (g) Provide each Selector with all selection criteria and any resources or background information as needed.
- (h) Report back to the Executive Director at the conclusion of a selection series with the results of those selections.

6.5 The role of a Selection Panel shall be to select the Players of each Team from the pool Applicants.

6.6 The role of a Chief Selector shall be to:

- (a) Have the responsibility for all selections and duties delegated to the Selection Panel.
- (b) To facilitate a selection process which is fair to all Applicants presented for selection.
- (c) Communicate the required tasks to the Applicants during selection events.
- (d) Respond to the selection requirements of the Squad Coach and Coaching Coordinator.
- (e) Provide a list of the selected Players, and if applicable, Captain and Vice-Captain, to the Squad Director for each selection.
- (f) To ensure that these Guidelines are adhered to during all phases of the selection process.

6.7 The role of all Selectors on a Selection Panel shall be to:

- (a) Observe all the Applicants in the Categories nominated in as much play and other related activities as possible.
- (b) Respond to Board directives, and the Player and Team requirements of the Team Coach.
- (c) Assess the performance of Applicants according to clauses 8, 9 and 10 hereof.
- (d) Have input in the selection processes.

- (e) Abstain in any vote on issues regarding the selection of an Applicant as referred to in clause 5.8 hereof.
- (f) Not discuss or otherwise disseminate any selection details outside the Selection Panel and Squad Director, except according to clauses 11.1 and 12.3 hereof.

6.8 The role of all Applicants shall be to:

- (a) Ensure their Selection Application Form is returned to the Squad Director.
- (b) Provide the Chief Selector or Squad Director with training and medical information as requested.
- (c) Show an early commitment to the financial costs of the Selection Events. Applicants are expected to book airfares at their most discounted rates.
- (d) Commit themselves to individual fitness and training programmes prior to the selection series.
- (e) Maintain a training log.
- (f) Attend organised training sessions.
- (g) Attend all Selection Events in the Selection Series.
- (h) Accept advice and instructions from Team Coach and/or appointed Captain.
- (i) Cooperate with other Players and officials.
- (j) Contribute to domestic aspects of the Selection Events.
- (k) Abide by the rules that apply to selected players as outlined in the Squad Guidelines. Note that Selection Events are considered to be Team training events as described by clause 11.3 of the Squad Guidelines.

6.9 If an Applicant is unable to attend a selection event, for any reason:

- (a) The Applicant shall inform the Squad Director and Team Coach, with their reasons, prior to that Selection Event.
- (b) The Squad Director shall promptly pass on such notice to the Executive Director with a recommendation regarding excusing or penalising the Applicant involved.
- (c) The Board, or a sub-committee appointed for the purpose, will decide on the Applicant's continued eligibility for that selection, and advise the Squad Director of their decision. If the Board is unable to advise the Squad Director prior to the selection event, the Applicant shall remain eligible for selection, however any subsequent selection may not be ratified by the Board.

## **7.0 Player Nomination**

- 7.1 Any person may make an application for the selection of any Member, provided that the Member is eligible for selection according to clause 7 of the Squad Guidelines.
- 7.2 Applications shall be made using the Selection Application Form.
- 7.3 To be eligible for selection, Applicants shall, prior to the beginning of the first selection event:
  - (a) Comply with the Player eligibility criteria set out in clause 7 of the Squad Guidelines. Note that the Squad Member Contract is not signed until after the Applicant's selection.

- (b) Show proof of eligibility for any of the criteria set out in clause 7 of the Squad Guidelines as required by the Squads Director or Chief Selector.
- (c) Have submitted a completed Selection Application Form. In particular the agreement clause and consent clause must both be signed, and an indication shown of their preferred Team (if applying for more than one Team).

## **8.0 Team Selection Criteria**

- 8.1 Applicants shall be selected that best meet, or have the potential to meet with the Team Coach's strategic game plan.

## **9.0 Player Selection Criteria:**

- 9.1 The role of the Players is described in the Squad Guidelines.
- 9.2 Applicants shall be eligible according to clause 7.1 of the Squad Guidelines.
- 9.3 The assessment of an Applicant's performance will be made mainly at the Selection Event(s). Selectors may also use any other Canoe Polo event, including previous touring performances, both during and out of competition time, from which to base their selection decisions.
- 9.4 Selectors shall assess the Applicants in an unbiased and impartial manner.
- 9.5 Applicants will need to demonstrate the highest possible degree of:
  - (a) Personal boat skills.
  - (b) Hand/ball skills
  - (c) Paddle/ball skills
  - (d) Game skills.
  - (e) Tactical and strategic play, including: positioning on the field, anticipation of moves etc.
  - (f) Mental skills/fitness/stamina  
Fitness, including aerobic, anaerobic, strength and flexibility.
  - (g) Consistency of ability for the duration of the Selection Event(s).
  - (h) Sportsmanship both on and off the field, including respect for referee decisions.
  - (i) Knowledge of the rules through clean play.
  - (j) Flexibility of positional play.
- 9.6 Selectors shall give due consideration to potential for Player development in the planned training leading up to competition.
- 9.7 Applicants shall also be assessed according to the criteria detailed in clause 6.8 of these Guidelines, and guidelines from the Team Coach.

## **10.0 Captain and Vice Captain Selection Criteria**

- 10.1 Selectors should assess potential candidates for their:
  - (a) Personal ability as a Player, and maintenance of this ability with the added responsibility of captaincy.
  - (b) Ability to role model the behaviour expected of the rest of the Team, both on and off the water.

- (c) Ability to work with Team Coaches and Managers.
- (d) Ability to organise the Team on the court.
- (e) Ability to inspire and motivate their peers both on and off the water.
- (f) Ability to modify Team behaviour at all times when necessary while representing the Association.
- (g) Ability to converse with and direct players without personal criticism.
- (h) Degree of understanding of the game in general, and of the Team Coach's game plan(s).
- (i) Ability to act as a trainer/coach should a coach not be available.
- (j) Ability to act as a positive mediator between the players, coaches and managers.

10.2 The Team Coach must name a Captain for each Team and may name a Vice Captain.

10.3 The Captain and Vice Captain (if required) will be named by the Team Coach at any time from the selection announcement of the Team and prior to the commencement of the Tour.

### **11.0 Approval, Announcement and Ratification of Selections**

11.1 The selection of all Teams is to be approved by the Squad Director, or appointee thereof, before any announcement is made. The selection must comply with these Guidelines, and the Squad Guidelines to gain such an approval.

11.2 All Selectors on the Selection Panel should be present at the selection announcement.

11.3 At the appointed time (normally at the end of the selection series), when the Applicants can be gathered, and in the following order, the selected Players ,(in alphabetical order), followed by the following if selections have been made at this time, the Reserve Players, Captain and Vice-Captain for each Team shall be read by that Team's Chief Selector.

11.4 At the end of all selection announcements:

- (a) Complete Team lists shall be posted, and circulated to the media.
- (b) All selected Players shall sign the Squad Member Contract.

11.5 No information on selection decisions may be passed onto any person outside the Selection Panel and Squad Director prior to the selection Announcement other than in accordance with clause 11.5a.

- (a) The Team Coach may, after advising the Selection Panel and Squad Director of their intention to do so, advise an incumbent player of that player's non-selection prior to the selection announcement but must not advise of any other information.

11.6 The Squad Director will keep and collate necessary reports and correspondence concerning selections and player performance.

11.7 The Board shall ratify the selections at the next Board meeting.

11.8 The only cause for the non-ratification of a selected Player by the Board shall be:

- (a) The non-compliance with the Player eligibility criteria detailed in clause 7 of the Squad Guidelines.
- (b) Serious non-compliance with these Guidelines with respect to the selection of that Applicant.

11.9 In the case of a Player not being ratified, and a Reserve Player not being available for selection, the Selection Panel shall be re-convened to select a replacement from the information collected at the

Selection Events, and any relevant new information. The Board may not select, but shall ratify any replacement.

11.10 Upon ratification by the Board:

- (a) The selection is final, unless overturned by a successful appeal lodged according to clause 12.0 hereof.
- (b) Confirmation of each Applicant's selection shall be made in writing or by electronic means by the Executive Director.

## **12.0 Appeals on Selection Decisions**

12.1 Selection decisions appeals may only be lodged by an Applicant who does not gain selection into a Team they applied for.

12.2 Any formal appeals must be made in writing no later than two days following the announcement of the Team. The appeal must be addressed to the Executive Director and be accompanied by a fee of \$50, which shall only be refundable in the event of a successful appeal.

12.3 The appeal shall be considered by the Board according to the Disputes Policy.

## **13.0 Selection Event Costs**

13.1 When a selection event is held in conjunction with a squad training camp all selection event travel costs (of nominated players, Coaches and Selectors), after external funding has been applied, should be covered by the Applicants. These will usually be billed evenly amongst all Applicants attending the selection event, unless a traveller is deemed to have been unreasonable with their travel expenses.

13.2 When a selection event is held in conjunction with a competition all selection event travel costs of nominated coaches and selectors should be covered by the Applicants. Except where selectors or coaches are competing in the same competition in which case 50 % of their travel costs shall be covered by the applicants.

13.3 All costs should be balanced and met prior to the selection announcement.