

Rowing NZ Incorporated

**Elite, Under 23, Under 21 and
Under 19 Selection Panels**

Terms of Reference

1. Introduction

- 1.1 The performance of our Under 19, Under 21, 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 Rowing sets a strategic plan that outlines our High Performance objectives. These link to funding streams, funding/sponsor responsibilities, staffing structure, and athlete wellbeing. The selection of athletes is a critical component in Rowing NZ'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 10 March 2022 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 at the conclusion of each Olympic cycle but they 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 Panels

- 2.1 **Composition:** the Elite, Under 23, Under 21 and Under 19 Selection Panels shall be made up of people appointed by the Board as follows:
 - a. The Elite Panel shall consist of a maximum of four (4) 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 and in accordance with the Elite Selector Job Description. At least one (1) member of the Elite Panel shall not be a Rowing NZ coach (“an Independent Selector”).

The Elite Panel, on the recommendation of the GM Performance, will establish a Performance Assessment Panel for the purposes of assessing athletes and crews, and for forming and presenting athletes and crews for consideration by the Elite Panel in its selection decisions

Upon being satisfied as to the rigour and appropriateness of the assessment process, the Elite Panel in making its selection decisions, shall utilise the evidence and recommendations made to it by the Performance Assessment Panel in accordance with the Selection Policy for athletes and crews.
 - b. The Under 23 Panel shall consist of a maximum of four (4) 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 and in accordance with the U23 Selector Job Description. At least one (1) member of the Under 23 Panel shall not be a Rowing NZ coach (“an Independent Selector”).
 - c. The Under 21 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 and in accordance with the U21 Selector Job Description.

- d. The Under 19 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 and in accordance with the U19 Selector Job Description.
- 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 and terminating at the conclusion of each Olympic cycle (or such other date as determined by the Board). Selectors shall be eligible for re-appointment at the conclusion of each Olympic cycle.
- 2.4 **Appointment:**
- Prior to any appointment, 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 and shall make appropriate recommendations to the Board. The review shall be completed within 6 months of the previous Olympics and shall consider:
- 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) Adherence to the T.O.R, Board directives, selection policy and Board strategic plan outcomes / HP Plan;
- e) Dynamics of selection panel;
- f) Succession planning;
- g) Any other relevant factors.
- 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 Rowing NZ coach (or coaches) who may have been appointed to the Elite Panel or the U23 Panel pursuant to clauses 2.1(a) and (b);
- 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. may 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 with knowledge and/or experience and in accordance with the relevant Selector Job Description as it deems appropriate as a replacement Selector for a term of up to two years.

3. **Convenor:**

3.1 **Elite Convenor:** Each year the GM Performance shall appoint a convenor from amongst the Independent Selector(s) on the Elite Panel.

3.2 **U23 Convenor:** Each year the GM Performance shall appoint a Convenor from amongst the Independent Selector(s) on the U23 Panel.

3.3 **U21 Convenor:** Each year the GM Performance shall appoint a Convenor of the U21 Panel.

3.4 **Under 19 Convenor:** Each year the GM Performance shall appoint a Convenor of the Under 19 Panel.

3.5 **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.

3.6 **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 **Wellbeing:** RNZ will require that all parties involved in the selection process carry out their responsibilities and functions in ways which align with the values of RNZ and that athlete wellbeing is supported and maintained through proper processes, transparency and communication frameworks.

4.2 **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.
- c. Provide data intelligence, where applicable, to assist with decision making.

4.3 **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) the following events during each year in which they are a Selector (as are relevant to each Selection Panel):
 - i. New Zealand Rowing Championships
 - ii. New Zealand Secondary Schools Rowing Championships
 - iii. Small Boat Selection Regatta
 - iv. Elite Trials
 - v. Under 23 Trials
 - vi. Under 19 Trials
 - vii. Annual review of 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

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.

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.