Rowing New Zealand Incorporated (RNZ)

Selection Panels - Terms of Reference ("Terms of Reference")

December 2025

1. Introduction

1.1 The performance of our New Zealand Representative crews at international events is critical to the success of Rowing New Zealand (RNZ). The Board, in its wider capacity as the governing body of Rowing, sets the direction that outlines our High Performance objectives. These link to funding streams, funding/sponsor responsibilities and staffing structure. The selection of athletes is a critical component in RNZ'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 RNZ. It is binding on all members of RNZ and all persons appointed to be Selectors.

1.3 Commencement: These Terms of Reference have been reviewed on 12th December 2025 and shall take effect from that date until such time as they are amended or revoked by RNZ.

1.4 **Amendment:** RNZ 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, RNZ shall provide all members of each Selection Panel with the updated Terms of Reference as soon as possible following the amendment.

2. Selection Panels

2.1 **Composition Performance Teams:** The General Manager Performance (GMP) has delegated authority to appoint selection panels (or nomination panel for our Olympic Rowing Team) in line with the RNZ Strategy, Selection Policy, High Performance Plan and Pathway Plan.

a. Performance Teams are top-tier teams targeted to attend World Championships or Olympic Games. They are our Elite, Coastal, U23 and U19 teams.

b. 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, coach or manager of rowing in New Zealand and/or internationally and in accordance with the High Performance Selector Job Description.

i. The Elite Panel, on the recommendation of the GMP, will establish a Performance Assessment Panel (PAP) 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

ii. 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 PAP in accordance with the Selection Policy for Athletes and Crews.

c. The Coastal Panel shall be responsible for selecting NZ Representative crews in the Coastal discipline. The Coastal Panel shall consist of a maximum of three (3) persons and a minimum of two (2) persons, with knowledge and/or experience of coastal rowing in New Zealand and/or internationally and in accordance with the High Performance Selector Job Description.

d. The U23 Panel will be responsible for selecting the U23 team. It shall consist of a maximum of four (4) persons and a minimum of three (3) persons with knowledge and/or experience as an athlete, coach or manager of rowing in New Zealand and/or internationally and in accordance with the High Performance Selector Job Description.

2.2 The U19 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, coach or manager of rowing in New Zealand and/or internationally and in accordance with the High Performance Selector Job Description.

2.3 **Composition Development Teams:** The GMP has delegated authority to appoint selection panels for development teams in line with the RNZ Strategy, Selection Policy, High Performance Plan and Pathway Plan.

a. Development Teams provide competition development opportunities for athletes not deemed at World Championship level due to the nature of the competition. The teams could be U18 (North/South), U19 Development, Oceania U22, and World University Champs and each team will have a panel appointed.

b. Each Panel shall consist of not less than two (2) persons. Panel members will have knowledge and/or experience as an athlete, coach or manager of rowing in New Zealand and in accordance with the High Performance Selector Job Description.

2.4 **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.

2.5 **Appointment:**

a. Prior to any appointment, the CE and GMP and include the Athlete Development Manager (ADM) - where applicable, will review the performance of each/either panel over the preceding 4 years. The review shall be completed within 6 months of the previous Olympics and shall consider:
   i. Availability of incumbents.
   ii. Performance of all crews over past 4 years.
   iii. Review of, and performance against the High Performance Strategic Plan and Pathway Plans.
   iv. Adherence to the Terms of Reference, Board directives, Selection Policy and Board Strategic Plan outcomes / HP Performance Plans.
   v. Dynamics of selection panel.
   vi. Succession planning.
   vii. Any other relevant factors.

2.6 **Ineligibility:** Subject to clause 2.8 (Casual Vacancies), the following persons shall **not** be eligible for appointment to serve on a Selection Panel:

a. a person who is a member of the RNZ Board;

b. the CE;

c. the GMP

2.7 **Resignation & Removal:** A Selector:

a. may resign at any time on 7 days written notice to the CE and/or GMP.

b. may have their appointment on the Selection Panel terminated by the CE on notice (either immediately or on such period of notice as the CE consider appropriate) prior to the end of their term of office if the CE 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 RNZ, whether as a Selector or otherwise.

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

3. **Convenor:**

3.1 Each year the GMP shall appoint a convenor on each Panel.

3.2 **Role:** The role of the Convenor is to represent the Selection Panel to the Board, the CE, the GMP, and the Members of RNZ.

3.3 **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 Criteria and the Selection Policy for Athletes and Crews.

4. **Responsibilities of RNZ**

4.1 **Assistance:** To assist each/either Selection Panel RNZ shall:

a. provide each member of the Selection Panel with up-to-date copies of all RNZ High Performance Selection Criteria 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, including recommendations on athletes invited to trial and potential boats to consider, where applicable, to assist with decision making. An Athlete Advisory Group (AAG) will be established to provide such information.

4.2 **Expenses:** The GMP, or the CE 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 Rowing NZ policies.

5. **Responsibilities & Authority of the Selection Panel & Selectors**

5.1 **Responsibility of the Selection Panel:** The Selection Panels are responsible for selecting appropriately 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 applicable RNZ High Performance Selection Guidelines and the Selection Policy for Athletes and Crews.

b. agree to adhere to these Terms of Reference, the RNZ High Performance Selection Guidelines and the Selection Policy for Athletes and Crews, and any other RNZ 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 GMP) 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. Nth Is/Sth Is Club Championships (Small Boat Selection Regatta)

iv. Nth Is/Sth Is Secondary Schools Championships

v. Elite Trials

vi. U23 Trials

vii. U19 Trials

viii. Any development team Trials

ix. New Zealand National Beach Sprints Championships

x. NZ Beach Sprint Trials

xi. Annual review of team performance.

d. participate in all meetings of the respective Selection Panel unless excused by the GMP.

e. consult with the GMP and relevant Performance Coaches as required and in accordance with the applicable RNZ High Performance Selection Guidelines and the Selection Policy for Athlete and Crews.

f. have regard to any comments or directions of the CE or GMP regarding any proposed selection decisions or any instructions to revisit proposed selection decisions as described in clause 7.

g. adhere to the RNZ Media Policy (which will be provided to the Selectors) including not making public statements unless they are acting under direct instructions from the CE.

h. adhere to the RNZ 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 CE or by law.

j. attend any meetings requested by the CE and/or GMP 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 RNZ 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 GMP 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 online 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 **GMP:** The Convenor shall notify the GMP prior to all meetings of each Selection Panel and the GMP or delegate shall be entitled to attend.

6.3 **Quorum:** All members of each Selection Panel should participate in all meetings of the Selection Panel unless they have a Conflict of Interest or other leave of absence, in which case a quorum shall be not less than two (2) members of the Selection Panel.

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.

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 GMP:** The GMP shall be responsible for reviewing all selection decisions. As part of this review, ensuring all the selection decisions are consistent and in accordance with:

a. The RNZ 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 **Selection:** if, having undertaken his/her review, the GMP is satisfied with the proposed selection decision(s) the GMP shall notify the CE and Board and the respective Selection Panel.

7.3 **Requirement to Revisit Proposed Decision(s):** if, having undertaken its review, the GMP is not satisfied with any selection decision(s), the GMP will notify the CE and either the CE and/or GMP may inform the selectors of the their dissatisfaction and, among other things, may require the Selection Panel to revisit its decision(s).

8. Announcement of Selection Decisions

8.1 The Convenor of Selectors, CE or the GMP is responsible for publicly announcing any decisions of each Selection Panel but may not do so until the GMP has approved the proposed selection decisions.

9. Conflicts of Interest

9.1 If a Selector, CE, GMP or the Board believes any Selector (himself or herself included) has, or may have, an actual or perceived conflict of interest (as defined in clause 4.4 of the RNZ Selection Policy) then:

a. the nature of the conflict must be immediately disclosed to the Selection Panel, the GMP and CE, and recorded in in RNZ's conflict register; and

b. the Selector must not participate in any discussions, voting, or decisions related to the affected athlete(s), unless the GMP, after discussion with the CE, provides written approval and the decision is documented.

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.