



**Australian Little Athletics
Championships**

**State Team Selectors
Policy & Guidelines**

AUSTRALIAN LITTLE ATHLETICS CHAMPIONSHIPS

LANSW STATE TEAM SELECTORS POLICY

1. Introduction

The most critical people in the selection of the Little Athletics NSW State Team (besides the athletes) are the selectors. The selectors must properly follow and/or implement the selection policy and selection criteria. They must also bring special skills to bear in any exercise of discretion in order to select the best team possible in accordance with the selection philosophy.

This policy outlines the processes and procedures relating to the appointment of the Little Athletics NSW state team selectors. It also provides other information relevant to individuals considering applying for a state team selector role.

It is the responsibility of potential team selectors to read and understand this policy document and seek further clarification from LANSW as required.

2. Definitions

Some definitions of terms used in this policy are:

ALAC – Australian Little Athletics Championships

CEO – Chief Executive Officer

LANSW – Little Athletics NSW

3. The Australian Little Athletics Championships

The ALAC is a two-day event held every year, hosted by each State or Territory on a rotational basis. All States and Territories, apart from the Northern Territory, are usually represented at the championships.

For the 2019 state team only, a team of thirty-two (32) Under 13 athletes (usually, but not necessarily, 16 boys and 16 girls) is chosen to represent NSW in the Under 13 Teams Event (ATC) from performances recorded during the LANSW State Track & Field Championships. Athletes to be included in the selection process for the U13 State Team in 2019 only are also those U14 athletes born in October, November & December 2005, who have applied in writing advising that they wish to be considered for selection in the 2019 State Team. Note: The size of the U13 team will revert to a team of twenty-six (26) in 2020 and beyond and will not include any U14 athletes.

For the 2019 state team only, four girls and four boys are selected to represent NSW in the Under 15 Combined Event (ACEC), following performances at the LANSW State Combined Event Championships. Athletes to be included in the selection process for the U15 component of the 2019 State Team are also those U17 athletes who were born in October, November or December 2003, who have applied in writing advising that they wish to be considered for selection as one of the U15 athletes to compete in the LAA Combined Event Championships. Note: This will revert to 3 boys and 3 girls in 2020 and beyond.

The Under 13 athletes compete for the Trevor Billingham Trophy (for overall point score) and the Alan Triscott Trophy (handicapped point score). The smaller States and Territories of Tasmania and the ACT also compete for the Dick Healy Trophy.

The Under 15 athletes compete for individual medals and a separate team point score trophy known as the Life Members Trophy.

The overall focus of the championships is on team performance.

4. Under 13 State Team Selection Philosophy

LANSW is committed to selecting a combination of Under 13 athletes to represent NSW at the ALAC that:

- (a) Has the potential to score maximum team points for NSW.
- (b) Will display an attitude and commitment that is commensurate with the honour of being selected to represent their state.

5. Under 15 State Team Selection Philosophy

The athletes for the U15 State Team select themselves based on their performance at the LANSW Combined Events Championships, which is held in early March each year.

6. Selection Committee Composition

The selection committee will consist of at least three individuals to select the girls' team and at least three individuals to select the boys' team. One or more other individuals may be enlisted to act in an official support role. In addition, the LANSW Championships & Competition staff member will act as the Chair of the selection committee.

7. General Roles & Responsibilities

The general roles and responsibilities of a state team selector include:

- (a) Attending the LANSW State Track & Field Championships and participate in all selection committee meetings during the championships.
- (b) Attending and participating in the State Team Selectors Meeting on the Monday evening immediately following the state championships.
- (c) Endeavouring to select the best Under 13 LANSW State Team possible, according to the state team selection philosophy.
- (d) Assisting with phoning the selected athletes to inform them and their parents of their selection in the team.
- (e) Considering and providing the chair feedback, in a timely manner, on any appeals for consideration of extenuating circumstances for Under 13 or Under 15 athlete non-attendance at part or all of a team activity.
- (f) Assisting with the annual review of the State Team selection policies and other relevant documents.

8. Eligibility Criteria

Those who apply for a LANSW State Team Selection Committee role must:

- (a) Have considerable experience and involvement in Little Athletics.
- (b) Be available to attend all scheduled selection committee commitments.

9. Qualities Required

The qualities required of a state team selector are:

- (a) **Knowledge** – of the sport, the LANSW State Team and the ALAC.
- (b) **Respect for the team selection policy** – a selector should demonstrate respect for the selection philosophy and the policy put in place to achieve its goals.
- (c) **Fairness** – a selector should ensure that each athlete vying for selection is considered appropriately. They should act without bias and in a way that does not give rise to perception of bias. They should be proactive and thorough in disclosing any interests that could conflict, or appear to conflict, with the selection decision.
- (d) **Independence** – a selector should perform their selection responsibilities independently and free from influence external to the selection process.
- (e) **Respect for others** – a selector should be patient, dignified and courteous to other panel members, athletes, coaches, officials and others with whom they deal.
- (f) **Diligence and efficiency** – a selector should be diligent in undertaking their selection responsibilities and take reasonable steps to maintain and enhance their knowledge, skills and personal qualities necessary to the selection process.
- (g) **Integrity** – selectors should act honestly and truthfully in the performance of their selection responsibilities. They should not use their position as selectors to improperly obtain, or seek to obtain, benefits, preferential treatment or advantage for themselves or anyone else. They should always behave in a way that maintains the integrity and good reputation of the selection panel.
- (h) **Accountability and transparency** – selectors are accountable for decisions and actions and, notwithstanding any confidentiality obligations, should be as open as possible about their decisions and actions taken in the performance of their selection responsibilities.

10. Applications

Applications for state team selector positions may come from a variety of sources, including:

- (a) A public call for nominations.
- (b) Individuals who have been invited to nominate. These people will have been identified to have the appropriate skill set to be considered as a selector.

Nominations will consist of a cover letter and one-page resume outlining relevant skills, qualifications and experiences. Applicants will also be asked to declare any potential conflict of interest that may relate to their role as a selector (see Section 19 – Conflict of Interest Policy).

Applicants may be asked to take part in an interview to assist with the selection process.

11. Appointment

- (a) The State Team selection committee is appointed by the LANSW CEO and Championships & Competitions staff member.
- (b) Appointments are made after the careful consideration of all applicants.
- (c) Applications must be submitted in writing to the LANSW Championships & Competition staff member by the closing date, which will be advertised.
- (d) The appointment to the state team selection committee is for one year.
- (e) Should insufficient applications be received to fill the vacant positions, LANSW may approach suitably qualified individuals to invite them to take on the role.

12. Selection Criteria

- (a) LANSW will name a state team selection committee that, *in their opinion*, has the ability to best fulfill the role.
- (b) The selection process is based on:
 - Information provided by the applicant.
 - Knowledge of the person and their experience with the sport.
 - Avoiding the potential for a perceived or actual conflict of interest occurring on the selection committee.

13. Announcement of the team selectors

Applicants will be advised of their selection or non-selection by the LANSW Championships & Competition staff member as soon as possible after appointments have been made.

The selection committee will be formally announced on the LANSW website and via other relevant means as soon as possible after all team selectors have been informed of their selection and their place on the committee is confirmed.

14. Appointment queries

In the period immediately after the appointment of the team selectors, any queries or concerns relating to the appointment/s should be directed to the LANSW office. The query will be directed to the person most capable of providing an accurate and informed response.

15. Requirements after appointment

Following the appointment of a team selector as set out in this policy, the newly-appointed team selector will be required to comply with additional requirements:

- (a) Take part in an induction and sign an agreement of understanding relating to their role on the state team selection committee. This includes a code of conduct.
- (b) Become familiar with all relevant selection policies, guidelines and associated information. This will include:
 - State Team Selection Policies
 - State Team Selection Criteria

- ALAC Rules of Competition
 - ALAC Program
 - State Team Selector Code of Conduct
 - Conflict of Interest Policy
- (c) Team selectors are required to attend the LANSW State Track & Field Championships on the Sunday afternoon and the State Team Selectors meeting on the Monday evening immediately following these championships. These dates will be well publicised and it is the responsibility of potential team managers to make themselves aware of, and available for, these commitments. 100% attendance is expected.

16. The Team Selection Process

- (a) **Selection Meetings** – the selectors meet during the LANSW State Track & Field Championships and on the Monday, evening immediately following these Championships.
- (b) **The Selection Policy** – the agenda for the meeting should be based on this document.
- (c) **Order of Selections** – the confirmation of what appear to be the more obvious and straightforward selections, according to the selection policy, is usually an easy way to commence a selection meeting before progressing to the selections that require more discretion. No matter how apparent the inclusion of an athlete may appear, it should be confirmed that all selectors agree with the athlete’s selection and any interpretation of the selection policy.
- (d) **Exercising Discretion** – when discretion needs to be exercised, all selectors should have the opportunity to freely discuss the selection.
- (e) **Matters to be considered** – in the exercise of discretion there should be no bias and all relevant matters, and no irrelevant matters, should be taken into consideration and decisions must be reasonable, in good faith and not made under direction.
- (f) **Conflict of interest** – the chair should ensure that the conflict of interest policy is adhered to at all times.
- (g) **Voting** – ideally selectors may reach unanimous selection decisions through discussion. If this does not appear possible, the chair may call for a vote. If a vote is deadlocked for any reason, the chair will cast a vote also.
- (h) **Confidentiality** – it is vitally important that selectors are diligent in keeping selection matters and discussions held within meetings (especially relating to discretionary decisions) confidential and confined to the selection meeting itself.

17. The Role of the Chair

The chair will:

- a) Coordinate the selection committee.
- b) Coordinate and chair selection meetings.
- c) Ensure that the selection policy and criteria are properly followed and/or implemented.

- d) Ensure that the selectors know the content and intent of the selection policy.
- e) Control any exercise of discretion by the selectors.
- f) Enforce the conflict of interest policy.

18. State Team Selector Code of Conduct

In accepting a state team selector position with LANSW, an individual must acknowledge that the highest degree of professionalism in dealing with other committee members, athletes, parents, peers, and all others associated with the team is required. Therefore, the individual will:

- (a) Act with integrity, fairness, honesty, diligence and non-bias.
- (b) Declare any actual or perceived conflict of interest to the chair and other panel members as soon as it arises.
- (c) Ensure that they are thoroughly familiar with the content and intent of the selection policy and all other related information.
- (d) Ensure that all selection materials, discussions and meetings remain confidential to the selection committee.
- (e) Not be intoxicated nor consume alcohol whilst in the role of a state team selector.
- (f) Direct all enquiries from athletes, parents, coaches, etc, regarding the selection process to Little Athletics NSW.

19. Conflict of Interest Policy

In any sport, the pool of people who have appropriate knowledge and skills to be selectors is quite small. This means that there is a likelihood of individual selectors, from time to time, having a conflict of interest in relation to the selection process. These potential conflicts can be managed by having a robust conflict of interest policy for selectors. The chair of selectors must rigorously apply this policy to each selection decision.

A potential selector must declare any conflicts of interest prior to their appointment or as soon as they occur. "Conflict of interest" is defined as a situation where a selector has a personal interest in any athlete under consideration for selection. A conflict of interest might occur when, for example:

- A selector coaches an athlete vying for selection
- A selector is closely aligned to a centre for which an athlete vying for selection competes
- A selector is a family member or family friend of an athlete vying for selection
- Any circumstance where a selector has a relationship with an athlete or athletes vying for selection or stands to gain in any way from the outcome of a selection decision.

Where a disclosure about a potential or actual conflict of interest arises, the chair may:

- (a) In the case of potential conflict of interest, authorise the selector to continue involvement in the selection process if an actual conflict does not materialise.

- (b) Require the selector to cease taking part in the selection process, or
- (c) Authorise the selector to continue involvement in the selection process but not take any part in any exercise of discretion with respect to the relevant athlete.

20. Replacement of team selectors

A team selector who does not or cannot adequately fulfill their roles and responsibilities will be withdrawn from the team selection committee and replaced by another individual.

21. Conflicts, Disputes or Disagreements

In the event of any conflict, dispute or disagreement between team selectors which cannot be satisfactorily resolved within the selection committee, the matter will be referred to the Chair of the selection committee.

22. Power to Amend this Policy

This policy can be amended at any time by Little Athletics NSW if it is of the opinion that:

- Such an amendment is necessary as a result of any change in the Little Athletics Australia Guidelines;
- To give effect to the policy following discovery of a drafting error or oversight;
- For any other reason determined to be in the best interests of LANSW.

LANSW will not be responsible or liable to anyone as a result of any such amendment.

23. Further information

For further information, contact the LANSW office on (02) 9633 4511 or admin@lansw.com.au.