

**DATE:** 18<sup>th</sup> August 2022

---

**PILLAR:** Performance

---

**POLICY:** State Team Selection

---

**INTRODUCTION:**

---

1. The principles to be applied by Paddle Queensland (including its selection panel/s) in selecting athletes to state team/s 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 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 Paddle Queensland.
4. This Policy is available at [www.paddleqld.asn.au/documents-policies/](http://www.paddleqld.asn.au/documents-policies/)

**DEFINITION:**

---

|                   |   |
|-------------------|---|
| Athlete           | means a person who is eligible for selection to represent Queensland in a state team in accordance with this policy.  |
| Class             | means the category of event within a discipline in each gender (e.g., Men's K1, Women's K1).  |
| 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 as a crew may be comprised of from time to time. |
| Discipline        | means the canoeing disciplines of Canoe Marathon, Canoe Sprint, Canoe Slalom, Canoe Ocean Racing, Canoe Polo or any other discipline approved by the Board.                                   |
| Board             | means the Board of Directors of Paddle Queensland as designated under the Constitution as amended from time to time.  |
| Executive Officer | means the Executive Officer of Paddle Queensland 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 state team for the relevant event/s 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 the state team 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 Paddle Queensland, select athletes for the relevant state teams in accordance with this policy.                  |
| Team              | means athletes, coaches and officials chosen to represent Queensland in their respective discipline.  |

## **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/s for a specific discipline, on the proviso the Board provides as much notice of such change as is possible to the 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.
3. 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 Paddle Queensland.
4. Apart from any other steps the Executive Officer may take, the Executive Officer will be deemed to have complied with this clause if they have sent written notice via email to the address last notified by the Athlete in the database used by Paddle Queensland.

## **SELECTION PANELS:**

---

1. Subject to the below clauses there shall be a selection panel for each state team to be selected.
2. 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.
3. 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 (2) others. The Board may appoint a Board member to be part of the selection panel.
4. 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.
5. Should a member of the selection panel have an association (e.g., relative, coach etc.) with a nominated athlete, the selection panel member must advise of such conflict and disqualify themselves from any discussion about selection.
6. Where any member of the panel advises the Executive Officer that they consider themselves unable to meet their 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.
7. Each selection panel/s member is entitled to cast one (1) vote.
8. If there are equal votes for an individual, a further casting vote may be exercised by the selection panel chair.

## **PROCESS FOR SELECTION:**

---

1. To be eligible for selection under the policy, all athletes must first:
  - a. Satisfy the Executive Officer that they are a full financial member of Paddle Queensland.
  - b. Not have any outstanding debts with Paddle Queensland that are more than 30 days in arrears,
  - c. Complete the discipline nomination process as advised by Paddle Queensland, including:
    - i. Acceptance of the state team member agreement,
    - ii. Pay the minimum \$50 nomination fee,
    - iii. By the time and date as specified.
  - d. Nominations will not be received through any other means.
  - e. Deadlines for nominations must be completed by the last day of the selection event/s as outlined within the discipline selection criteria.
2. If an athlete is selected to a state team under this policy, the athlete acknowledges and agrees that:
  - a. The Paddle Queensland state team member agreement immediately comes into full force and effect when the state team is announced,
  - b. They may be subject to drug testing by the Australian Sports Drug Agency and comply with the Paddle Australia anti-doping policy,
  - c. They must comply with the Paddle Australia member protection policy and any such policies nominated in the state team member agreement, and
  - d. They must maintain a designated level of fitness, and standard of competitiveness prior to the relevant event for which they have been selected as set out in the state team member agreement.
3. Failure to comply with any part of the above clauses may result in the athlete's removal from the state team.
4. Subject to the right of appeal in this policy, the decisions of the selection panel/s shall be final.
5. The selection panel/s may, at their discretion, provide reasons for their respective decisions, but there is no obligation on them to do so.
6. The selection panel/s will determine the state team selections within seven (7) days after the nominated selection event.

## **SELECTION EVENT:**

---

1. The selection event/s for each discipline shall be the State and School Championships.

**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. Canoe Ocean Racing,
  - e. Canoe Slalom,
  - f. Wildwater,
  - g. Freestyle, or
  - h. Any other discipline approved by the Board.
2. The selection panel/s shall select athletes for state teams in the categories of Men's, Women's, Junior Men's, Junior Women's, Master Men's, Master 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.
3. For all selections to which this policy applies the criteria to be applied by the selection panel/s for the relevant state team is that set out in the relevant discipline selection criteria.
4. The selection panel/s 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 selection is subject to ratification by the Board, or its appointee(s), prior to official announcement.
6. Canoe Polo:
  - a. In accordance with teams requirements for teams competing at the Paddle Australia Canoe Polo Championships and at the discretion of the selection panel/s and state team coach.
7. Canoe Marathon, Canoe Sprint, Canoe Ocean Racing, Canoe Slalom Wildwater and Freestyle\*:
  - a. Gold: 1st and 2nd State Championships,
  - b. Silver: 3rd and 4th State Championships and 1st School Championships,
  - c. Bronze: 5th and 6th State Championships and 2nd School Championships,
  - d. \* U14 and above.
8. Paddle Australia may provide funding to U16 Canoe Sprint athletes who meet the required performance prognostic times.

## **SELECTION WITHDRAWAL:**

---

1. An athlete who is selected under this policy may be withdrawn from the state team if they:
  - a. Breach or fail to comply with this policy,
  - b. Breach or fail to fulfil a requirement of the Paddle Australia anti-doping policy,
  - c. Breach or fail to comply with the Paddle Queensland team member agreement,
  - d. Brings Paddle Queensland 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.
3. The Executive Officer shall notify the athlete in writing of the alleged breach/s or grounds upon which it is proposed that they be withdrawn.
4. The athlete shall be given a reasonable opportunity (not less than seven (7) days, or more than fourteen (14) days) to provide reasons why they should not be withdrawn from the state team.
5. A selected athlete may withdraw their selection by giving notice in writing to the Executive Officer. Any state team fees paid are non-refundable.

## **NOTIFICATION:**

---

1. All athletes and crews shall receive formal notification by the Executive Officer that they have been selected for a state team by e-mail within one-week (seven (7) days) of the decision.
2. The Executive Officer (or nominee) may advise the selected athlete/s of their selection in person additional to their formal notification.
3. The Executive Officer of Paddle Queensland (or delegate) will make a public announcement of any state team selections.

**MITIGATING SELECTION CONSIDERATIONS:**

---

1. The selection panel/s may consider certain mitigating circumstances if the athlete has entered the selection event/s and has nominated for selection to the state team.
2. Athletes seeking selection under this clause must:
  - a. Lodge in writing to the Executive Officer their submission setting out:
  - b. The name and address of the athlete,
  - c. The name of the affiliated club of which the athlete is a member,
  - d. The mitigating circumstance/s in question,
  - e. The ground/s on which the submission is made, and
  - f. The reasons or circumstances supporting the alleged ground/s of the submission.
3. Any such submission under this clause is to be submitted prior to the end of competition at the selection event/s.

## **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/s for the purpose of state team 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 to the Executive Officer setting out:
  - b. The name and address of the appellant,
  - c. The name of the affiliated club of which the appellant is a member,
  - d. The decision of the selection panel/s in question,
  - e. The ground on which the appeal is made, and
  - f. The reason/s or evidence supporting the alleged ground of appeal.
3. Any appeal against a decision of the selection panel/s must be lodged with the Executive Officer no later than 16:00, 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.
4. 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.
5. The appeal must be accompanied by a copy of any item of documentary evidence relied on in support of the appeal.
6. 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.
7. 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.
8. On receipt of an appeal in accordance with this policy, the Executive Officer must immediately forward the appeal documents to the selection review panel.



## **SELECTION REVIEW PANEL:**

---

1. The Constitution of selection review panel shall be in accordance with the following:
  - a. The selection review panel shall be constituted by any three (3) persons available to hear the appeal, which must include the following:
    - i. a member of the Board, (or appointed delegate),
    - ii. Chair 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 chair 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.
  - b. 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/s for consideration.
  - c. In the case where the appeal is not upheld, the appellant may 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 chair of the selection review panel shall immediately notify their fellow panel members of the appeal and shall forward copies of the relevant appeal papers to their 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 event, 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 (4) days from the date of the notice,
  - ii. Stating the date, place and time of that meeting, and
  - iii. Informing the aggrieved person that they may do any one or more of the following:
    - Attend that meeting (personally or by their representative, not being legally trained or qualified), or
    - Give the selection review panel, no later than 24 hours' notice 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/s 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 their adult representative, and
  - 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.
- f. A decision of the selection review panel will be by a majority decision.
- g. The selection review panel shall notify the Executive Officer of its finding as soon as practicable.
- h. If the selection review panel considers the ground alleged by the aggrieved person to be satisfied, it shall recommend that the selection panel/s again consider the selection to the state team.
- i. The selection panel/s shall comply with any direction of the selection review panel in this regard.
- j. Any further selection decision of the selection panel/s under the direction of the selection review panel shall be final.