

## Swimming Australia Selection Committee Charter

### 1. Background

The Selection Committee has been established by the Swimming Australia (SA) Board to develop the selection criteria and select all Swimming Australia teams for approval by the High Performance Committee (HPC).

### 2. Purpose of the Committee

The purpose of the Committee is to provide specialist advice and direction to the SA's HPC, on the selection criteria and selection of athletes and coaches for all Australian Swim Teams to ensure that it will maximise the medal outcomes at identified benchmark events with a focus on the Olympic and Paralympic Games.

### 3. Focus of the Committee

The Committee aims to address key technical and performance aspects of the selection process by bringing together key expertise from the Open Water Swimming (OWS), Pathways and Paralympic Advisory Panels in the development of the Australian Swim Team selection criteria and the selection of athletes and coached to Australian Swim Teams.

At the Australian Championships or other selection events, the Committee will evaluate the results and performance of athletes against the respective selection criteria. Where the criteria permits discretionary selection, the Committee will ensure appropriate consideration is given to all contributing factors and the reasons for the application of the discretion is documented.

This Committee is not assuming responsibility for the overall outcomes of our Australian Swim Teams, that appropriately remains the responsibility of the Program Managers, National Head Coach and the Chief Strategist, High Performance, working through the High Performance Committee and Board.

### 4. Membership

Membership of the Selection Committee is:

- A SA Director who is a Member of the High Performance Committee
- Swimming Australia staff:
  - Chief Strategist – High Performance (Chair)
  - National Head Coach
  - National Youth Coach
  - GM - Performance Pathway
  - GM - Paralympic & Open Water Programs

Members are to be active, respond to all correspondence promptly and regularly attend Committee meetings, including video/teleconferences.

## 5. Term

The period of Membership will align with the Olympic/Paralympic four-year cycle. Membership of the Committee shall be reviewed in accordance with the following:

- After the final selection event in the calendar year of the Summer Olympic/Paralympic Games years.
- Immediately upon any changes to SA HPU staff that affects Committee membership, with replacement appointments to be made at the discretion of the Chief Strategist, High Performance.

## 6. Invitees to Meetings

The Committee is authorised to request any employee, contractor or consultant to Swimming Australia, or any other specialist who can add value to the Committee's discussions, to attend all or part of a meeting to inform or advise the Committee in relation to matters being addressed. The Committee retains the right to request any guest to withdraw to enable it to discuss matters in confidence. The Committee shall ensure that invitees to meetings understand that they are privy to discussions on the basis of confidentiality. Unless otherwise agreed, there must be no disclosure of the nature or content of Committee's deliberations.

SA High Performance Unit personnel will provide secretariat services and attend all meetings.

## 7. Meeting Frequency

The Committee shall meet at the end of each Australian Championships (Open, Age, Short Course and Open Water) and other Selection Trials or selection events. In addition, video or teleconference meetings may be called as necessary to address any matters referred to the Committee or in respect of matters that the Committee wishes to pursue.

## 8. Approval of Charter

This Selection Committee Charter has been approved by the SA Board on 7 April 2017.

### ***Panel Charters: General Provisions***

Meetings shall be conducted on a formal basis and be effectively minuted by the Secretariat as to proceedings and decisions.

## 9. Business Rules

### 9.1. Conflicts of Interest

A Member shall declare to the Committee their interest in any matter in which a conflict of interest arises or may arise and shall, unless otherwise determined by the Committee, absent himself/herself from discussion of such matter.

### 9.2. Quorum

A majority of members must be present to provide a quorum. For avoidance of doubt, this is four members. The four Members must include the SA Director. No business can be transacted at a meeting of the Committee unless a quorum is present.

### **9.3. Decision Making Process**

Meetings shall be conducted on a formal basis and outcomes recorded. As far as practicable, majority decisions of the Committee shall be regarded as its collective decision or advice. However, where there is material dissension to a decision, the Committee may propose a minority view.

### **9.4. Use of proxies**

As membership is person and position based rather than just position based, appointed members are to attend the Committee meetings personally. Proxies are not to attend if the members are unable to attend.

### **9.5. Minutes**

The Committee will keep minutes of its meetings. The Secretariat shall submit draft minutes and all team selection tracking sheets to the Chair within five working days of the meeting for comment and change and will then circulate to the Committee for feedback.

### **9.6. Reports to High Performance Committee**

The HPC will meet at the conclusion of the Australian Championships or Selection event, where a team announcement will occur in the venue, to approve the final team nominations/selections. At the next HPC meeting, the Committee will submit a paper outlining the team selection for noting.

For other team selections, the Chair is to provide a report to the HPC, out of session, with recommendations from the Committee for endorsement/approval by the HPC. The Committee may include any other information in the report to support the recommendations.

## **10. Annual Review of Committee & Charter**

Annually, after the international benchmark event, the Committee Chair shall assess the performance of the Committee and take appropriate action in respect of areas where there is a perceived need for enhancement of its role, operational processes or membership. This will include a review of the Committee's Charter.

The results of this annual review and any recommendations shall be provided directly to the HPC at its next meeting.