



## Waverley Hockey Club - Selection Panel Charter

**Purpose** To provide guidelines around the role of a selection panel to be used across each of the Men’s and Women’s Units.

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## 1. Definitions

**Member** A member is defined as any current or past, playing or non-playing member of Waverley Hockey Club

**Independence** Independence is defined as a lack of conflict of interest with any selection choices being made

**Conflict of Interest** Conflict of Interest is defined as a situation where an individual’s personal interests (themselves, family, friends, financial, occupational, or social factors) create a bias and compromise judgement, decision making, and/or actions. The conflict of interest could be real, apparent (perceived) or potential.

**Automatic Conflict of Interest**

Panel members are automatically classified as having a conflict of interest in the following circumstances:

- They themselves are a player in the team
- They have a direct relative in the team. A direct relative is defined as a child, partner, parent or sibling

**Declared Conflict of Interest**

A Declared Conflict of Interest occurs when a panel member reflects upon the conflict of interest definition above and proactively declares a conflict of interest beyond the automatic definition above. When this occurs, the declaration should be noted in the minutes.

**Split Vote** Where there is an even vote for and against a decision

**Late Changes** Changes to team lists that occur after the selections have been agreed upon and announced

**Selection Grievance** A formal complaint with regards to selection



**Member Protection Information Officer (MPIO)** A person who is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern.

## 2. Members of the Panel

The selection panel will be made up of the following roles:

### 2.1 Chair of Selectors

The chair of selectors is an independent member who can provide unbiased input on player selection and can facilitate conflict resolution should a conflict occur.

A member will be elected based on the following criteria:

- The member must have hockey experience and the capability with regards to the technical skills and structural knowledge required to understand the flow of the game in Premier League and Premier League Reserves
- The member must have Waverley Hockey Club's overall best interests in mind, referring to the objectives of each section when making decisions and facilitating discussions.
- Independence to participate on the panel (must not be in the category of an automatic conflict of interest)

### 2.2 Coaches of Respective Teams

Coaches all the teams of the relevant unit are included in the selection panel.

If any coach is unable to attend, they may send an Assistant Coach in their place. If they do not have an Assistance Coach or are also unable to attend then, then a draft / proposed team list needs to be submitted for consideration by the panel. Lists should include proposed playing positions for all named players.

### 2.3 Unit Chair

The relevant Unit Chair (Men's / Women's) will also be a member of the panel.

### 2.4 Hockey Director

The Hockey Director (which is the role on the Club Executive accountable for the playing units). If the Hockey Director is unable to be a member of the panel due to unavailability or a significant and ongoing conflict of interest, then the Executive Committee may nominate an alternate Executive Committee member to sit on the selection panel.

### 2.5 Member Protection Information Officer

If the panel is meeting following a selection grievance submission, the member protection information officer may be invited to the selection meeting to provide information and advice to sport administrators and complaint handlers with regards to the Member



Protection Policy. The member protection information officer is impartial and is not involved in investigating the complaint or voting.

### 2.6 Panel Process coach

From time-to-time the Club may assign a person to support the selection panel members. This role would be there to support the panel, ensuring rules are followed, highlight improvements, and strive to support all attendees in their contribution in selection panel meetings. The role would effectively coach the panel to ensure adherence to the panel Charter. The role would not get a vote and does not have a voice in the selection discussion other than to intervene as required when the panel is not following the process, if a panel member is not being given adequate chance to voice their opinion or if the panel could benefit from considering something outlined in the Charter or selection policy. They may also intervene if they believe the behaviour at a panel meeting is not in keeping with the Club's Code of Conduct.

## 3. Ways of Working

The selection panel will meet every week leading up to a fixtured round to discuss selections and ensure that coaches are following the selection policy and procedures.

### 3.1 Documentation, Privacy and Use of Technology

The selection panel will ensure the privacy and confidentiality of all parties involved including the meeting log (defined below) and any additional written notes or comments prior to, during or after any meetings. To ensure this confidentiality, the panel chair will set up a relevant collaborative online tool (e.g. OneNote, Google Docs or comparable) and share only with the selection panel. Collaborative tools will only be accessible via nominated email addresses of the selection panel members and cannot be 'accessed by anyone with the link'.

The meeting log will be recorded by the Hockey Director. Where the Hockey Director is absent, the Chair of Selectors will take on this responsibility. The meeting log will register the following:

- Date and Time of meeting
- Attendees
- Team lists submitted by coaches, as well as team lists not submitted
- Changes to team lists made by the panel, including a brief outline of reasons for decisions made
- Any decisions which required voting by members of the panel, including the outcome of the vote
- If a vote occurred:
  - Any declared or automatic conflict of interest
  - Any member who abstained due to insufficient knowledge
- If necessary, proposed approach to communicate decision to affected players (e.g. U18 player)



### 3.2 Management of conflicts of interest

Due to the high likelihood that members of the selection panel will be themselves players in contention and / or relatives of players being considered it may be unavoidable to have panel members who have a conflict of interest. This does not exclude a person from being on the panel (except for the Chair who must be seen to be an Independent Selector) however it may exclude them from participating in certain discussions and in voting where required to finalise a decision (see section 5 below).

Panel members are automatically classified as having a conflict of interest in the following circumstances:

- They themselves are a player in the team
- They have a direct relative in the team. A direct relative is defined as a child, partner, parent or sibling

Further to above all selection panel members should consider the definition on page 2 of this charter when reflecting upon whether they have a conflict of interest during panel discussions. Panel members are encouraged to proactively declare a conflict of interest to the Chair (for example if they feel a broader family relationship such as a nephew or cousin or a close friendship could influence their decision making), and this declaration should be noted in the minutes as a Declared Conflict of Interest. In this instance the panel member will abstain from any votes associated with their conflict of interest.

### 3.3 Confidentiality

Any discussion points made at the panel meeting are to remain confidential (with the exception of agreed feedback to be provided to the player or on a “as needed” basis during a formal grievance process). Selection panel members must not discuss any specific of the panel discussion with other parties, nor should they express their personal opinion/s regarding final selection panel decisions. If a panel member is unable to adhere to this requirement they may face disciplinary action.

### 3.4 Anti Stacking & Finals eligibility

To comply with HV regulations regarding anti-stacking and finals eligibility it is necessary to keep close track of the game count for each player per grade. The selection panel is responsible for managing a “whole of unit” spreadsheet to track player game count to enable anti-stacking and finals eligibility to be taken into account for selections throughout the season.

## 4. Selection Process

Selection occurs in a top-down manner starting from Premier League. Decisions are made in line with the Club’s published Selection Policy (which should be read in conjunction with this document, click here to access: <https://waverleyhc.org.au/the-club/senior-units-selection-policy/> ) and the relevant Playing Unit’s Objectives (which will be established on an annual basis during pre-season by the Unit Committee).



Key elements which will be taken into consideration include:

**Physical Traits**

Technical skill  
Fitness  
Strength  
Mobility  
Agility  
Performance

**Mental Traits**

Behaviour  
Attitude  
Decision Making  
Leadership

**Club Values/ Needs**

Team Balance  
Player Availability  
Unit Objectives  
Finals Eligibility  
Attendance  
Player Development  
Payment of Club Fees

## 5. Decision Making Process

The Chair of Selectors may consult wider than the Selection Panel in building their understanding of the playing group.

### 5.1 Panel process

The following steps will occur each meeting:

- Each coach will submit their team prior to the selection panel meeting.
- The selection panel members will review the proposed team and ask questions as required to ensure they understand the proposed team. This may include questions relating to selection criteria such as fitness (including return from injury management), recent on-field performance or any other criteria.
- The coach can answer questions regarding the proposed team even when they have a conflict of interest (automatic or declared).
- The Chair will ask confirmation that all panel members agree with the proposed team and if there is any contention the relevant positions / players will be discussed as a panel. This may include discussion of players not listed whom panel members believe should be considered for the team.
- Where the coach has a conflict of interest (automatic or declared) and there is contention about the selection the coach may not participate in the debate regarding the players being considered beyond answering direct questions when asked for input.
- Where a coach has limited knowledge of a player / playing group they should declare they do not have sufficient knowledge about the players who are in contention, and they should refrain from participating in the debate.
- Where there is differing opinions regarding a decision that needs to be made about the selection of a player, the selection panel will vote.

### 5.2 Conflict of Interest management during voting

Where there is an automatic or declared conflict of interest with regards to the selection of a player, the panel member with the conflict must abstain from participating in any voting



relating to that team (even if the player associated with their conflict of interest is not a part of the decision being voted upon).

### 5.3 Insufficient knowledge

Where a coach has limited knowledge of a player / playing group they should declare they do not have sufficient knowledge about the players who are in contention, and they should abstain from voting.

### 5.4 Chair

The Chair of Selectors will only vote when a selection vote is tied (see section 5.6 below).

### 5.5 Majority vote outcome

If the panel votes and there is a clear majority then the vote will decide the selection outcome.

### 5.6 Tied vote outcome

The Chair of Selectors will only vote when a selection vote is tied. The Chair will announce to the selection panel that the selection of a player is without a clear majority and is therefore inconclusive. The Chair will then exercise their right to break the tie and deliver a clear outcome.

### 5.7 Finalisation of Selection Decisions

Once selection decisions have been made and the selection meeting has concluded, selection decisions are considered final.

If there were conflicting opinions during panel discussions, it is the responsibility of the entire panel to respect the outcome of the vote. Any discussion points made at the panel meeting are to remain confidential (with the exception of agreed feedback to be provided to the player or on a "as needed" basis during a formal grievance process).

### 5.8 Late changes

In the case of late changes (following the selection panel meeting) due to players becoming injured or unavailable, the following steps will occur:

- The coach will contact the selection panel Chair and advise them of the late change and advise what player movements they recommend as a result of this change.
- The selection panel Chair will decide if the panel needs to reconvene to discuss these proposed changes (for example if there was a vote or significant debate regarding this team or specific players).
- The selection panel Chair will either support the proposed changes or will arrange for a panel meeting to be convened.
- If a panel meeting is required a minimum of two panel members plus the Chair must join and these panel members should have sufficient knowledge to participate in the



discussion. All other panel rules (conflict of interest, voting etc) remain valid for this panel discussion.

## 6. Communication of Selection Decisions

After selection decisions are finalised, it is the responsibility of the coaches to communicate with any players that are moving teams. Communication should occur face-to-face, and where this is not possible, over the phone. If a coach does not support the panel decision and is unwilling to communicate to the impacted player, then the chair of the panel or the Hockey Director will take on this responsibility.

### 6.1 Public communication of team lists

Team lists will be posted on the closed (member only) Unit Facebook page after individual communication to any players impacted by change occurs. Teams will be posted by the Chair of Selectors, Hockey Director, or an agreed delegate.

### 6.2 When a player is being promoted

When a player is being promoted, it is the responsibility of the coach of the higher team (e.g. the team the players is being promoted to) to notify the player of the change.

### 6.3 When a player is being demoted

When a player is being demoted, it is the responsibility of the coach of the higher team (e.g. the team the player most recently played in) to notify the player of the change. Discussions about demotion must include tangible feedback and a plan for the player moving forward.

### 6.4 Communication of selection decisions to a player who is under 18 years of age

Should a coach and/or member of the selection panel be required to convey a selection decision to a player who is under 18 years of age, then several additional factors will be considered:

- presence of the player's parent or guardian, either in person or via phone\*. Should a parent/guardian be not able to attend the discussion, or not wish to be present, then the parent/guardian can nominate a suitable adult proxy.
- adopting age-appropriate communication strategies - tailoring language to the age and maturity level of the player and ensuring a non-invasive and non-threatening approach to the discussion. The person delivering the selection decision also needs to recognise any signs of discomfort from the player, and if present, pause the discussion and address their concerns, with modification of the approach as required.
- maintenance of privacy and confidentiality (refer to Section 3.3)
- adherence to child safeguarding recommendations.
- players under the age of 18 must not be contacted during school hours.
- if contact to convey selection outcomes occurs via phone, the coach or selection panel member will contact the parent (not the player)





\*The exception to this stipulation can occur when informed consent has previously been obtained from both the player and their parent/guardian about conducting discussions without the parent/guardian requiring to be present at the meeting. This particularly applies to players under the age of 18 who are self-seeking autonomy. In such circumstances, then the coach and selection panel member will re-verify with the player that they are happy to participate in discussions about selections. The player can request the presence of their parent/guardian at any time, even if prior permission has been given for selection discussions to occur with only the player in attendance. No discussions to be conducted on a 1:1 basis with a player under the age of 18 years by a coach or member of the selection panel in a separate space (out of sight of others) and there should always be a minimum of two adults present during discussions with a player under the age of 18 years.

## 7. Conflict Resolution

Where a conflict occurs with regards to selection, the following process is recommended (see also Grievance process (<https://waverleyhc.org.au/policies-procedures/grievance-process/>) :

1. Discussion with Coach
2. Discussion with Unit Chair
3. Discussion with Hockey Director
4. Selection Grievance submission

At any point during the selection process, a player or other member may choose to seek support from one of the MPIOs at the club. MPIO contact information is available at the bottom of this document as well as on the WHC website.

Where there are escalating conflicts but no grievance submission, the chair of selectors can use their discretion and raise conflicts with the Executive Committee. Where necessary, a grievance sub-committee may be formed to assist with a potential grievance.

## 8. Contacts

### **Independent Selection Chair**

[chairofselectors\\_men@waverleyhc.org.au](mailto:chairofselectors_men@waverleyhc.org.au)

### **Independent Selection Chair – Women**

[chairofselectors\\_women@waverleyhc.org.au](mailto:chairofselectors_women@waverleyhc.org.au)

### **Member Protection Information Officer (MPIO)**

[mpio@waverleyhc.org.au](mailto:mpio@waverleyhc.org.au)

### **Hockey Director**

[on-field@waverleyhc.org.au](mailto:on-field@waverleyhc.org.au)

