



**EQUESTRIAN**  
**QUEENSLAND**

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# **SPORT & SQUAD SELECTION & SELECTORS POLICY**

**Policy Area: Governance**

**Policy Number: EQ 0014**

**Effective Date: 1 January 2015**  
(First adopted 29 January 2008)  
(Revised 7 February, 2011)  
(Revised and adopted 10 December 2014)

## **PART A            SELECTION CRITERIA**

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### **1. Objectives**

- 1.1 To identify those athletes who, in the opinion of the respective Sports Selection Committees, are most likely to achieve the best possible results in their chosen sport, for inclusion on the various State Training Squads.
- 1.2 To select the most qualified and suitable person/s to serve as Chef d'Equip/Team Manager for Equestrian Queensland's various sport's squad/s and teams.
- 1.3 To select the most qualified and suitable persons to serve as Selectors on the various sports Selection Committees.

### **2. Selection Criteria**

- 2.1 The Sports Committee (SC) and Squad Selection Panel (SP) shall for each equestrian sport, in consultation with each other, prepare specific criteria for Squad selection for that sport keeping in mind the general selection criteria as outlined in this policy. Where an agreement cannot be reached between the SC and the SP, consultation can be sought with the EQ Board who will consider submissions of both parties and make the final determination.
- 2.2 Once determined, the selection criteria must be clearly set out and advertised to all EQ members 6 months prior to the implementation of the rule.
- 2.3 In determining the proposed selection criteria Sport Committees should consider the following points:
  - Selection is for specific horse & rider combinations;
  - Results from a minimum number of competitions (minimum of 3 results for example)
  - Results from a minimum level of competition (e.g. Dressage 2\* events, World Cups & Royal Shows for showjumping, Eventing CNC2\*) These should be specified by the respective SC
  - Athletes & owners must be current financial members of EA/EQ
  - Horses must be registered with EA/EQ
  - Athletes must conform to the EA Code of Conduct & Welfare of the Horse
  - Athletes must be Australian citizens or permanent residents
  - Athletes must be eligible to compete for Queensland & Australia
  - Athletes must have a minimum of one result from an EQ designated Competition to be eligible to be included on an EQ squad
  - Athletes & horses must be sound & fit & able to compete at the beginning of the squad year
  - Athletes must sign the squad agreement form
  - Owners, if not squad selected rider, must sign the Horse Owners Agreement
  - Horses & ponies are eligible for selection
  - All disciplines should appoint a High Performance Manager/Squad Director as a first point of contact in relation to squad matters.
- 2.4 These general criteria should be set for each discipline's squads. Additional criteria can be included if necessary. To be eligible for squad selection combinations must fulfil the general criteria however this does not guarantee the combination a squad position. Where there are more eligible combinations than available squad positions the Selectors base their final decision on results obtained, but may also, at their

discretion, apply additional criteria, provided they have been advertised to all athletes as part of the overall selection process.

- 2.5 Holding lists for injured horses and/or athletes & reviewing of the squad at 6 monthly intervals (or as determined by the respective SC) can all be included in each disciplines criteria, as they see fit.
- 2.6 No wild card inclusions should be allowed as this is not transparent & defeats the purpose of squad selection being based on performance related criteria.
- 2.7 The number of squads & the number of horse/rider combinations per squad should be set by each SC, keeping in mind that the squads should be designed to be the goal of athletes in each discipline. Also keeping in mind the number of squads & numbers on each squad should be in accordance with 2.8 below. Combinations selected onto squads should be the best performing combinations in the State. Squad positions should be sought after & carry with it an appropriate level of prestige.
- 2.8 With 2.7 above in mind, there should be an Elite level squad, a Development level squad & a Young Rider Squad. Names for the different squads can be decided on by the respective SC to reflect their discipline. It is suggested that the number of combinations for each squad should be Elite level squads 8, Development level 10 & Young Rider 12. Young Rider numbers can be further broken down to suit different ages of young riders competing. Numbers of squad members shouldn't be so high as to reduce the prestige of belonging to a Qld squad.
- 2.9 Squad members should be entitled to some privileges within their sport but they should also realise that being a member of a Qld squad carries some responsibilities with it. They should assume responsibility for being ambassadors for their discipline & for EQ generally & act as role models for the newcomers & young participants in equestrian sports. They should be provided with a squad uniform & when representing Qld at competitions should wear some form of Qld recognition (e.g. saddle patch, jacket patch). These should be provided by the appropriate SC & depending on the financial situation can either be free of charge or for a minimal cost. Squad selection is an important thing & should be seen to be an achievement for horse & rider combinations.
- 2.10 Any amendment to any sport specific criteria that this Policy applies to, must first be approved by the EQ Board and published immediately to all Members.
- 2.11 In relation to Teams Selection the Selectors need to take into account criteria for both teams who compete on borrowed horses and teams who compete on their own horses.
  - The selection criteria for teams who compete on borrowed horses should involve performances of a minimum level (%/placing) on a number of horses – 2 at a minimum. This is to show the ability of the rider to ride and do well on a variety of horses not just 1.
  - The selection criteria for teams who compete on their own horses, should involve performances of a minimum level (%/placing) at high profile events where there is more pressure on the combination. Not all combinations perform well at big events where they are under more pressure

Team Selection may include combinations not on current Queensland Squads

### 3. Selection Conditions

3.1 Selection of an athlete into a State Squad set out in the State Squad Criteria is conditional upon the athlete and owner:

- (a) signing and returning to the respective Sport Committee the Squad Agreement and Code of Conduct within 7 days of receipt by the athlete and owner of the horse.
- (b) observing and continuing to observe the terms of the Squad Agreement.
- (c) at all times acting and having acted in such a manner so as not to bring the athlete and owner, the relevant equestrian sport, the Squad, EQ or any of its sponsors into disrepute.
- (d) Subject to paragraph 3.2 not using or having used or administered or been involved in any way with the use or administering of any prohibited substance or prohibited method or otherwise have breached EA's Anti-Doping Policy.
- (e) subject to Clause 5, having met the eligibility requirements set out in the State Squad Criteria.

3.2 Paragraph 3.1(d) will not apply to any doping offence in respect of which the athlete has been sanctioned under EA's Anti-Doping Policy and which sanction has been satisfied in full.

### 4. Special Consideration

4.1 An athlete who has not met the eligibility requirements set out in the State Squad Criteria may be eligible for selection if the provisions of this Clause 4 apply and have been complied with.

4.2 An athlete may apply to the Selection Committee for special consideration.

4.3 Any such application:

- (a) Must be in writing on the form provided by EQ annexed hereto and signed by or on behalf of the athlete
- (b) May only be made on one or more of the following bases:
  - (i) injury to the rider/horse
  - (ii) illness of the athlete
  - (iii) bereavement of a family member or relative
  - (iv) travel delays which prevent an athlete from being present at the commencement of a competition
- (c) must include but not be limited to a medical certificate/vet certificate and any such additional documentation as may reasonably be requested by the Selection Committee. The Selection Committee reserves the right to request a medical certificate from a medical practitioner nominated by EQ in addition to that supplied by the athlete.

4.4 The application will be determined by the Selection Committee which shall have complete discretion to either accept or reject the application.

4.5 The decision of the Selection Committee shall be final and there is and will be no appeal available to the athlete making the application or any other athlete whose interests may be affected by the outcome (**Affected Athlete**) of the application.

- 4.6 The Selection Committee must notify the athlete making the application of its decision as soon as possible after the decision is made. Such notification will be in writing.
- 4.7 An athlete who has had an application for special consideration accepted by the Selection Committee in accordance with this Clause 4 is referred to in the Selection Policy as a **Special Consideration Athlete**.

## 5. **Exception to Application of Selection Criteria**

- 5.1 An athlete/s who fails to meet the minimum performance as outlined in the State Squad Criteria or the Event Specific Criteria – Eligibility clause, may be eligible for selection to take the place of one of the allocated positions on the State Squads or Teams OR, subject to the resources of the Squads or Teams being able to accommodate an additional person, as an additional person to the allocated positions available in the State Squads or Teams. An athlete chosen under this clause must have obtained proven performances outside of the selection criteria at National or International events and is one whom the Selection Committee considers in its absolute discretion and in good faith is likely to significantly contribute to the overall performance of the Squad or Team. Only one (1) person may be selected under this clause for any particular Squad or Team selection period.

## 6. **Appeals**

- 6.1 An athlete who is eligible for selection pursuant to this Selection Policy but who has not been selected may appeal against such non-selection only in accordance with this Clause 6.

### 6.2 Grounds for appeal

The only available ground of appeal is that the Selection Policy, including the Event Specific Criteria, has not been properly followed or implemented in any one or more of the following respects:

- 6.2.1 The Selection Committee has taken into account a factor or factors which they are not permitted to take into account pursuant to the Selection Policy.
- 6.2.2 The Selection Committee has failed to take into account at all a factor or factors which it is required by the Selection Policy to take into account.
- 6.2.3 For the removal of doubt it is not permissible to appeal on the ground that the Selection Committee has given too much or too little weight to any one or more of the factors in the selection policy.

### 6.3 Procedure

An appeal by or on behalf of an athlete (in this Clause 6 referred to as the **Appellant**) must:

- (a) be made by 4.00pm on the day following the announcement of the decision of the Selection Committee by notifying EQ in writing of the Appellant's intention to appeal.
- (b) accompanied by a non-refundable fee of \$500.00 (payable to Equestrian Queensland) (**Appeal Fee**).
- (c) set out particulars in writing signed by the Applicant or Guardian of:
- (i) the decision appealed against
  - (ii) the grounds for the appeal
  - (iii) specific details of the reasons of circumstances which support the grounds of appeal (collectively referred to as the **Statement of Appeal**).
- 6.4 The Appeal Fee and the Statement of Appeal must be received by the CEO of EQ within 48 hours of the announcement referred to in paragraph 6.3. Any such

Statement of Appeal must be lodged at the offices of EQ at Level 1 Sports House South, 866 Main Street, Woolloongabba as outlined above.

- 6.5 Within 24 hours of receipt of the Statement of Appeal and the Appeal Fee the CEO of EQ must refer the Appeal to the Selection Review Panel.
- 6.6 A failure by the Appellant to comply with any of the time limits set out in Clause 6.3 or 6.4 will render the purported appeal invalid.
- 6.7 *Selection Review Panel (Panel)*  
The Panel shall be nominated by the EQ Board and subject to Clause 6.8 shall comprise:
- (a) The EQ Chair
  - (b) An independent person who is a member of a recognised sporting body at State or National level, and:
  - (c) A person with a thorough knowledge of the relevant equestrian sport.
- 6.8 (a) No member of the Panel shall have a relationship or conflict of interest with any party to the appeal or any Affected Athlete such that the member is or may be seen to be not independent. Any such matters shall be decided by the EQ Board.
- (b) Where a determination of the Appeal is required urgently and the Appellant agrees in writing the Panel may consist of only one person being a person nominated by EQ provided that person is agreed to by the Appellant.
- 6.9 *Powers of Selection Review Panel*
- (a) The Panel shall only determine whether or not the Selection Policy has been properly followed or implemented. It has no power of selection or reselection.
  - (b) If the Panel determines that the Selection Policy has not been properly followed or implemented the Panel shall refer the matter back to the Selection Committee in which case the Panel may in its complete discretion give directions to the Selection Committee provided such directions do not, in effect, amount to a direction to select or not select a particular athlete or athletes.
- 6.10 *Procedures of Selection Review Panel*
- (a) Once an appeal is referred to the Panel it must:
    - (i) convene a meeting of the Panel to be held as soon as practical (**Meeting**)
    - (ii) serve a copy of the Statement of Appeal on the Selection Committee
    - (iii) direct the Selection Committee to file with the General Manager of EQ immediately a response to the Statement of Appeal
  - (b) No later than 48 hours prior to the Meeting the Panel must advise the athlete and owner making the appeal, the Selection Committee and any Affected Athletes:
    - (i) of the date and place and time of the Meeting
    - (ii) that they must provide to the Panel and Affected Athletes written submissions or submissions provided such statements or submissions are delivered no later than 24 hours prior to the Meeting.

- (iii) that any evidence from a Affected Athlete to the appeal must be given in accordance with paragraph 6.10 (b) (ii).
- (iv) that they may attend the Meeting either in person or by a representative (who is not legally trained or qualified) to provide the Panel with any information which they consider is relevant to the appeal.

6.11 Conduct of the Hearing

The Panel may conduct the Meeting in such a manner as it sees fit including but not limited to by way of teleconference and may if it considers it appropriate adjourn the Meeting provided that:

- (a) the athlete making the appeal and Affected Athletes are given all reasonable opportunity to be heard; and,
- (b) the principles of natural justice and procedural fairness are adhered to.

6.12 Matters after the Meeting

Following the Meeting the Panel shall determine the appeal. Where the Panel consists of 3 members it shall be sufficient for a majority of those members to agree on the decision.

6.13 The Panel will notify the GM of EQ, who shall notify all parties to the appeal and all Affected Athletes of the Panel's decision as soon as practicable after the Meeting.

6.14 Should the Panel refer the matter back to the Selection Committee in accordance with clause 6.9 the Selection Committee must comply with any directions given by the Panel provided that any such directions do not, in effect, amount to a direction to select or not select a particular athlete or athletes.

6.15 Provided the Selection Committee has complied with any directions given to it by the Panel there shall be no appeal from any subsequent decision of the Selection Committee which is made following a referral to it by the Panel under Clause 6.9.

**7. Amendment of Selection Policy**

7.1 EQ may amend this Selection Policy and/or direct any respective Sport Committee to amend the State Squad Criteria at any time. Any amendments by any Sport Committee must be approved by the EQ Board prior to implementation.

7.2 Any such amendments/additions to the Selection Policy shall take effect from the start of the competition year in which the amended selection criteria will apply.





## **PART B            SELECTION PANELS**

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Each Olympic Sport Committee shall appoint a Sport Selectors Panel. Non Olympic Sport Committees shall be bound by these criteria should they have a requirement to select squads and/or teams for events. Each Sport Selectors Panel shall determine the composition of relevant discipline squads and the nomination of individuals for Team competitions.

Sport Selectors will communicate, as and when required, with the EQ Board, Sport Discipline Committees, athletes, owners, coaches and High Performance Manager/Squad Director.

Sport Selectors report to the respective Sport Discipline Committee.

### **1.            Composition of the Selection Committees**

- 1.1 The composition of any sport specific Selection Committee shall be made up of Individuals as determined by the respective Sport Committee from time to time.
- 1.2 The Selection Panel for each equestrian sport shall consist of a minimum of 3 and no more than 5 persons nominated to it pursuant to the criteria approved from time to time and should include a Sport Specific State Coach (if one is appointed).
- 1.3 Members of the Sport Selectors Panel will be elected for a term of 3 years, for a maximum of two consecutive terms. A Selector must stand down after the second term for a period of not less than 12 months where they are then eligible to reapply

### **2.            Role of Selection Committees**

- 2.1 The Selection Panels function is to select rider/horse combinations for State Squads and Team events, in addition to specific events or national championships in a consistent and transparent manner.
- 2.2 These committees are chaired by their respective Convenor. All members have equal voting rights.
- 2.3 The Selection Panels are responsible for the development and distribution of the selection criteria for all State Squads. The selection criteria are detailed in EQ's yearly Selection Policy documents and should be published on the EQ website and in each respective sports newsletter. Where possible the selection criteria for all squads for that year, should be published before the start of the competition year.
- 2.4 Each respective Selection Panel will be expected to address appropriately selection issues that may arise from time to time that relate to the selection process.
- 2.5 Report as requested to appropriate Sport Discipline Committee at least twice a year
- 2.6 Attend squad clinics/training camps to participate in face to face discussions with squad members.
- 2.7 Advise the appropriate SC on selection issues, including the formulation and revision of selection criteria, policies and procedures.
- 2.8 Maintaining effective communication with riders, owners, coaches, High Performance Manager/Squad Director and especially with the Sport Discipline Committee
- 2.9 The SP's selection tasks are to be performed confidentially, impartially, independently and autonomously without interference or influence from the SC or any other source.

### 3. **Qualifications and Experience**

The position of Selector must be filled by current EQ members meeting the following general criteria:

- Good administrative and computer skills, along with a grasp of the tools associated with electronic communications
- Possess an ability to analyse equestrian competition performance data
- Demonstrated or proven ability to work on a committee and contribute to the strategic development of policies for success at the highest level of competition
- Not be a current member of the relevant Sport Committee
- Ability to communicate effectively at all levels
- Ability to work autonomously whilst being part of a team
- Ability to maintain confidentiality
- Attention to detail
- Highly articulate with excellent oral and written communication skills
- Willing to be accountable for their actions, and prepared to justify tough decisions
- Prepared to make hard, yet **fair**, decisions and prepared to convey those decisions to the people affected
- No age restriction applies

### 4. **Other Requirements**

- Must be able to travel to fulfil requirements as role of selector. This includes meetings, squad clinics, competitions, social responsibilities etc
- Must be prepared to attend events as directed by the Chair and any other events/competitions deemed necessary for competent and complete assessment of potential squad and team members
- The Selector should be able to be contacted by phone and/or either fax or e-mail at all times with an ability to respond immediately to requests by the Chair of the Selectors and/or the respective SC.

**Note** - Selectors will be reimbursed travel expenses as agreed to by their respective SC. Private financial means are not regarded as a criterion for appointment to the position.

Each equestrian discipline may have slightly different additional requirements necessary to fulfill the role of selector. Applicants with official accreditation should receive preference to applicants not accredited in these areas.

#### **Dressage:**

**Applications are welcome from the general EQ current membership who meet the following:**

- Have actively participated in Dressage at a State level as an FEI, National A, B or C level Judge and have the ability to assess Dressage performances and identify talented horses and riders.
- Have actively participated in Dressage at a State level as a rider (preferable experience to FEI), and have the ability to assess Dressage performances and identify talented horses and riders.
- Have actively participated in Dressage at a State level as a Technical Official (TD or FEI Steward) and have the ability to assess Dressage performances and identify talented horses and riders.
- Have actively participated in Dressage at a State level as a coach/trainer (Level II/III with proven results) and have the ability to assess Dressage performances and identify talented horses and riders.
- Preferred that the applicant is not a member of the Dressage Queensland Committee

**Jumping:**

**Applications are welcome from the general EQ current membership who meet the following:**

- Have actively participated in Jumping at a State level as a Technical Official minimum level EA Level 2 or 3 as either a Jump Judge or Course Designer and have the ability to assess Jumping performances and identify talented horses and riders.
- Have actively participated in Jumping at a State level as a rider (preferable experience to World Cup), and have the ability to assess Jumping performances and identify talented horses and riders.
- Have actively participated in Jumping at a State level as a coach/trainer (Level II/III with proven results) and have the ability to assess Jumping performances and identify talented horses and riders.
- Preferred that the applicant is not a member of the Jumping Queensland Committee

**Eventing:**

**Applications are welcome from the general EQ current membership who meet the following:**

- Have actively participated in Eventing at a State level as a FEI, National Level 2 or 3 Technical Delegate (which can include Dressage Officials or Jumping Officials with the criteria outlined in Dressage and Jumping above) and have the ability to assess Eventing performances and identify talented horses and riders.
- Have actively participated in Eventing at a State level as a rider (preferable experience to 3\*), and have the ability to assess Eventing performances and identify talented horses and riders.
- Have actively participated in Eventing at a State level as a coach/trainer (Level II/III with proven results) and have the ability to assess Eventing performances and identify talented horses and riders.
- Preferred that the applicant is not a member of the Eventing Queensland Committee

**5. Ethical Considerations**

- A Sport Selector must have qualities of tact, integrity and ability to preserve confidentiality of the information that is conveyed to them both by individual riders and other EA officials and team management
- A Sport Selector must respect riders, judges and administrators and other key players in the sport
- A Sport Selector must have an open and approachable personality and be able to deal efficiently and appropriately with riders, owners, etc. Many of the issues are sensitive and need to be handled tactfully and with the best interest of the rider, the sport and EA/EQ in mind
- Sport Selectors need to have the ability to deal appropriately with the media if required. As a rule, however, the Chair will deal with media issues unless delegated to another Selector

**6. Conflict of Interest**

- A conflict of interest arises when a person is serving or attempting to serve two or more interests which are not compatible
- It is essential that the position of a Sport Selector be above any criticism of perceived or actual conflict of interest or bias
- Sport Selectors cannot be considered for any squad or team selection as a rider for the duration they hold the position
- A Sport Selector may remain in the role at the discretion of the Chair of Selectors if he/she is

- ❖ an owner of a horse with potential for selection,
- ❖ a coach,
- ❖ a breeder,
- ❖ has family members competing, or
- ❖ has any other associated interest, including financial that may be considered a conflict or bias.

In the event of any of these above conflicts/biases, a written declaration of the conflicts/biases will be required at time of nomination and immediately on discovery any time during the term of office

- If a situation of conflict of interest does arise during any selection process then that Selector shall remove themselves from the process (i.e. leave the room) for that situation

## 7. **Appointment Procedure**

- The positions will be advertised to all eligible EQ members by 1 October with applications closing 15 November. All applications must be received by the EQ Office.
- The selection will take place in December with a 3 year term to commence from the following 1<sup>st</sup> January
- The outgoing Selectors Panel remains in office until such time as the new Selectors Panel is formed and ratified by SC and EQ Board
- Chair of the Selectors Panel must be appointed from amongst the highest accredited officials on the Panel
- Panel should contain at least one accredited official member. Accredited applicants should, where appropriate, have preference over non-accredited applicants.
- Applicants must complete a nomination form and forward together with their résumé and other supporting documentation to the EQ Office for consideration and appointment by the Queensland Selectors Appointment Panel
- The Appointment Panel will assess applicants, determine whether they meet the required criteria and make any appointment on merit
- Once approved, the Secretary of the SC will notify applicants and announce the appointments
- The Appointment Panel must be in place by 31 October and will consist of:
  - ❖ Member of EQ Board
  - ❖ Chair of Sport Discipline Committee
  - ❖ CEO of EQ
  - ❖ The elected Riders' Representative, if none then a member of the SC appointed by the appropriate SC
  - ❖ Where the Chair of the SC has a conflict of interest the relevant SC will appoint an alternative member of that committee

## 8. **Casual Vacancies**

- In the event of a Selector standing down during the first term of appointment, the Chair of Selectors will appoint the next ranked applicant from the previous advertising, who will fill the vacancy for the remainder of the term of office. If there are no other qualified/accredited ranked applicants available, the position will be advertised for the remainder of the term and a selection process will take place.



**RESUME – Application for Queensland Sport Selector**  
(Feel free to attach any additional relevant information)

*Applications close 15th November each year*

Please Indicate Sport -     Dressage     Eventing     Jumping     Other

Full Name:

Residential Address:

Postal Address:

Phone Numbers:

Fax:

E-mail:

Qualifications and experience in equestrian sport:

Administrative/committee experience and/or skills:

Availability to Travel:

Conflict of Interest Declaration as outlined in criteria:

**Mail completed application to:**

**Equestrian Queensland, Selectors Appointment Panel, PO Box 1358, Coorparoo DC, QLD 4151**

## **PART C            CHEF D'EQUIP/TEAM MANAGERS**

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The appointment of any squad Chef d'equip/Team Manager must be done according to the respective equestrian sport's national rules and approved by the EQ Board prior to appointment being announced.

### **1.            Eligibility**

- 1.1        Extensive knowledge and understanding of Equestrian Queensland, the respective Sport they are managing and the role of high performance.
- 1.2        Demonstrated ability to manage a team of athletes, either junior or senior, and any other support staff in the event environment.
- 1.3        Demonstrated ability to plan and implement all team requirements including media and website requirements.
- 1.4        Demonstrated ability to relate to athletes and coaches whilst playing an important role in the team cohesion and discipline.
- 1.5        Preferred coaching history, but not essential, with an understanding of elite coaching strategies and athlete requirements during elite competition.
- 1.6        Must hold a Queensland Child Commission Blue Card

### **2.            Selection**

- 2.1        Positions will be advertised either on the EQ or respective sports website or page.
- 2.2        All applications must be in writing and address the Eligibility Criteria outlined in Clause 1 to be considered.
- 2.3        The selection of a Chef d'Equip/Team Manager to manage an EQ State Squad or Team, is conditional upon the individual meeting the necessary requirements as outlined in the Chef d'Equip/Team Manager Criteria

### **3.            Expenses**

- 3.1        The respective Sport Committee shall indicated to all Chef d'equip/Team Manager applicants the nature and scope of expenses to be covered as a result of successful selection to the role as indicated. Any claims made by appoint individuals, outside the nature and scope as advised, will be denied unless prior approval has been received from the respective Sport Committee.

**PART D STATE SQUAD CRITERIA - DRESSAGE**

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**PART E STATE SQUAD CRITERIA - EVENTING**

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**PART F STATE SQUAD CRITERIA - JUMPING**

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