



## National Selection Committee

### Acknowledgement Clause

I have read the attached Terms of Reference and agree to act as member of the National Selection Committee until (*date tenure ends*) \_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Name :

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone No:

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Email:

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# National Selection Committee - Terms of Reference

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## 1. GENERAL

### 1.1 Introduction

The National Selection Committee is a key part of Special Olympics' mission and vision of enriching the lives of Australians with an intellectual disability by providing quality sporting opportunities that also engage the broader community.

Special Olympics has an objective to strive for best practice in all aspects of its operations and is committed to providing a fun and a safe environment for athletes, staff, volunteers, and families. The Special Olympics Australia (SOA) 2015-2018 strategic goals are raising awareness, improving sports quality, and strengthening leadership.

### 1.2 Scope

This document sets out the arrangements to ensure that the National Selection Committee (NSC) functions as intended by the SOA Board by complying with approved policy, procedures and Special Olympics International (SOI) accreditation requirements. It outlines arrangements for:

- Functions of the NSC
- Duties and responsibilities of the NSC
- Membership of the NSC
- NSC meetings
- Liaison

### 1.3 Purpose & Functions

The NSC functions and responsibilities are:

- To perform and uphold processes and procedures which support national selection policies, and relevant Board resolutions.
- To review the processes and procedures used for the selection of athletes and officials to represent SOA at international events and recommend any improvements considered necessary to complete the task more effectively.
- To ensure effective job descriptions are in place and management lines of responsibilities are appropriate to the situation under consideration.
- To ensure that recommendations comply with SOA Board Policy directives and guidelines and that any variance to SOI rules be brought to the attention of the Board via the CEO.
- To provide guidance to those in the states responsible for selection and act a point of referral for any issues or problems that arise.

### 1.4 Composition of the National Selection Committee

The NSC will have up to seven members representing a range of skills and expertise, and with a sound knowledge of the Special Olympics philosophy. A Facilitator (SOA sport staff member) will provide support to the NSC.

COMPOSITION OF NATIONAL SELECTION COMMITTEE SHOULD REFLECT THE FOLLOWING SKILLS, KNOWLEDGE AND EXPERIENCE
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|---|
| <ol style="list-style-type: none"><li>1. Former Head of Delegation from a National Team</li><li>2. Former Head of Delegation from a State Team</li><li>3. SOA parent representative</li><li>4. SOA sports representative (i.e., accredited coach, sports co-ordinator)</li><li>5. Independent representative from a sports organisation or another sports disability organisation</li><li>6. Past selection experience</li><li>7. Disability specialist</li><li>8. Human resources expert</li></ol> |
|---|

The composition of the Committee may vary depending upon the projects to be managed. The Committee may be extended to include a representative with particular expertise on projects as deemed necessary such as National Team Head of Delegation; Sports Advisory Group member; Program staff (paid or volunteer) specialising in or with demonstrated expertise in the project matter; or external expertise specialising in or with demonstrated expertise in the project matter.

## National Selection Committee - Terms of Reference

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### 1.5 Code of Conduct for NSC members

The NSC members are required to:

- (a) Act honestly, objectively and with the highest level of integrity demonstrate impartiality in their findings, opinions and recommendations.
- (b) Exercise a high degree of care, diligence and confidentiality
- (c) Ensure that information acquired through being a NSC member is never used to:
  - (i) Gain an improper advantage for the member or another person; or
  - (ii) Cause detriment to any members of the organisation.

## 2. MEMBERS

### 2.1 Membership

It is recommended that there be a minimum of five (5) members and a maximum of seven (7) members on the NSC with at least one member who is regarded as independent and does not hold an official position within SOA. The members shall not hold Zone or State positions or any role deemed by the CEO to be a potential source of conflict of interest. Additionally, members may not undertake State team duties during the National Games at which selections of Athletes and Officials will be conducted.

The following range of skills should be included:

- The capacity and commitment to meet project objectives in a detailed and timely fashion and to coordinate and work toward Committee goals
- Regular access to email and must possess good basic computer skills, especially in respect of Excel and Word programs.
- In addition to the above requirements, the applicant must have, or be prepared to develop:
  - a thorough understanding of Special Olympics, its mission and its philosophy. (reference Article 1 of the General rules)
  - a comprehensive understanding of the Special Olympics Article 1 of the Official Sports Rules and be committed to adhering to those rules including aspects relating to divisioning, advancement to higher level competition and competition requirements.

### 2.2 Appointment

The NSC will undertake a selection process in conjunction with the GM Sports Development to appoint new members of the NSC. The current NSC will assess the nominations and submit recommendations to the CEO. Appointments shall be made by the CEO.

### 2.3 *Length of Tenure*

The overall appointment to the NSC will be on a 4-year cycle with members having to re-apply every 4 years. No member can be appointed for more than two consecutive terms (8 years). The four year cycle will commence the year before the National Games (open-age) are held, it will cover the World Summer and Winter Games and Asia Pacific Games.

The CEO will appoint a replacement for any Committee member who is unable or unwilling to complete their four-year term.

A minimum of two members will remain in situ for a second term on the NSC to ensure consistent knowledge of and adherence to existing policy, procedure and process is uninterrupted. (One of these members is to be the current Chair).

### 2.4 Resignation

A NSC member who wishes to tender their resignation should do so in writing. Resignations should be addressed to the CEO.

### 2.5 Removal

The CEO at any time may suspend or remove a member of the National Selection Committee.

### 2.6 Delegating Functions

An individual NSC member may not delegate their functions to another person.

## National Selection Committee - Terms of Reference

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### 2.7 Chair

The NSC shall elect a Chair from among the members. The Chair is required to sign the minutes of the NSC meeting.

The Chair is to remain in the role for a minimum of two years with a maximum of four. After an initial two years of the term the committee shall seek elections for a new chair. If there are not appropriate Chairs from the current committee members, the current Chair can remain in the role for a further two years.

### 2.8 Remuneration of Members

NSC members will be reimbursed for approved, appropriate and reasonable expenses.

## 3. MEETINGS

### 3.1 Quorum

The quorum for a meeting or teleconference of NSC members is four (4) members. If a quorum is not present within a reasonable time after the time set for the meeting, it will be adjourned or postponed to such place and time as the NSC members present agree. To the extent that it is practically reasonable, an attempt must be made to inform those NSC members not present at the original meeting of the time and place of the adjourned or postponed meeting

### 3.2 In Person Meeting Frequency

SOA is both respectful of and sensitive to the time required of the National Selection Committee. The time commitment will include an annual face-to-face meeting (budget permitting) and attendance at the National (open age) Games.

### 3.3 Meeting Method

Majority of the work of the Committee will be conducted electronically and by telecommunication. With selection timelines and requirements it is imperative that communication is addressed confidentially and punctually. Electronic communication protocol use is mandatory. Members who do not respond to emails and other communication will be removed from the Committee in terms of clause 2.5.

### 3.4 Convening Meetings

The Chair and/or the SOA NSC Facilitator may convene a meeting of the NSC on ten-(10) business days' notice or such shorter time as the other NSC members agree.

A written notice can be given to a NSC member by either serving it on him or her personally or by sending it by post, or electronically with request receipt, to him or her at his or her address as shown in the personal details provided.

The notice should state the place, date and hour of the NSC meeting. The notice may also describe the general nature of the business to be transacted.

### 3.5 Attendance

A NSC member is not bound to attend/participate in all meetings, although they are required to participate in 75 percent of scheduled meetings.

If a NSC member cannot participate in a scheduled Meeting(s) they should, within reason, inform the Chair and SOA Facilitator as soon as possible. Absence of any NSC member should be recorded in the minutes.

If a NSC member fails to participate in a minimum of 50 percent of the meetings, they will be removed from the Committee.

### 3.6 Attendees

Subject to the vote of the majority of members, any SOA Director, staff member of SOA or other person with specific expertise relevant to the functions and professional development of the NSC may be invited by the Chair to attend and speak at a NSC meeting.

If necessary, a NSC attendee may be required to sign a confidentiality agreement with regard to the contents of the meeting(s) at which the attendee was present.

## National Selection Committee - Terms of Reference

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### 3.7 Adjournment

The Chair has power to adjourn a meeting for any reason to such place and time as the Chair thinks fit. It is required that where practical, a reasonable attempt is made to give all NSC members notice of the adjourned or postponed meeting.

### 3.8 Voting on Issues

Voting at a meeting of NSC members is by simple majority. Unless otherwise agreed upon by the NSC, voting is by majority.

NSC members must declare a conflict of interest if they have a material personal interest in the matter that is being considered and cannot vote of that matter. Further, the Committee Member concerned must not be present while the Committee is considering a proposed resolution in relation to that matter.

Voting outcomes and confidential matters must remain absolutely confidential. The national office issues official announcements after the NSC recommendations are sanctioned by the CEO. Private discussions on outcomes determined by the NSC contravene the code of ethics and confidentiality.

### 3.9 Minutes, Reports & Recommendations

Minutes of NSC meetings and records of its reports and recommendations must be retained. A copy of any of those documents is to be provided to all members of the committee for review and members are to respond within 5 business days if they have any concerns with minutes provided. If no response is received it is taken that the member is of agreement with documents provided. Documents are signed off by the Chair and are taken to be a true record unless the contrary is proved.

Copies of the minutes are to be forwarded to the General Manager, Sport Development. The minutes and records must be available to the CEO, SOA Board members, the SOA Auditor and interested parties in the event of a written complaint being placed before a formal tribunal.

### 3.10 Reporting

The National Selection Committee makes recommendations to the Chief Executive Officer (CEO). The Committee's activities are managed by the General Manager, Sports Development.

### 3.11 Feedback Policy

By way of written request to the Chair of the NSC, applicants who are not appointed to positions but who intend to apply for future advertised positions may seek feedback on their application and interview (where applicable). The sole purpose of such feedback is to provide the applicant with a focused professional development opportunity.

### 3.13 Resources

The NSC should inform General Manager, Sports Development if it believes that it does not have adequate resources or access to information to enable it to properly perform its functions.

### 3.14 Changes to Terms of Reference

If the NSC wishes to recommend any changes to these terms of reference, then the NSC must document the proposed change and submit this to the General Manager, Sports Development.

All amendments become effective when SOA notifies the NSC. An amended Terms of Reference will be circulated to each member.

## 4. LIAISON

The NSC may be required to liaise with:

- Chief Executive Officer [CEO]
- GM Sports Development
- Sports Advisory Group
- Sport Development Managers
- SOA staff
- Games Organising Committees [GOC]
- SOA Team Management for National Teams