

TEMPLATE – SELECTION POLICY (INDIVIDUAL)

“Organization” refers to: _____

SPORT: [SPORT]

EVENT: [EVENT]

POLICY: Athlete and Coach Selection Policy

Title endnotes: Delete 'and Coach' – if this document does not include Section 9

SECTION 1 – PURPOSE

The purpose of this document is to set out the process that will be used by the Organization to select athletes to represent the Organization at the [EVENT].

SECTION 2 – OBJECTIVE

The objective of this selection policy is to select [TOTAL ## of ATHLETES] athletes who will participate in the [EVENT]. Athletes are selected in the following categories:

- [CATEGORY] (## athletes)
- [CATEGORY] (## athletes)

[GENDER and ## of COACHES? CHAPERONES?]

SECTION 3 – ELIGIBILITY

To be eligible for selection, the athletes must be:

- [YEAR of BIRTH RESTRICTIONS FOR EACH CATEGORY]
- Canadian Citizens, or eligible for Canadian Citizenship and actively pursuing either Citizenship Certificates or Canadian Passports
- Members in good standing with the Organization
- Agree to adhere to the Organization’s policies
- [ADDITIONAL ELIGIBILITY REQUIREMENTS]

Once selected, the athletes will be expected to be training towards, and meet the physical standards expected by, the [EVENT].

Section 3 endnotes: This section describes how athletes can become eligible to be selected. Check to see if there are additional eligibility requirements.

SECTION 4 – SELECTION PROCESS

Athletes participate in [TRYOUTS]. Athletes may be exempted from participation in the [TRYOUTS] due to sickness, injury, or other circumstances. These athletes shall still be eligible for selection provided they have a signed letter from a medical professional and approval from the Organization.

[CAN ATHLETES BE PRE-SELECTED? HOW?]

[ARE THERE ANY RESTRICTIONS ON ATHLETE PARTICIPATION?]

Notes: The preliminary part of this section explains how athletes qualify for the selection process, if they can be exempted, if they can be pre-selected, and if there is a limit on the number of athlete participants. Exemptions and pre-selections are usually decided in advance by the Organization.

Tryouts

[ARE TRYOUTS NECESSARY?]

[ARE THERE ANY RESTRICTIONS ON THE NUMBER OF ATHLETE PARTICIPANTS?]

[WHAT TYPE OF COMPETITION?]

[IS THERE A RANKING SYSTEM? WHAT IS IT?]

[ARE THERE MORE CRITERIA FOR SELECTION – IN ADDITION TO THE RESULT OF THE COMPETITION OR THE RANKING OF ATHLETES?]

[IS THERE A BODY THAT CHOOSES WHICH ATHLETES ADVANCE?]

[ARE THERE ALTERNATE ATHLETES? HOW MANY? HOW ARE THEY DETERMINED?]

Notes: This subsection is used to explain the format of the competition, the rating system, how athletes are ranked, and if there is a group that includes other criteria (in addition to athlete ranking) when deciding which athletes advance. Athletes may advance automatically due to their results and it is possible that, at this stage of the selection process, a Selection Committee does not exist. Alternate athletes are not always designated at this stage of the selection process.

Tie-Breaking

[IF THERE IS A TIE – HOW IS IT BROKEN? WHO DECIDES?]

Timelines

The **[TRYOUTS]** shall be held within a time period, determined by the Organization before the **[EVENT]**.

Unforeseen Circumstances

If unforeseen circumstances arise which do not allow for this selection process to be implemented as outlined in this document, the Organization reserves the right to identify an alternate process or alternate timelines. Should this occur, all candidates for selection will be notified of these changes in a timely manner.

[IF THE ORGANIZATION ALREADY HAS AN ALTERNATE PROCESS – WHAT IS IT?]

Notes: Some Organizations already have an alternate athlete selection process – to be used in the event of poor weather, lack of ice time, or other unforeseen circumstances

Section 4 endnotes: Section 4 should be the longest section in the document. It describes the entire athlete selection process from start to finish. Athletes should be able to read this section and know exactly what they have to do in order to be

selected. If the Selection Committee uses an evaluation form or another measure of athlete rating – that form or document should be referenced as an appendix and included at the end of this policy.

SECTION 5 – AUTHORITY FOR SELECTION

The Organization shall appoint member(s) to be responsible for managing the selection of athletes to the [EVENT]. The member(s) shall be known as a Selection Committee and are responsible for monitoring the [TRYOUTS] and liaising with the selected athletes.

The Selection Committee must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves selection decisions where there is a conflict. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Selection Committee.

Using the criteria outlined in Section 4, the Selection Committee will select [## of ATHLETES] who will attend the [EVENT].

Section 5 endnotes: This section describes the composition of the athlete Selection Committee. Some Organizations will have a standing committee for athlete selection. Other Organizations will simply designate the Head Coach to be the entire Selection Committee. In both cases, the Selection Committee must not have a conflict of interest for any of its selections.

SECTION 6 – DISMISSAL

An athlete may be dismissed if the athlete:

- Fails to remain a member in good standing with the Organization
- Fails to meet performance expectations
- Fails to train towards, or meet the physical standards expected by, the [EVENT]
- Exhibits conduct that is detrimental to the image of the Organization
- Is unable to perform due to injury, illness or other medical reasons as determined by the Organization's medical staff

[DO ATHLETES NEED TO ATTEND EVENTS OR DO ANYTHING SPECIFIC IN ORDER TO REMAIN SELECTED?]

When necessary and appropriate, an athlete may be replaced by an alternate athlete (provided the alternate athlete is still eligible).

Section 6 endnotes: This section describes how an athlete would be dismissed after being selected. Some Organizations require athletes to attend specific competitions or compete regularly before the major event.

SECTION 7 – APPEALS

Appeals of selection decisions will be heard and decided in accordance with the *Appeal Policy*.

SECTION 8 – INJURED and REPLACEMENT ATHLETES

The coaches and/or the Selection Committee may apply to the Organization's Board to remove any athlete from any stage of the athlete selection process. Reasons for removal can include: becoming no longer eligible for participation (under Section 3), injury, illness, or misconduct. Reasons for removal will be communicated by written letter to the athlete from the Organization.

The Selection Committee shall designate alternate athletes in each category. **[IS THERE AN ALTERNATE ATHLETE SO DESIGNATED BY VIRTUE OF THE ATHLETE'S RANKING?]** Alternate athletes may be selected if one or more of the originally selected athletes are dismissed prior to the **[EVENT]**.

If the alternates have not kept up their physical fitness or are unavailable or uninterested, the Selection Committee may approach other athletes who attended the **[TRYOUTS]** to be named as alternates. Alternate athletes may be included in any training or competitions taking place prior to the **[EVENT]** so that they are prepared if called upon.

Section 8 endnotes: This section describes how selected athletes can be replaced by alternate athletes. Occasionally alternate athletes are designated automatically – for example if the athlete finished in 5th place and the top 4 athletes were selected. Typically, the Selection Committee has discretion when designating alternate athletes.

SECTION 9 – COACH SELECTION PROCESS

The Organization has the authority to select the coaches who will attend the **[EVENT]**. **[IS THERE AN APPLICATION PROCESS?]**

The Organization shall appoint member(s) to be responsible for selecting coaches for **[EVENT]**. The member(s) shall be known as a Coach Selection Committee. The Coach Selection Committee must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves from selection decisions where there is a conflict. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Coach Selection Committee.

[ARE THERE PRE-REQUISITES FOR COACHES TO BE SELECTED? CERTIFICATION, BACKGROUND CHECK, KNOWLEDGE LEVEL, SKILLS, ETC?]

[WHAT WILL THE COACH SELECTION COMMITTEE CONSIDER?]

[ARE THERE ADDITIONAL CONSIDERATIONS? DIVERSITY, LOCATION, GENDER, NEW COACHES, ETC?]

[CAN COACHES BE PRE-SELECTED?]

The Coach Selection Committee shall select **[## of COACHES]** to attend the **[EVENT]**. The Coach Selection Committee reserves the right to select coaches from outside the pool of applicants.

The Coach Selection Committee reserves the right to dismiss a coach if, in their estimation, the coach is not sufficiently preparing the athletes for the **[EVENT]** or if there are other legitimate reasons, as determined by the Coach Selection Committee or the Organization, for dismissal.

Section 9 endnotes: This section describes how coaches are selected by the Organization. The Organization does not always give itself authority to select coaches – sometimes coaches are selected automatically based on their region or the athletes who were selected. In those cases, this section may not be required. The event's technical package may have specific certification or other requirements for coaches. Organizations may not have a standing Coach Selection Committee and may

simply choose to designate a single person to take responsibility for coach selection. If there was an application process for coach selection, the Organization should give itself discretion to choose a coach from outside of the pool of applicants.

APPENDIX A – EVALUATION FORMS

[ARE THERE EVALUATION FORMS OR RANKING SHEETS FROM THE ATHLETE SELECTION PROCESS (SECTION 4) THAT NEED TO BE ATTACHED AS APPENDICES?]