

Bowls ACT

Representative Policy

February 2021



POLICY - REPRESENTATIVE SIDE(S)

Philosophy

The aim of the selection policy is to ensure selection of the best possible Representative Side(s) / players to represent the Australian Capital Territory at all levels, in a fair and organised manner.

Bowls ACT embraces a high performance philosophy with regard to the Representative Side(s) Sides. Reasoning for this decision are as follows:

- Most efficient way of preparing Sides for Inter - State Representative Side(s)/National competition
- Bowls ACT selects players who embrace the philosophy
- Maintain a professional approach to high performance with Bowls ACT.

The Bowls ACT Board is keen to ensure that the Selectors and Coaches work together cooperatively to ensure the best selection, preparation and management of the Representative Side(s) Squad and Sides.

In order to properly outline the division of responsibilities, four separate phases of the process are identified:

- Squad selection
- Side selection
- Side preparation
- Competition management.

The fundamental principle that has been agreed is that the selectors, coaches and/managers will have a role to play in each phase of the process. The attached matrix outlines the responsibilities in each phase.

ROLES AND RESPONSIBILITIES

	<u>Selectors</u>	<u>Coaches</u>	<u>Managers</u>
<u>Squad selection</u>	Responsible for determining method of selection consistent with the Representative Side(s) Selection policy. Select the Squad.	Provide input regarding performance in previous Sides Series. Prepare an operational plan within budgetary parameters.	Coordinate administration arrangements
<u>Side selection</u>	Assist the Coaches in devising a program of selection trials. Select the required number of players for the Side and advise the Coach.	In conjunction with the Selectors, devise a program of selection trials and provide input into the Side selection process. No voting power exist for selections.	Coordinate administration and travel arrangements
<u>Side preparation</u>	In conjunction with the selection trials, determine final teams.	Devise a program for the preparation of the Side.	Coordinate program and arrangements for the Sides Series
<u>Competition management</u>	Advise the Coach on possible team changes during the Sides Series (if in attendance)	Provide coaching support for the Side during the Series.	Handle all administration arrangements for the Side



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

The High Performance and Coaching Committee is responsible for all matters pertaining to the representative teams of Bowls ACT, including Under 18's, Open Teams and Over 60s. In addition the committee will be responsible for the delivery of Coach Education in all its forms throughout the Australian Capital Territory.

MEMBERS

The committee to be comprised of the following:

Joint Heads of High Performance Committee

- Chairman of Selectors (Men); and
- Chairman of Selectors (Women).

Members of Selection Committee

- Selectors (Men); and
- Selectors (Women).

Advisors Only

- The Representative Side(s) Men's Coach;
- The Representative Side(s) Women's Coach; and
- The Representative Side(s) Manager(s).

RESPONSIBILITIES

The Committee is responsible for:

1. Coordinating and conducting all activities that pertain to the Bowls ACT representative sides, including but not limited to:
 - Squad and team selection (as per the relevant policy);
 - Training/coaching sessions as required;
 - Adherence both personally and of the squad/team to the Bowls ACT Code of Conduct.
2. ACT Head Coaches are to coordinate and conduct all requests for coaching clinics in Australian Capital Territory and the development of a pool of qualified coaches throughout the Australian Capital Territory,
3. The continual improvement in both coaching numbers and quality of coaches throughout Australian Capital Territory,
4. Responding to all communications in a professional and timely manner.
5. Forwarding minutes of its meetings to the designated staff member.
6. Upholding the objects of the Constitution of Bowls ACT.

Selectors

Appointment of Selectors

Nominations for the positions of Representative Side(s) Selector is open to any affiliated bowler.

The Board shall appoint the Selectors at a meeting of the Board, with the President or Vice President as Returning Officer. Any Board member who wishes to make himself/herself available as a Selector for Representative Side(s) squad or side selection and is considered to have a potential conflict of interest and shall take no part in the discussion and shall not be entitled to vote.



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

When considering the nominations for the position of the Representative Side(s) Selectors, the Board will consider each nominee.

Representative Side(s) Selectors must declare any pecuniary interests and shall not partake in any coercion to encourage bowlers under their charge to join their club.

Any Selector that is considered to have failed to conform to these responsibilities may be dismissed by special resolution (three quarters majority) of Board.

All selectors must sign the Committee Code of Conduct (attachment 2)

Open Representative Side(s) Selectors:

The Open Representative Side(s) Selectors (men and women) shall be appointed for 2 year terms. Each selection panel will elect a Chairperson and that person shall be responsible for the keeping of minutes of meetings and player records.

It is recommended that a Selector will tour with the teams, and be appointed as Sides Manager.

The Representative Side(s) Coach will be an advisor to the Selection Panel as required.

The panel shall report to the Executive Officer.

Representative Side(s) Under 18 Selector:

The Representative Side(s) Under 18 Selector shall be appointed for a 2 year term. The appointed Representative Side(s) Under 18 Selector shall be responsible for the keeping of minutes of meetings and player records.

The Representative Side(s) Under 18 Head Coach and Manager will be members of the Representative Side(s) Under 18 Selection panel.

The Representative Side(s) Under 18 Selector is not responsible for the setting of training programs but will liaise with the Representative Side(s) Under 18 Coaches to ensure the training programs reflect the requirements needed to select the best squads and sides to represent the Representative Side(s).

Representative Side(s) Senior (Over 60s) Selector:

The Representative Side(s) Senior Selectors (men and women) shall be those appointed by the Board (**Open Representative Side(s) Selectors will perform this role**).

A Selector / Manager, who will tour with the teams, will also be appointed for each team for the same term and that person will be an advisor to the Selection Panel. The panel shall report to the Executive Officer.

Representative Side(s) Coaches

The Representative Side(s) Coaches shall be appointed by the Board. They shall report to the Executive Officer.

The duties of the Representative Side(s) Coaches are described in the relevant Representative Side(s) Coach job description.

The Representative Side(s) Coach shall be an advisor to the Selection panel. Representative Side(s) Coaches must not partake in any coercion to encourage bowlers under their charge to join their club.

All coaches must sign the Selection Committee Code of Conduct (attachment 2)



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlfact



www.bowlfact.org.au



0499 587 783



admin@bowlfact.org.au

Representative Side(s) Managers

The role and necessity of a Representative Side(s) Manager is changing. The role of the Representative Side(s) Manager may be shared between the Representative Side(s) Coach, one of the Representative Side(s) Selectors. In the case of the Under 18 Representative Side(s) Coaches the managerial responsibility will rest with the Representative Side(s) Manager. In the case of Under 18s it is mandatory there be one coach and/or manager of each gender.

Player Selection

Eligibility Criteria

Achievements at pennant level, State and Masters events, Metropolitan and Country events and Australian & International events, however will include the following:

- Winners of each ACT Singles is to be invited to trial
- Winners of each ACT Pairs is to be invited to trial
- Winners of each Major Singles event at clubs is to be invited to trial
- Winners of each Major Pairs event at clubs is to be invited to trial

Selection Criteria

The following criteria will be used to select players:

- Commitment to the Bowls ACT high performance philosophy
- Consideration will be given to bowling ability, technique, concentration, consistency, temperament, behaviour, ambition and team spirit.
- A commitment to improvement and professionalism both on and off the green.
- Achievements at Club and pennant level, Representative Side(s), Tournaments and Australian & International events.
- Players personal image and compatibility as well as what he/she portrays as a member of a representative side.
- The Selectors have the discretion to interpret these criteria and apply them in their best judgement. It is recognised that selection in bowls is very subjective, and accordingly the Selectors have an overriding discretion in the selection of players.

Representative Side(s) Selection Procedure

The following procedures apply to the selection of all Squads:

The deliberations of the Selectors must be completely confidential. Their decisions may be based on a majority vote however, once decided, the Panel's decision should be regarded as unanimous. The procedure for selection of the Squads will be as follows:

- Selectors will select a Squad of players having regard to the selection criteria;
- Selectors may only be picked in an Over 60 squad; and
- Selectors may add or drop players from the Squads as appropriate.

Announcement of Representative Side(s) Sides

All subsequent selections for Representative Side(s) Sides shall be made from the relevant Squad. Prior to the official media announcement, Bowls ACT will send written electronic correspondence to selected players confirming their selection in the team for the specific event. This electronic correspondence will also ask them to confirm their availability to tour by a certain date in writing.

The Representative Side(s) Side will be announced publicly on the web, through a media release, and on social media channels, once the side(s) have been finalised.



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

In all cases, every effort shall be made by the Chair of the Selectors to contact players that are not included in the Representative Side(s) team to inform them of the decision.

Players who have been invited but decline will not be reconsidered for selection for 12 months.

Players who withdraw availability, may not be considered for selection for 12 months at the discretion of the Selectors.

Players may request to meet the Selection Panel to discuss the reasons for their non-selection and their future prospects, but **NOT** their position in a team.

Representative Side(s) Sides/ Senior Sides & Under 18 Championships Touring Parties

The touring party shall be limited to the number as determined by Bowls ACT in its Conditions of Play. It is anticipated that a travelling selector, whether a member of the official touring party or not, may if the need arises, be included in team selections (Open and Senior sides only) at the competition in liaison with the coaches. The Chairs of Selectors however shall have the final decision in any team selection.

Representative Side(s) Squad Members Responsibilities

All selected players are to sign the Representative Side(s) Squad Player Contract by the due date. (Attachment 1).

Failure to sign the Agreement will render him/her invalid for inclusion in the squad.

Representative Side(s) Team Members Responsibilities

All Representative Side(s) Side players are to sign the Representative Side(s) Side Player Contract by the due date. (Attachment 1).

Failure to sign the Agreement will render him/her invalid for inclusion in the Side.



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

Selection Review Process

Grievances

Any person who is aggrieved by the selection of any representative squad or side may submit a letter to the Executive Officer outlining his/her grievance and may request a meeting with the Selection Panel and with the Chair(s) of the High Performance Committee in attendance. The Executive Officer upon receipt of the grievance will decide if the grievance is such, that a meeting is warranted.

Any person who is aggrieved by the Selectors' decision with regard to the process undertaken by the Selectors, shall follow the following procedure:

Panel Review

Note: The Panel authority is to review the selection process only. It does not have the authority to review the selection decision.

Any review of the procedures undertaken by the Selectors must follow the following course of action:

The review must be initiated by the complainant in writing to the Executive Officer within three (3) working days of notification of the announcement of the selected side. The Executive Officer will determine if a review of the procedures is warranted following receipt of the complaint.

The panel shall have 3 members and shall be independent. The Review Panel shall be made up of Chair(s) of Selectors (Men or Women as applicable) a Board member and the Bowls ACT President.

The Review Panel shall hear evidence from the Selectors and the complainant and make their recommendation to the Board within seven (7) working days. The complainant shall not be entitled to bring any other person to the hearings however he/she may seek permission to call witnesses. Such permission shall only be granted if their presence is clearly justified. The decision to allow witnesses shall be made by the Review Panel.

The Board shall meet within seven (7) working days of receiving the recommendation, consider the recommendation and decide appropriate action.

The Board's decision shall be final and no further appeal shall be allowed, and the complainant will be notified of the Board decision within three (3) working days.



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

BOWLS ACT REPRESENTATIVE SIDE(S) PLAYER CONTRACT ATTACHMENT 1

This Contract is dated as Representative Side(s) in the SCHEDULE attached.

BETWEEN:

Bowls ACT

AND

The player

The player has been selected by Bowls ACT to play in the Representative Side(s) team described in the Schedule ("**Representative Side(s) Team**") which will participate in the Championship described in the Schedule between the dates described in the Schedule.

Code of Conduct:

As a Representative Side(s) Player, I understand that I must follow these rules to stay in good standing:

- a. Abstain from the use of ASADA banned drugs;
- b. Refrain from any excessive consumption of alcohol whilst a member of the Representative Side(s) Team.
- c. Respect the game, play fairly and follow its rules and regulations;
- d. Demonstrate good sportsmanship before, during and after Representative Side(s) games, trials, competitions, and pennant games;
- e. Show respect for authority to the officials of the game and Bowls ACT;
- f. Be courteous to opposing teams and treat all players with respect;
- g. Be modest when successful and be gracious in defeat;
- h. Refrain from the use of any abusive language and swearing;
- i. Not smoke in public places whilst in Representative Side(s) uniform; and

IT IS AGREED as follows:

1. PLAYER OBLIGATIONS

The Player shall:

- 1.1. Play in bowls games at the Championship in which the Representative Side(s) Team participates for which he/she is selected.
- 1.2. Punctually attend all practice, training sessions, meetings or other events, including promotional requirements as required by the (Coach, Manager or other Bowls ACT appointed persons).
- 1.3. Submit to physical examination and fitness tests when required by the Bowls ACT.
- 1.4. Carry out to the best of the Player's ability all directions and instructions given by Bowls ACT.
- 1.5. Maintain good physical condition and play to the best of his/her ability at all times.
- 1.6. Submit to and consents to undergo any drug test required by Bowls ACT, Bowls Australia or the organisers of an event, or an Australian Government agency authorised to undertake drug testing.
- 1.7. Report for medical or other treatment as required by Bowls ACT from time to time.
- 1.8. The Player authorises and shall cause any medical practitioner or other health professional that the Player has consulted to provide details of any illness, injury or medical condition of the Player to Bowls ACT when requested. In addition, the Player is to immediately disclose



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

to Bowls ACT any injury or illness suffered by the Player that may prejudice the Player's performance in the team.

- 1.9. Conduct himself/herself with decorum at all times while a member of the Representative Side(s) Team and not do anything which may prejudice the best interests of Bowls ACT or the Representative Side(s) Team.
- 1.10. Not attend any game, training session or other occasion in a condition affected by alcohol or other prohibited substances.
- 1.11. Comply with all reasonable requirements of the Bowls ACT.
- 1.12. Comply with all policies of Bowls ACT.
- 1.13. The Player shall not promote directly or indirectly by use of any media or personal endorsement any organization that would be at conflict with Bowls ACT sponsors, or potential sponsors.
- 1.14. By signing this contract the Player acknowledges that Bowls ACT has made available on its website all policies, guidelines, list of sponsors, codes of behaviour, details of players and travel insurances and other such documents that are applicable to adhering and complying with this contract – refer to the schedule.
- 1.15. The Player agrees not to comment on the Team's performance or potential performance on Social media, the Press (Radio and Television, newspapers etc) without the Bowls ACT permission.
- 1.16. The Player agrees to pay reasonable travel, accommodation, uniform and other costs levied on the Player to enable participation in the Championships, in accordance with Bowls ACT Policy. (Note: All Representative Side(s) Representatives must be financial with Bowls ACT 10 days prior to team departure). This includes any costs associated with damage to accommodation or vehicles for which the Player was responsible.
- 1.17. The Player understands and agrees their exclusion from the team may occur (but not limited to) due to a breach of:
 - a) of drugs
 - b) of alcohol
 - c) of discipline
 - d) of social media policy
 - e) BACT Code of Conduct
- 1.18. The Player agrees to pay any direct costs associated with their withdrawal from the team due to a discipline breach or breach of drug policy.
- 1.19. The Player may withdraw from the team by forwarding in writing a letter to the Bowls ACT Executive Officer outlining the reason for such a withdrawal. Such confirmation must be received no later than fourteen (14) days prior to the commencement of the event.
- 1.20. Not drive any motor vehicle rented in the name of Bowls ACT for purposes of team transportation, unless being a properly nominated driver on the Rental Agreement and being approved in advance of team departure in that capacity by the Bowls ACT Executive Officer or Team Manager, which approval requires the signing of a separate written agreement with Bowls ACT.

2 **DISCIPLINE**

In the event that the Player is in breach of this Contract then Bowls ACT or the Team Administration may take disciplinary action, the action taken shall be without recourse if proven guilty of contractual breach.

Disciplinary action may include:

- a. Dismissal from the Representative Side(s) Team;
- b. Suspension from the Representative Side(s) Team;
- c. Exclusion from participating in future Representative Side(s) Teams;
- d. Any other action which the Team Administration or Bowls ACT considers reasonable; and
- e. Potential referral for further actions.



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

3 BOWLS ACT's LIABILITY & INDEMNITY

The Player acknowledges and accepts the inherent risks of injury associated with bowls and agrees to assume such a risk.

4 TERM OF THIS CONTRACT

The term of this Contract shall commence on the date of commencement for this Contract and shall expire 7 days from when the Championship concludes.

5 GOVERNING LAW

This contract shall be governed and construed in accordance with the laws of the Australian Capital Territory and the parties irrevocably submit to the jurisdiction of the courts.

SCHEDULE

(Please only return this page to Bowls ACT)

DATE OF CONTRACT:
NAME OF PLAYER
THE CHAMPIONSHIP
DATES OF CHAMPIONSHIP:

I have read and understood the Bowls ACT Player Contract and I agree to the terms and conditions of this Player Contract as determined by Bowls ACT:

SIGNED (as a Deed by the Player)	DATE
--	-------------

In the presence of:

WITNESS SIGNATURE	DATE
WITNESS NAME & ADDRESS	



PARENT/GUARDIAN

(This section to be completed only if the Player is under 18 years old)

In consideration of Bowls ACT selecting the Player for the **Representative Side(s) Team I**, as a parent/guardian of the Player sign this Contract and acknowledge and agree:

1. To cause the Player to comply with all his/her obligations under this Contract;
2. Bowls ACT is not liable for any loss, damage or injury that the Player may suffer;
3. To indemnify and keep indemnified Bowls ACT in respect of all actions, claims, demands, losses and expenses incurred or suffered by Bowls ACT arising from any action, injury or illness suffered or incurred by the Player:

SIGNED (as a Deed by the Parent/Guardian of the Player)	DATE
FULL NAME OF PARENT/GUARDIAN	

In the presence of:

WITNESS SIGNATURE	DATE
WITNESS NAME & ADDRESS	



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

Committee Members shall

- Act honestly, in good faith, and in the best interests of the Bowls ACT in exercising their duties.
- Perform their duties impartially.
- Exercise a duty of care and diligence in fulfilling their duties.
- Recognise that their primary responsibility is to the Bowls ACT members as a whole but, where appropriate; consider the interests of all stakeholders.
- Ensure that they do not gain, directly or indirectly, any advantage to themselves or any person by using information acquired in their role as a Committee Member.
- Ensure that they do not cause detriment to the Bowls ACT by using any information acquired in their role as a Committee member.
- Ensure that personal interests, or the interests of any associated persons or sectional interests, do not conflict with the interest of the Bowls ACT.
- Declare any conflict of interest (pecuniary or nonpecuniary) and if required, leave the room and play no part in any discussion or vote on the issue relating to the conflict of interest.
- Present a positive image of bowls and not engage in conduct likely to bring discredit upon the Bowls ACT.
- Understand the roles, responsibilities and reporting relationships between the Committee, Board and the professional staff and attend all Committee meetings unless an apology has been submitted or leave of absence granted.
- Recognise the authority of the Chair at all times.
- Listen to and respect the opinions of fellow Committee members.
- Discuss issues in a co-operative manner.
- Prepare for meetings by considering relevant papers provided prior to the meeting.
- Express concerns to the President where decisions or actions appear contrary to the Committee's public duty.
- Maintain the confidentiality of sensitive matters discussed at Committee meetings, including not discussing Committee business in any place where the discussion may be overheard.
- Be independent in judgement and actions, and take all reasonable steps to ensure the soundness of Committee decisions.
- Observe the principles of probity in not demanding or accepting any fee, favour, reward, gratuity or remuneration in connection with their official duties, outside of the scope of their entitlements as a Committee Member, unless approved by the President.
- Comply with the spirit intended by this Code of Conduct and the Policies as set from time to time by the Bowls ACT Board.

Signed: _____ Dated: ____/____/____

Please Print Name _____



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

Duty Description – Representative Side(s) Selector

Title:	Bowls ACT Representative Side(s) Selector
Responsible to:	Chairperson(s) Bowls ACT High Performance Committee
Key Relationships:	Bowls ACT Staff, Representative Side(s) Coaches. Representative Side(s) Selectors and Representative Side(s) Team Manager (if applicable)
Appointment Term:	2 years
Responsible For:	The selection of the Representative Side(s) Team and squad in preparation for the National Side Series or any other InterRepresentative Side(s) Series.
Remuneration:	All travel/accommodation costs to National Side Series and other InterRepresentative Side(s) Series approved by Bowls ACT or Bowls Australia, to which the Selector attends.

Representative Side(s) Selectors are expected to uphold the reputation and image of bowls in the Australian Capital Territory, with dignity and respect for the position and organization. As a specific element of this responsibility, Selectors are prohibited from any actions which involve soliciting or encouraging players from other clubs to join the Selector's club.

Selection Criteria:

Essential

- Relevant experience in selection at club or higher level;
- Hold a current drivers licence;
- The position holder must undergo screening in accordance with the Working with Vulnerable People legislation prior to appointment (if any players are under 18 years of age);
- Has excellent communication and interpersonal skills;
- Has a commitment to the Bowls ACT high performance philosophy;
- Personal attributes of respectability, good reputation, leadership skills and discretion;
- Be computer literate and have access to email and the web;
- Understanding that communications of a selector are of a confidential manner; and
- Not have a pecuniary interest with any players eligible for selection.

Desirable

- Experience in playing bowls at a high level;
- Experience in developing elite training programs;
- Experience in providing written reports and keeping records;
- Has gained National Accreditation as a Coach (Bowling).

Responsibilities:

- From the list of current Representative Side(s) players, check the individual performances in the Representative Side(s) Side, Club, National, International, and tournament events;



Chifley Health and Wellbeing Centre

McLaurin Cres, Chifley

@bowlsact



www.bowlsact.org.au



0499 587 783



admin@bowlsact.org.au

- Ensure familiarity with the performance of other possible Representative Side(s) players in past seasons, including Representative Side(s) events, Australian Sides, Club, National, International, and tournament events;
- Attend all Selection Committee Meetings called by the Chair;
- Attend where possible Representative Side(s) Championships;
- Attend all Representative Side(s) trials and practice sessions which may be organized by the Representative Side(s) coaches and the selection committee;
- Attend some Under 18 events and training sessions;
- Assist fellow selectors in selecting the best squad/side from the players available;
- Provide feedback on an ongoing basis to all players on performance;
- Adhere to all relevant Bowls ACT policies & procedures for Representative Side(s) Squads and Teams;
- Be available to the Representative Side(s) Development and Representative Side(s) Junior coaches and selectors to provide input for selection into these squads; and
- Make no comment or supply information to individuals, clubs, regarding committee meeting discussion on selection or performance of the Representative Side(s) Side without prior approval from the Chairman of Selectors.

Attendance:

It is expected that the Representative Side(s) Selector attends the following where possible:

- All Squad and Team training sessions;
- Representative Side(s) Championships;
- Official Team Functions; and
- Any scheduled Team Official meetings.




Post Competition:

Meet with the Representative Side(s) Coaches to discuss the performance of players and the team at the Side Series

As a panel, present a written report (to be delivered to the Executive Officer) on the program within four weeks of the completion of each Side Series or other InterRepresentative Side(s) competition



Chifley Health and Wellbeing Centre
 McLaurin Cres, Chifley
 @bowlsact

 www.bowlsact.org.au
 0499 587 783
 admin@bowlsact.org.au