



**AUSTRALIAN POLO FEDERATION**  
**REPRESENTATIVE TEAM SELECTION GUIDELINES**  
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**Revision Information**

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APFSG2016/1.4	Representative Team Selection Guidelines	2016	1.4	17.03.2016
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## AUSTRALIAN POLO FEDERATION LTD

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### REPRESENTATIVE TEAM SELECTION PROTOCOLS & GUIDELINES

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- 1. OBJECTIVE** – To establish clear guidelines for selecting the best possible representative teams that have the capacity to win the event, giving transparency, consistency & process to the task.
- 2. COMMITTEE STRUCTURE:**
  - a. A selection committee or panel is appointed annually by the relevant governing authority (APF or State Association Board or Committee)
  - b. The selection committee or panel should have at least 3 members
  - c. Selectors must have good knowledge of the specific requirements for success in the sport, including the functioning and needs of representative teams. Selectors need to have a range of appropriate qualities
  - d. The chairperson of the selectors can be voting or non-voting. They must have good communication and organisational skills as well as a thorough knowledge of the policy and process of selection.
  - e. Selectors should be well educated on their role and responsibilities, this policy document together with the APF Board & Committees code of conduct form the Committee guidelines.
- 3. MEETINGS:**
  - a. Chaired (non-voting chair) meetings of selectors may be held either:
    - i. In person
    - ii. By telephone conference call or
    - iii. By email — consensus between selectors may be arrived at by email if necessary. However, this should never be the vehicle used for the exercise of discretion, where discussion is a critical component to due diligence being exercised. Email may be appropriate for confirmation of ‘automatic’ (that is, objective) selections.
  - b. A meeting quorum is more than 50% of voting members present
- 4. COMMITTEE ROLE/PROCESS:**
  - a. To follow & apply the selection guidelines
  - b. To consider the tournament or match criteria (details from event host), then decide on the appropriate process to call for nominations.
  - c. Once nominations are finalized, consider each of the nominations received against the selection criteria.
  - d. Consider all possible handicap combinations to meet the tournament or match handicap rating
  - e. Discuss possible Captains/3/Pivots
  - f. Consider the ability of various nominations to play different positions.
  - g. Discuss possible team combinations under the possible captains identified
  - h. Draw up shortlist of preferred team or squad options
  - i. Final team selection may be deferred to a specific date for selection on current form
  - j. Discretion- all meeting discussions are to remain in-committee

**5. ESTABLISH TOURNAMENT OR MATCH CRITERIA (details from event host)**

- a. Name & venue of tournament or event
- b. Dates of tour/event
- c. Number of matches
- d. Match Handicap
- e. Event eligibility/pre-requisite requirements – e.g. AUS citizen, State member, under 21, ladies, FIP PWC player eligibility, must have won at xx level etc., must have played at xx level etc.,
- f. Accommodation & travel requirements & responsibility for costs
- g. Will horses be supplied or do selected players have to supply horses on BYO basis
- h. In some cases players may also need to supply additional horses for visiting players to be considered for selection
- i. Team media or sponsor commitments (dates & times)
- j. Team clothing requirements & responsibility for costs

**6. PLAYER SELECTION CRITERIA**

- a. **Eligibility:** Ensure the player meets any match eligibility requirement.
- b. **Conduct:** Representative players must meet the required standard of conduct on an ongoing basis both on & off the field. Representative players should also be aware of and comply with the APF code of conduct, anti-doping policy, member protection policy and all other relevant rules and policies.
- c. **Current Form:** Match Fitness
- d. **Experience:** Results at match handicap level to be played
- e. **Positions Played:**
- f. **Teamwork Skills and Dynamics:**
- g. **Experienced Combinations:** experience playing with other possible teammates
- h. **Horses:**
  - i. Details & consideration of horses available to player
  - ii. Details of additional horses for visiting players (if applicable)
- i. **Value on Handicap:**
- j. **Non-sanctioned matches:** Players who have previously breached the 'International & Representative Match Regulations' (**Regulations**), including but not limited to by participating in non-sanctioned polo matches attempting to utilise the 'Australia' or a 'state/territory' team name without approval, may in the Selection Committee's discretion, be overlooked in favour of players who have not breached the Regulations, notwithstanding anything else in these guidelines.
- k. **Selection Priorities:**  
 Players who are considered by the selectors to have:
  - a potential to develop further as representative players
  - a strong work ethic and good personal management skills
  - made a broad contribution to Australian Polo including a willingness to mentor other developing players including representative team mates
  - Ambassador qualities - those who will represent well off-field
 will be selected over other players who may be value on handicap and current form, but are not considered by the selectors to be as strong in some or all of these priority areas.

**7. NOMINATIONS PROCESS:** The Selection Committee will decide the nomination call type either:

- a. **Open call for nominations** – The relevant governing body (APF or State Associations ) calls for nominations giving as much match criteria information as possible, All nominations received are to be included for the selection committee meeting process, those that are ineligible under the guidelines must be included but should be clearly marked/highlighted as ineligible
- b. **Invited nominations** – Selection Committee invites specific players based on match handicap or other eligibility restrictions and determines their availability

**8. POST SELECTION MEETING NOTES** - It is important that:

- a. **Announcement of teams** – both successful & unsuccessful players will be advised prior to formal/public announcement of teams.
- b. **Communication to team** is made, stating the team requirements & commitments for the match, travel info, team clothing details etc

**9. APPEALS**

Appeals to Selection decisions should be made direct to the Executive Committee of the relevant governing authority (APF or State Association), who will not consider appeals on a subjective view of selection, but only on the following grounds:

- the selectors did not follow the procedures laid out in the policies, rules, regulations and/or criteria of the organisation
- there was an error in the information on which the decision was based
- members of the decision-making group were influenced by bias
- the decision reached was grossly unfair or unreasonable.

**10. Team Coach/Manager Selection Process:**

Notes: Selection of support staff

Selection of support staff for the team is also an important consideration for any sporting organisation.

The basic process should be similar to any team selection policy, including:

- a philosophy/aim for selection
- selection criteria, standards, desired attributes of the staff
- a process for selection which is clear and well communicated

In addition, the important points to consider when appointing support staff include:

- what the athletes need in order to perform at their best, and who/how these needs will best be supported
- clear identification of what the staff needs to achieve, what kind of staff are needed (for example, coach, manager and physiotherapist), their roles and responsibilities
- choosing an appropriate selection process. This is almost always subjective, but may include criteria (for example, coaches must have minimum of Level 2 accreditation)
- communicating that process to all possible relevant parties
- deciding whether the process will be open to applications or simply selected based on knowledge of the person and their past experience with the team/sport
- ensuring the process is fair, transparent, and well understood
- identifying who is responsible for selecting the support staff
- outlining clear roles, responsibilities, expectations, lines of communication and reporting levels
- implementing a code of conduct policy for team coaches and other support personnel

- ensuring the staff are the best possible as individuals and as a team, to support the needs of the athletes.
- As a sport we are probably more exposed to family and commercial considerations than most so the focus should be on previous experience or leadership ability and that where a conflict through family or professional connections might be a consideration then it should be declared and stated that it has been considered by the committee.



## Representative Players Conduct Guide

We expect the highest standards of conduct from our representative players. In addition to the [APF code of conduct](#) for all players, Representative Players must also adhere to the following standards when attending events as an Australian Representative Player:

- Be well presented and appropriately dressed for the surroundings & occasion at all times – including presentations, sponsor commitments, media commitments.
- Polo helmets must be worn at all times when riding horses – including opening ceremonies (may be removed for national anthems then replaced immediately).
- Correct polo equipment (& colour) must be used including brown polo boots (& no cowboy boots) & helmets must have a 3-point harness attachment.
- Be organised and punctual.
- Be mindful of appropriate behaviour as a role model and ambassador for Australian Polo.
- No alcohol until after the presentation/conclusion of polo event (prohibited at all times for under 18's).
- Any consumption of alcohol shall:
  - be in accordance with local laws and customs
  - not detract from your contribution to or performance at the event or activity
  - not adversely affect your behaviour; and
  - not cause inconvenience or offence to others
- No smoking at any time during events (prohibited at all times for under 18's).
- All APF Rules and Policies must be adhered to, and Representative Players must be particularly mindful of their responsibilities to comply with the Anti-Doping Policy and WADA prohibited list. See <http://www.wada-ama.org/en/content/what-is-prohibited>