



**AUSTRALIAN POLO FEDERATION**  
**REPRESENTATIVE TEAM SELECTION GUIDELINES**  
**v1.6 31 May 2019**

---

**Revision Information**

---

Document Number	Policies	Revision Date	Version	Approved
APFSG2016/1.4	Representative Team Selection Guidelines	2016	1.4	17.03.2016
APFSG2016/1.5	Addition of representative players conduct guide	2018	1.5	16.11.2018
APFSG2016/1.6	Addition of parent/guardian code of conduct	2019	1.6	31.05.2019

AUSTRALIAN POLO FEDERATION LTD  
PO BOX 44, Teesdale, VIC, 3328  
T 0419 224286  
Email [apf@australianpolo.com.au](mailto:apf@australianpolo.com.au)  
Website [www.australianpolo.com.au](http://www.australianpolo.com.au)

---

## AUSTRALIAN POLO FEDERATION LTD

---

### REPRESENTATIVE TEAM SELECTION PROTOCOLS & GUIDELINES

---

- 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.

## Annex A



### 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>

## Annex B

# JUNIOR REPRESENTATIVE PLAYER NOMINATION PARENT/GUARDIAN CODE OF CONDUCT

**Please ensure you read this document carefully before signing. This form must be completed by the parent/guardian of junior players who wish to nominate and be considered for selection to a representative team. The signed form should accompany the junior players nomination.**

The Australian Polo Federation and its affiliated State Associations are committed to upholding our core values and create a safe, fair, inclusive environment for everyone associated with our sport. To achieve this, we require certain standards of behaviour by players/athletes, coaches, officials, administrators, parents/guardians (of child participants) and spectators.

Our codes of behaviour are underpinned by the following core values.

- To act within the rules and spirit of our sport.
- To display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment.
- To prioritise the safety and well-being of children and young people involved in our sport.
- To encourage and support opportunities for participation in all aspects of our sport.

By nominating your child to a National or State representative polo team you are acknowledging that you are bound by the APF Rules & Policies including but not limited to the Codes of Conduct, Member Protection Policy and Disciplinary Regulations. As such, for any breaches you are liable to the penalties and sanctions available under the Disciplinary Regulations, regarding any incident arising from a sanctioned APF event or activity. The incident may have occurred before, during or after the conduct of the event or activity, within the confines of the polo ground, activity, venue or its immediate surrounds, or elsewhere if directly related to a polo activity of any sort. You are acknowledging that breaches of the code of conduct and behaviours that do not reflect the values of the Australian Polo Federation, its affiliated State Associations and our sport may result in your child being ineligible for National or State representative teams.

You are acknowledging that you will respect the decisions of the Selection Committee and will not challenge selection decisions directly with individual selectors. Our officials are symbols of fair play, integrity and sportsmanship - Do not openly question their judgment or honesty.

You are acknowledging, even though a competitive representative event, the following will always apply:

- These are kids
- This is a game
- Coaches are volunteers
- Umpires and officials are human and are to be respected at all times
- This is a junior development event

The APF rules & policies can be found at: <https://www.australianpolo.com.au/Rules-and-Policies/APF-Policies>

## Code of Conduct

This Code of Behaviour is intended to be the minimum standard for anyone involved in polo:

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.

**Those in particular roles must also meet the following additional role specific standards**

### Players

- Give your best at all times.
- Participate for your own enjoyment and benefit.

### Coaches

- Place the safety and welfare of the players above all else.
- Help each person (player, official etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications to be misrepresented.

### Officials

- Place the safety and welfare of the players above all else.
- Be consistent and impartial when making decisions.
- Address unsporting behaviour and promote respect for all people.

### Administrators

- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct your responsibilities with due care, competence and diligence.
- Do not allow prejudice, conflict of interest or bias to affect your objectivity.

### Parents/Guardians/Spectators

- Encourage children to participate and have fun.
- Focus on the child's effort and performance rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Respect the performances and efforts of all people.
- Reject the use of violence in any form, whether it is by spectators, coaches, officials or players.

### General

- As a parent/guardian you will be responsible for, and ensure the behaviour of your child is in line with the APF codes of conduct.
- As a parent/guardian you will on occasions comply with all reasonable and lawful directions of officials & umpires.
- As a parent/guardian any abuse or unsportsmanlike conduct and/or comments, either directly or indirectly towards an umpire or official will not be tolerated.
- As a parent/guardian, under no circumstances should you make unauthorised representations to the opposition's coaches, parents, or players.
- As a parent/guardian you are to display exemplary behaviour at all times both at and event and also travelling to & from an event.
- As a parent/guardian should you or your child cause wilful damage to property, you will take responsibility for that damage and be required to make proper restitution in the repair of such property.
- The taking or supplying of illegal substances will not be tolerated. By the parent/guardian or the child, and will result in the person being immediately handed over to the police.

### Execution

I have read and understood the contents of the Junior Representative Player Nomination - Parent/Guardian Code of Conduct and by signing this document acknowledge that I will comply with its content and submit to the APF and the relevant State Associations jurisdiction.

<b>Parent/Guardian 1</b>		mobile	
email			
address			
<b>Parent/Guardian 2</b>		mobile	
email			
address			
<b>Nominating Childs Name</b>			

**Parent/Guardian 1 signature:**

**Date**

**Parent/Guardian 2 signature:**

**Date**