



# **GUIDELINES to DEVELOPING SPORT SPECIFIC SELECTION CRITERIA's for NATIONAL FEDERATIONS**

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## 1 INTRODUCTION

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The purpose of this document is to serve as a guideline for National Federations (NFs) to develop their own Selection Policy and Criteria.

It covers the recommended process for appointing and/or selecting a NF Selection Panel, development and implementation of the process and criteria for the selection of athletes and officials for Team PNG and specific competitions and the process for appeals.

The intention is that this document and the ensuing NF selection policy will align with Team PNG's Athlete Selection Policy, Team PNG Officials Selection Policy and the Justification Committee (JC) manual and process. This includes alignment with the minimum performance standards for the various Games outlined in the Selection Policies for athletes (provided below in Appendix 3) and officials (provided below in Appendix 4)

## 2 THE SELECTION PROCESS – INTERACTION BETWEEN NFs AND PNGOC JUSTIFICATION COMMITTEE

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Selection and approval of athletes and teams for representation is a collaborative process between respective NFs and the PNGOC. There are two different scenarios that are covered by the respective NF, the JC process and the Team PNG selection policies as follows:

1. Selection for representation to Team PNG at the "GAMES" (see below for a list of the Games)
  - a. Athletes/teams/officials in this category must meet minimum performance standards as established by PNGOC (see Appendix 2 of this guideline)
2. Selection to non-Team PNG events or Sport specific events.
  - a. NFs are required to set their own performance criteria as part of their sport specific selection policy for other non-benchmark competitions.

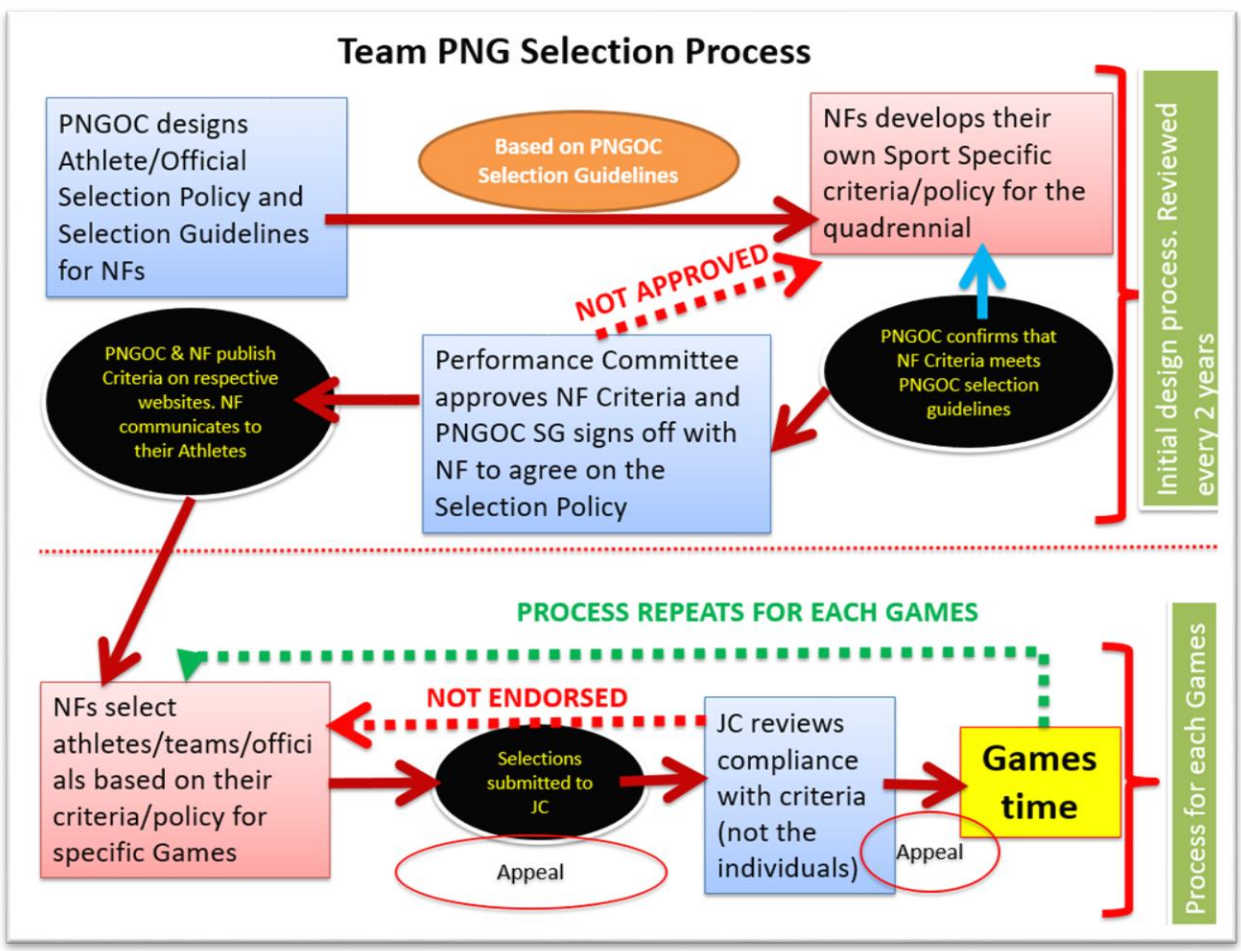


Diagram 1 - Team PNG Selection Process

As shown in the diagram above, NFs are required to have a JC approved selection policy and process. Approval is based on a policy that follows these guidelines. A checklist is provided in Appendix 1 that summarizes the points in this guideline and will be used by the JC as a primary deciding factor in approval/disapproval of respective NF selection policy and criteria.

### 3 MULTI-SPORT GAMES

These are the multi-sport Games where the objective for Team PNG is to achieve the best possible performance results, and to help achieve the goal of the PNGOC to be the best performing Pacific nation in all major multi-sport Games.

Multi-sport Games from 2021-2024 are:

- 2021 Olympic Games (Tokyo2020)
- 2022 Pacific Mini Games

- 2022 Commonwealth Games
- 2022 Asian Games
- 2023 Commonwealth Youth Games
- 2023 Pacific Games
- 2024 Olympic Games

## 4 ROLE OF NATIONAL FEDERATION

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As shown in Diagram 1 above, the role of the NF is to select the best possible team for specific events in a fair and transparent manner using the criteria they have set out in their selection policy and criteria. Once the athlete(s)/team is selected, it is submitted to the JC for endorsement before the deadlines for the respective Games. The Key dates and deadlines are annexed to Team PNG's Athlete Selection Policy and Official's Selection Policy and to this document.

## 5 ATHLETE/TEAM PERFORMANCE GOALS

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It is recognized that the definition of best possible team can change according to the level of the competition.

In the case of the Games listed above, NFs are required to select the best possible team with the potential to achieve the best possible result for PNG.

In the case of non-Team PNG events or sport specific events, NFs may identify a different goal for the selected athletes or teams. This might include factors such as

- Development of athletes,
- Improve the ranking of athletes/teams (to enhance the potential for qualification at other higher-level competitions)
- Testing or development of readiness for higher-level competitions
- Other reasons

NFs are required to present evidence to support the achievement of the Performance Standards and/or achievement of additional sport specific performance criteria. Performance results must be from legitimate sanctioned competition events. Simulated or non-competition events will not be accepted by the Justification Committee.

## 6 ROLE OF PNGOC JUSTIFICATION COMMITTEE

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The Justification Committee's main role is:

- To endorse the nominated athlete(s), team(s), managers and coaches to represent Team PNG at the Games

- Approval of the athlete's/team's selection is based on verification of achievement of performance standards and agreement that the NF has followed their own selection policy and performance criteria,
- Approval of team managers or coaches is based on meeting the minimum qualification criteria set out in the Officials Selection Policy.
- To endorse the NF's selection policy and process,
- To endorse the NF's selection/performance criteria,
- To endorse the NF appeals process.

The JC may endorse, or not endorse, all or some of the nominated athletes or teams based on the evidence provided. This includes (but is not necessarily limited to)

- Not meeting JC and/or NF performance criteria
- Not following JC guidelines
- Not following their own NF's sport specific policy guidelines

## **7 GENERAL PHILOSOPHY OF AN EFFECTIVE SELECTION POLICY AND PROCESS**

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Effective selection policies and criteria start with a guiding philosophy. The philosophy should describe the general purpose of the process as well as how the process will be implemented.

The philosophy usually explains the balance between always selecting the best possible team and the athlete development process (i.e. as a way to trial and test developing athletes etc.).

It should also describe elements such as (but not limited to):

- Objectivity,
- Evidence-based decision-making,
- Communication, and
- Athlete/player welfare.

The NF selection policy and process philosophy should be aligned with the Values and Constitution of the organization.

## **8 NOMINATION OF A NF SELECTION COMMITTEE**

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Every NF should have an elected or appointed (or combination) Selection Panel to make final selections of representative athlete/teams for benchmark and non-benchmark competitions.

## 8.1 WHY HAVE A SELECTION PANEL

A selection panel (vs. a single individual selector) is recommended so as to bring different opinions and input into the selection discussion and to ensure that they act as a 'check and balance' on each other to ensure that the correct process and criteria are followed.

## 8.2 How

The process of identifying a Selection Panel process should be an open and transparent process. The process should be announced in a suitable public forum (e.g. NF or PNGOC website NF or PNGOC newsletter etc.) at a suitable time before naming the Selection Panel. The process of declaring automatic places and how an individual can seek to be nominated or elected should be clearly described.

The individuals who are appointed or elected to the Selection Panel should be announced as soon as possible after the fact in appropriate public forums

## 8.3 WHO

The selection panel should be comprised of members from the NF who are experienced and knowledgeable in the sport, specifically in the area of high performance. The panel might include (but not necessarily be limited to) members such as the following:

- National Head Coach (automatic appointment).
- Other high performance coaches.
- Members with experience in high performance sport (e.g. former high performance directors, representative team leaders etc.).
- Board members, and
- Former high-level athletes.

It might also include members from outside the NF who have experience or specific expertise in selection. Non-sport members might be nominated as non-voting advisors. This might include members such as:

- Lawyers/attorneys with experience in sport law,
- Sport Sciences/Sports Medicine experts (who have direct experience in high performance sport),
- High performance coaches from other sports, or
- High performance athlete from other sports.

## 8.4 CONFLICT OF INTEREST

It is essential to avoid any conflict of interest on the Selection Panel. Conflict of interest occurs when a panel member might make a decision, or appear to make a decision for interests other than the NF's desired performance outcome(s). When there is a real, or perceived, conflict of interest the panel member should either be permanently replaced on the panel, or abstain from discussion and voting for particular selection(s).

Areas of potential conflict of interest include (but are not limited to):

- Parents or family members of athletes who may be potentially selected,
- Coaches who are direct coaches of an athlete who may be potentially selected,
- Club members from the same club as the athlete(s) under consideration,
- Individuals who have been the subject of complaints or findings against that Selection Panel member by an athlete who may be potentially selected,
- Individuals who have close ties or connections to a sponsor or donor who has interests other than the NF's key performance outcome(s), and
- Others.

All selection panel members must complete a conflict of interest form that discloses any potential conflict of interest (as per the areas noted above, or others as appropriate) upon nomination or election to the selection panel.

## **8.5 WHEN**

The term of the panel can vary from 1 year to 4 years according to the wishes of the NF; however, it is recommended that a 4-year term be applied so that the panel can build consistency and deep knowledge of the potential athletes over the course of several years.

## **8.6 RESPONSIBILITIES AND OPERATING PROCEDURES**

The Selection Panel should operate according to a Terms of reference document. The NF Board should approve the Terms of Reference. The Terms of Reference should address key operational elements including, but not necessarily be limited to:

- Role of the selectors
- Term of appointment of members
- Number of members
- Appointment of Chairperson
- Voting process
- Quorum requirements
- Tied voting procedure
- Conflict of interest
- Meeting schedules
- Reasons for removal from Selection panel
- Other elements

## 9 ESTABLISHING SPORT SPECIFIC SELECTION CRITERIA

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It is essential to have objective, evidence-based criteria to justify an athlete's selection to a team (for either an individual athlete event or selection to a team). Sport specific selection criteria can be defined by the categories below:

- Direct (or primary) sport performance criteria,
- Indirect (or secondary) sport performance criteria,
- Sport Sciences/Sports Medicine related factors,
- Other contributing performance criteria.

### 9.1 DIRECT (OR PRIMARY) SPORT PERFORMANCE CRITERIA

This refers to specific “field of play” data. It can include specific results of a previous competition, achievement of a specific standard (such as a time, distance, weight etc.), a national, regional or world ranking and so on. Typically, these criteria hold the strongest weight compared to other potential selection factors and are the primary deciding factors for selection.

The PNGOC Justification Committee has established minimum performance standards for selection to Team PNG (provided in Appendix 2 below). These criteria take precedence over NF determined minimum performance criteria; however, NFs can include additional performance criteria requirements in their own sport specific selection criteria.

### 9.2 INDIRECT (OR SECONDARY) SPORT PERFORMANCE CRITERIA

This refers to other performance related criteria and data that can be used to help decision-making. They should not be used as the primary deciding factors for selection, but instead should contribute to the final decisions. They include elements such as:

- Direction or trend of performance outcomes,
- Outcomes of head to head competition with specific opposition,
- Sport specific performance data – e.g. shooting percentage in basketball, serve percentage in tennis, point differential in bouts or preliminary games etc.
- Other relevant data

### 9.3 SPORT SCIENCES/SPORTS MEDICINE RELATED DATA

This refers to specific data from the sport sciences and/or sports medicine fields including lab tests, field tests, assessments, fitness tests, medical assessment, and injury/health status and so on.

They should not use data in this category as selection criteria. In other words, an athlete should not be selected (or not selected) based on the result of a specific field or lab test. However, sport sciences and sports medicine related data can, and should, be used to determine fitness level and readiness to compete in the cases of the following:

- Return from injury,



- Long time gaps between selection/qualification and competition,
- Suspicion of a hidden injury, and
- Other relevant situations.

#### **9.4 OTHER CRITERIA**

This refers to more subjective criteria such as attitude, personality, impact on team dynamics, personal behaviour etc. These should not be a primary deciding factor for inclusion in a team, however they can sometimes be considered as elimination factors for selection.

## **10 COMMUNICATION OF SELECTION**

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It is important to have appropriate procedures to:

- Inform athletes of their selection,
- Inform athletes of their non-selection,
- Inform the sport community and general public of selection.

The NF selection policy and process should identify the process and timeline for how, when and where athletes and the sport community and general public will be informed of the selection outcomes.

As part of the JC process, NFs will have to show evidence as to how they have communicated this selection policy to its athletes and members.

## **11 APPEALS PROCESS**

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Appeals can be made at two levels:

- Appeals to NF decision
- Appeals to Justification Committee decision

### **11.1 APPEALS TO NF SELECTION DECISIONS**

The NF Selection Policy should describe the appeals process for athletes. Reasons for an appeal should be described in the NF policy and may include, but not necessarily be limited to:

- Using incorrect performance data,
- Using incorrect secondary, Sport Sciences/Sports Medicine data or other data,
- NF Selection Panel not following their own specific process.

The appeals process should describe:

- The acceptable reasons for appeal (as mentioned above),
- The time limit for an appeal to be lodged,
- The time frame for when a decision should be made,
- Who will hear the appeal (i.e. the NF Selection Panel or an independent group),

- The type and location of relevant appeals form(s),
- The fee (if relevant), and
- The options for an athlete if an appeal is unsuccessful.

### **11.2 APPEALS TO A JUSTIFICATION COMMITTEE DECISION**

The appeals to a Justification Committee decision are described in the Justification Committee Manual (March 2021). This information is also included in the Team PNG Athletes Selection Policy and Team PNG Officials Selection Policy.

## **12 APPENDICES**

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- Appendix 1 – NF Selection Policy development checklist
- Appendix 2 – Team PNG performance standards
- Appendix 3 – Team PNG Athlete Selection Policy
- Appendix 4 – Team PNG Officials Selection Policy
- Appendix 5 – Justification Committee Manual

**APPENDIX 1 – Selection policy development checklist**

**CHECKLIST for NFs**

ACTION ITEM	COMPLETED – YES/NO (and date completed or achieved)
Philosophy of selection policy clearly stated	
Goal of selection is identified for each relevant event (e.g. best possible team or development team)  NOTE: As per Justification Committee guidelines NFs are required to pick the best possible team for PNGOC benchmark events)	
Selection Panel Terms of Reference approved by Board	
Nomination/appointment/election process defined and approved by NF Board	
All selection panel members complete conflict of interest disclosure	
Direct performance criteria are described in the selection policy	
Direct performance criteria include the Justification Committee’s minimum performance standards for benchmark events	
Indirect/secondary performance criteria are described in the selection policy	
Sport Sciences/Sports Medicine criteria are described in the selection policy	
Other/subjective criteria are describe in the selection policy	
Communication strategy in place that describes how, when and where selections are communicated to athlete, sport community and general public	
Appeals process is clearly described in the policy	

**APPENDIX 2 – Athlete performance standards for selection to Team PNG**

Team PNG - Performance Standards (Individual Sports)							
Games							
Year	2021	2022			2023		2024
Games	Olympic Games	Pacific Mini Games	Commonwealth Games	Asian Games	Pacific Games	Commonwealth Youth Games	Olympic Games
Host City	Tokyo	Saipan	Birmingham	Hangzhou	Honiara	Port-of-Spain	Paris
Host Country	Japan	Northern Mariana Islands	England	China	Solomon Islands	Trinidad & Tobago	France
Date	July 23-Aug 8	May/June	July 27 - Aug 7	Sept 10-25	July 14-28	TBC	July 26-Aug 11
Performance Standards							
Oceanic	Top 3	Top 5	Top 3	Top 5	Top 5	Top 5	Top 3
Pacific	1st	Top 3			Top 3	Top 5	1st
National	1st	Top 2	1st	1st	Top 2	1st	1st
Selection Policy Criteria	<ul style="list-style-type: none"> <li>• Demonstrated improved performances and results at key international competitions over the past 24 months.</li> <li>• Ranking in the National (Number 1 ranked)/Pacific (Number 1)/Oceania (Top 3)</li> <li>• Is capable of achieving a top 20 placing in their respective event and/or team event.</li> <li>• Commitment to training and preparation for the Games</li> <li>• No disciplinary issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated improved performances and results at key international competitions over the past 24 months. Includes improved performances from Pacific Games 2019 and Pacific Mini Games 2017.</li> <li>• Ranking in the National (Top 2) /Pacific (Top 3) /Oceania (Top 5)</li> <li>• Is capable of achieving a medal placing in their respective event and/or team event.</li> <li>• Commitment to training and preparation for the Games</li> <li>• No disciplinary issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated improved performances and results at key international competitions over the past 24 months. Includes improved performances from Pacific Games 2019.</li> <li>• Ranking in the National (Number 1 ranked)/Oceania (Top 3)</li> <li>• Is capable of achieving a top 15 placing in their respective event and top 10 in team event.</li> <li>• Commitment to training and preparation for the Games</li> <li>• No disciplinary issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated improved performances and results at key international competitions over the past 24 months.</li> <li>• Ranking in the National (Number 1 ranked)/Oceania (Top 5)</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated improved performances and results at key international competitions over the past 24 months. Includes improved performances from Pacific Games 2019.</li> <li>• Ranking in the National (Number 1 ranked)/Oceania (Top 5)</li> <li>• Is capable of achieving a medal placing in their respective event and/or team event.</li> <li>• Commitment to training and preparation for the Games</li> <li>• No disciplinary issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated improved performances and results at key international competitions over the past 24 months</li> <li>• Age - ranking in the National (1st in PNG) /Pacific (Top 5 in Pacific)</li> <li>• Commitment to training and preparation for the Games</li> <li>• No disciplinary issues</li> <li>- Part of a youth program</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated improved performances and results at key international competitions over the past 24 months.</li> <li>• Ranking in the National (Number 1 ranked)/Pacific (Number 1)/Oceania (Top 3)</li> <li>• Is capable of achieving a top 20 placing in their respective event and/or team event.</li> <li>• Commitment to training and preparation for the Games</li> <li>• No disciplinary issues</li> </ul>

***Appendix 3 – Team PNG Athlete Selection Policy***



## ***Appendix 4 – Team PNG officials Selection Policy***



## ***Appendix 5 – Justification Committee Manual***

# JUSTIFICATION COMMITTEE MANUAL





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## INTRODUCTION

The Papua New Guinea Olympic Committee Inc. (**PNGOC**) has the exclusive authority for the selection and entry of Team PNG at the Olympic Games, Commonwealth Games, Pacific Games, Pacific Mini Games, Youth Olympic Games, Commonwealth Youth Games and other games that fall under its mandate (the **Games**).

For the entry of Team PNG in the stated Games, the National Federations affiliated to the PNGOC are required to justify their sport, officials and athletes for endorsement.

The Justification Committee is the committee responsible for the endorsement and or non-endorsement of sports, officials and athletes to Team PNG.

## GLOSSARY OF TERMS AND ABBREVIATIONS

"JC"	PNGOC Justification Committee which is responsible for confirming the selection to Team PNG, through the endorsement of athletes and team officials on the Team
"CGF"	Commonwealth Games Federation
"Games"	The multi-sport events attended by Team PNG, including the Pacific Games, Pacific Mini Games, Commonwealth Games, Commonwealth Youth Games, Olympic Games, Youth Olympic Games, World Beach Games, Asian Indoor and Martial Arts Games, Asian Games
"GMT"	General Management Team of the PNG Pacific Games Team
"HPTC"	The High Performance Training Centre operated by the PNGSF
"IOC"	International Olympic Committee
"PNGOC"	Papua New Guinea Olympic Committee Inc. who, for the purposes of the Pacific Games is the Papua New Guinea Pacific Games Association (PGA), for the purposes of the Commonwealth Games is the Papua New Guinea Commonwealth Games Association (CGA) and for the purposes of the Olympic Games is the Papua New Guinea National Olympic Committee (NOC)
"PNG AC"	PNG Athletes Commission - A group established to serve the best interests of Papua New Guinea's elite athletes, particularly to represent their views and interests on the Executive Board of the PNGOC and its other decision-making bodies and committees.
"PNGSF"	Papua New Guinea Sports Foundation who is the government body responsible for Sport Development in PNG
"Team Manager"	The team official nominated by an NF and endorsed by JC to manage athletes and team officials from each sport. In the case of team sports, two Team Managers (one per gender) will be selected.
"Team PNG"	The team of athletes and officials selected by the PNGOC to represent Papua New Guinea at a Games Number of athletes, officials (coaches, managers, general team management) and NOC representatives that make up Team PNG
"NF"	The National Federation responsible for a particular sport in the country

## PURPOSE

The PNGOC's Justification Committee was established to assess and confirm or reject nominations received from National Federations for its Sport, Officials and Athletes to be part of Team PNG to represent Papua New Guinea at the Olympic, Youth Olympic, Commonwealth, Commonwealth youth, Pacific and Pacific Mini Games. Through the Olympic Movement, PNG may be invited to participate at certain continental Games such as the Asian Indoor and Martial Arts Games, World Beach Games and the Asian Games. The JC is responsible for the endorsement of Sport, Officials and Athletes to these Games.

The JC shall apply the criteria outlined in the JC Terms of Reference. Refer annex A. JC Terms of Reference.

## APPOINTMENTS

The PNGOC Executive Board, in the year of their election, shall appoint the JC to be comprised as follows:

1. The Secretary General of the PNGOC (or in his/her absence, the Deputy Secretary General);
2. A Director of PNGOC;
3. the Chair (or nominee) of the Athletes Commission of the PNGOC;
4. The Director of the National Sports Institute;
5. Three (3) Ordinary Committee Members, one of whom shall be an elected member of the Executive Committee of an affiliated National Federation.

## PROCESS

At least 3 ½ years out from a Games, the PNGOC will call for submissions from relevant National Federations who are on the Sports Program for each Games. The submissions will be as per the three categories outlined below, each with their own timeline:

1. Justification of Sport – 3 years from the Games
2. Justification of Officials – 2 years from the Games
3. Justification of Athletes – 1 year from the Games

Deadlines will be set for each submission and communicated to all NF, with updates on respective Games' Key Dates and Deadlines.

The JC will meet with all relevant NFs at least twice each year depending on the Games and JC timeline relevant to those Games. The purpose of such meeting will be to consider the submissions for justification per category.

Within 14 working days from the meeting, the JC decision will be communicated in writing to the NF.

Sports, Officials and or Athletes who are Not Endorsed or Not Yet Endorsed will be granted a further extension as approved by the JC based on each circumstance, to submit all outstanding requirements for consideration.

## REQUIREMENTS

In order to justify and therefore obtain the JC's endorsement of a Sport, Officials and Athletes, National Federations must submit the following documents by the deadlines outlined in the JC Process Map (refer annex B. JC Process Map).

Note: the JC may require additional information which they will stipulate.

Sport	Official	Athlete
<ul style="list-style-type: none"> <li>Justifying your Sport Form</li> <li>NF Selection Criteria with names of selection panel if applicable and sport specific testing protocols</li> <li>Provide evidence of how NF Criteria will be communicated to athletes</li> <li>Submit preparation plans with benchmark events</li> <li>Games Performance Goals</li> <li><i>Sign-off on Team PNG Selection Policy **</i></li> </ul>	<ul style="list-style-type: none"> <li>Completed and signed Officials Nomination Form</li> <li>Completed Officials Bio Data Form with soft copy of passport bio page and passport ID photo</li> <li>Current IF or OSEP Team Manager/Development Coach/S&amp;C certification</li> <li><i>Athlete Safeguarding certification **</i></li> <li><i>Anti-doping certification **</i></li> </ul>	<ul style="list-style-type: none"> <li>Completed Officials Bio Data Form with soft copy of passport bio page and passport ID photo</li> <li>Fitness Test results</li> <li>Medical Test results</li> <li>Benchmark competition results</li> <li>Coach to justify athletes at JC meeting</li> </ul>

*\*\* JC endorsement for Sport is subject to sign-off on the Team PNG Selection Policy, inclusive of the Sport specific selection criteria.*

*\*\* JC endorsement for Officials is subject to completion of Athletes Safeguarding and Anti-Doping courses.*

The Officials and Athletes' bio data form is a form used to capture information required for the following:

### Accreditation

- i. First Name (as appears on passport)
- ii. Family Name (as appears on passport)
- iii. Gender
- iv. Date of Birth (*format to enter: dd/mm/yyyy*)
- v. Age
- vi. Passport number
- vii. Passport Nationality
- viii. Date Issued (*format to enter: dd/mm/yyyy*)
- ix. Expiry Date
- x. Passport Photo Submitted (Yes/No)
- xi. Height (cm)
- xii. Weight (kg)

### Uniforms Sizes

- i. Tracksuit (*Male sizes: XS – 4XL, Female sizes: 10-24*)
- ii. Polo/ Shirts (*Male sizes: XS – 4XL, Female sizes: 10-24*)
- iii. Shorts (*Male sizes: XS – 4XL, Female sizes: 10-24*)
- iv. Shoes (*sizes to be in UK*)

## **Justification of officials and athletes**

### **Officials**

#### **Coach:**

- i. Coaching Accreditation
- ii. Date Coaching Accreditation was achieved
- iii. Coaching Experience
- iv. Description of Coaching Experience
- v. Name of Competitions, Location and Date

#### **Manager:**

- i. Professional Experience
- ii. Previous management experience in sport - date and venue
- iii. Other Sport experience (coach, administrator or athlete)
- iv. Date
- v. Venue/ Location

### **Athletes**

- i. Individual sport event/s
- ii. Individual sport Personal Best/ Ranking
- iii. Team Sport Position
- iv. Achievements
- v. Other comments to justify selection
- vi. Games Target

### **Insurance**

- i. Location based (place of residence)
- ii. Pre-existing Injury/ Illness
- iii. Start Date (of pre-existing injury/ illness)
- iv. Contact phone number (landline)
- v. Contact phone number (mobile)
- vi. Email address

### **Other information for athletes**

- i. Highest Level of Education
- ii. Institute
- iii. Year
- iv. Employment Status

# ANNEXURES

## A. JC Terms of Reference



### JUSTIFICATION COMMITTEE

#### TERMS OF REFERENCE

*This Justification Committee ('the Committee') of the Papua New Guinea Olympic Committee ('PNGOC') is established in accordance with Article 28 (b) of the PNGOC's Constitution.*

#### 1. DEFINITIONS

**Affiliate** has the meaning given in Rule 6 of the PNGOC Constitution.<sup>1</sup>

**Chair** means the member of the Committee who is appointed as Chair of the Committee in accordance with these Terms of Reference.

**Committee** means the Justification Committee of the Papua New Guinea Olympic Committee which is established by the Executive Committee in accordance with Article 28 (b) of the PNGOC Constitution.

**Committee Member** means any member of the Committee who is appointed in accordance with Clause 4.

**Director** means a member of the Executive Committee.

**Executive Committee** means the Executive Committee of the PNGOC.

**Member** has the meaning given in Rule 5 of the PNGOC Constitution.<sup>2</sup>

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<sup>1</sup> Papua New Guinea Olympic Committee Constitution, Rule 6:

6 *Affiliates*

(a) *A National Federation that is not an incorporated entity may apply to be an Affiliate.*

(b) *An Affiliate shall have the same rights and obligations as a Member, except for the right to vote, and be entitled to receive notice of, attend and observe but not vote at General Meetings.*

<sup>2</sup> Ibid, Rule 5:

5 *Membership Categories*

*Membership of PNGOC shall comprise the following categories:*

(a) *Member*

*A National Federation that is an incorporated entity may apply to be a Member.*

(b) *IOC Member*

**Olympiad** means the four (4) year period between each Summer Olympic Games.

**Ordinary Committee Member** means any Committee Member who is appointed in accordance with Clause 4(b) by the Executive Committee.

**Secretariat** means the Secretariat of the PNGOC appointed by the Executive Committee in accordance with Rule 13 of the PNGOC Constitution.

**Secretary General** means the Secretary General of the PNGOC appointed by the Executive Committee in accordance with Rule 13 of the PNGOC Constitution.

## 2. INTRODUCTION

- (a) PNGOC has the exclusive authority for the selection and entry of Team PNG at the Olympic Games, Commonwealth Games, Pacific Games, Pacific Mini Games, Youth Olympic Games, Commonwealth Youth Games and other games that fall under its mandate (the **Games**).
- (b) The Committee is appointed by the Executive Committee of the PNGOC to carry out these Terms of Reference.

## 3. ROLE AND KEY RESPONSIBILITIES

The Justification Committee's functions are:

- (a) to assess and confirm or reject nominations received from National Federations:
  - (i) for athletes; and
  - (ii) for managers, coaches and technical officials; to represent Team PNG in the Games.
- (a) In making its decisions,, the Committee shall apply the following criteria:-
  - (i) the selected athletes should be the best available competitors, measured against the criteria set out in the selection policies of respective sports;
  - (ii) the selected athletes must meet the eligibility criteria for participation in the Event.
  - (iii) all selected individuals are of good character and will be good ambassadors of Papua New Guinea;
  - (iv) any other matters which are considered to be relevant.

## 4. COMPOSITION

- (a) The Committee shall have seven (7) members comprising:
  - (i) The Secretary General, (or in their absence, the Deputy Secretary General);

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*A member of the IOC who is resident in Papua New Guinea shall be an ex officio member.*

### (c) *Life Member*

*An individual who is appointed by Special Resolution for exceptional service to the PNGOC, of whom there may be no more than five (5) at any one time.*



- (ii) A Director of PNGOC;
- (iii) Chair of the Athletes Commission of the PNGOC (or nominee);
- (iv) The Director of the National Sports Institute; and
- (v) Three (3) Ordinary Committee Members, one of whom shall be an elected member of the Executive Committee of an affiliated National Federation.

(b) The Ordinary Committee Members shall be appointed by the Executive Committee of the PNGOC.

(c) Ordinary Committee Members shall serve a term of two (2) years from the date of appointment.

(d) All retiring Ordinary Committee Members are eligible for reappointment.

## 5. MEMBERS RESPONSIBILITIES

Committee Members must:

- (i) abide by the Values of the Olympic Movement, the Olympic Charter ([www.olympic.org](http://www.olympic.org)), all applicable laws of Papua New Guinea, the PNGOC's Code of Conduct and all other relevant PNGOC by-laws, policies and directions.
- (ii) attend scheduled meetings of the Committee, or notify the Chair and tender an apology if unable to attend.
- (iii) avoid bringing the Committee or the PNGOC into disrepute.
- (iv) (any other responsibilities necessary to mention)

*For example:*

- i. Tender reports at meetings of the Committee or at any other time when requested by the Chair, on any of their activities which may be delegated to them from time to time by the Chair.*
- ii. In the event any member believes that can no longer satisfy their responsibilities under these Terms of Reference, they will tender their resignation to the Chair.*

## 6. RESIGNATION AND REMOVAL OF MEMBERS

- (a) If a Committee Member fails to comply with Clause 5, the Committee may vote to remove them by ordinary resolution.
- (b) Any vote to remove a Committee Member will only be effective if it is endorsed by the Executive Committee.
- (c) Once endorsed by the Executive Committee, a decision to remove a Committee Member shall be communicated in writing to the Committee Member.

## 7. VACANCY

A vacancy occurs if a Committee Member:

- (i) dies;
- (ii) is removed in accordance with clause 6;
- (iii) resigns by notice in writing delivered to the Chair of the Committee;

- (iv) is permanently incapacitated by mental or physical ill health; or
- (v) is absent from more than three consecutive meetings of the Committee.

## **8. MEETINGS**

- (a) The Committee shall meet at least three (3) times in a calendar year.
- (b) The Chair shall preside at all meetings of the Committee. In the event that the Chair is unable to attend a meeting of the Committee, those present shall elect one of their number to chair that meeting. The Chair of a meeting shall have a casting vote in addition to their primary vote if required.
- (c) The quorum of the Committee shall not be less than three (3) members.
- (d) No business may be transacted at a meeting of the Committee where a quorum is not present.

## **9. COMMITTEE PAPERS**

- (a) The Chair must arrange for the distribution, two (2) days in advance of a meeting of the Committee, of an agenda and any related papers to each Committee Member and the Secretary General.

## **10. COMMITTEE MINUTES**

- (a) The Chair must arrange for the preparation of draft minutes of meetings and have them approved by the Committee.
- (b) Minutes of meetings shall be submitted to the next meeting of the Committee for adoption.
- (c) Minutes signed by the Chair shall be conclusive evidence of the matters recorded in such minutes.

## **11. GRIEVANCE PROCEDURE**

- (a) Any person aggrieved by a decision of the Committee may appeal in writing to the Papua New Guinea Sports Dispute Tribunal (the 'PNGSDT') stating the grounds of the appeal within fourteen (14) days of the date of notification of the decision of the Committee.
- (b) Any person, team or team member aggrieved by the decision of the PNGSDT may lodge their appeal together with the grounds of appeal:
  - (vi) to the Court of Arbitration for Sports ('CAS') in Lausanne, Switzerland;
  - (vii) within twenty-one (21) days after the delivery of the decision (on or from the date of receipt of the decision); and
  - (viii) the Decision of the Court of Arbitration for Sports is final.

## **12. REPORTING**

- (a) The Chair must submit an annual report to the Secretary General of the PNGOC prior to the close of the PNGOC Secretariat office at the conclusion of each calendar year.
- (b) The grant of extensions in relation to Clause 12 (a) is at the Secretary General's discretion, after consideration of the circumstances.
- (c) The Secretary General may request progress reports whenever necessary, notwithstanding clause 12 (a).

### **13. AGREEMENT**

- (a) All Committee Members shall agree to the PNGOC's Member Undertaking.
- (b) These Terms of Reference (as in force from time to time), are binding on the Committee and each of the Committee Members.

### **14. CONFIDENTIALITY**

- (a) All Committee Members shall retain confidentiality at all times, in relation to the Committee's activities, which will include all discussions at meetings and information generated in documentation exchanged between the PNGOC and the Committee and Committee Members.

### **15. REVIEW AND AMENDMENTS**

- (a) These Terms of Reference shall be reviewed once during each Olympiad or as the Executive Committee considers necessary.
- (b) Any amendments to these Terms of Reference shall be agreed to by a majority vote by the Committee. Any amendments made in accordance with this clause will only come into force once they are ratified by the Executive Committee.
- (c) These Terms of Reference may be amended by the Executive Committee whenever necessary, as the circumstance before it deems fit, notwithstanding clauses 15(a) and (b).

### **16. INCONSISTENCIES WITH PNGOC CONSTITUTION**

To the extent there is any inconsistencies between these Terms of Reference and the PNGOC Constitution, the PNGOC Constitution will prevail.

### **17. ACCESS TO TERMS OF REFERENCE**

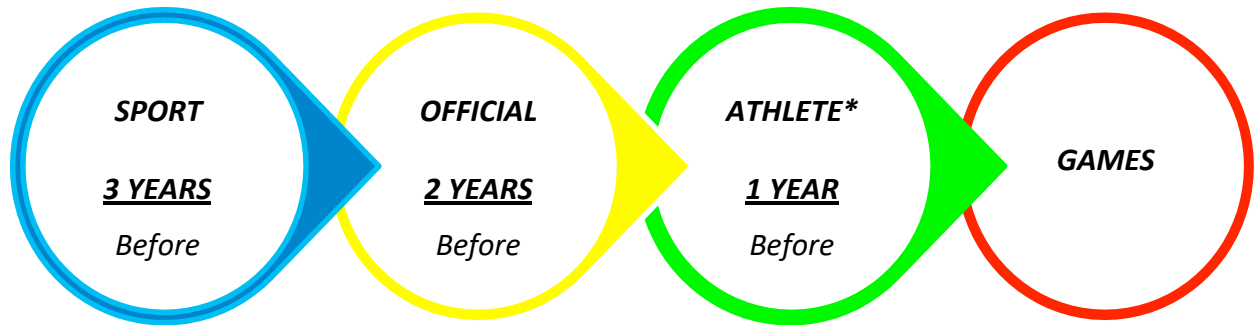
Copies of these Terms of Reference are available from the PNGOC Secretariat or from the PNGOC's website ([www.pngolympic.com](http://www.pngolympic.com)).

ADOPTED by the Executive Committee of the Papua New Guinea Olympic Committee on **19 October 2016**.

AMENDED on

B. JC Process Map

*Justification Timeline*



*\*For Final Squad athletes. Final Team to be confirmed by NF closer to Games*

# APPLYING TO JUSTIFY A SPORT

## Endorsed

Full compliance. All requirements have been met.  
N.B. Ongoing monitoring of compliance leading up to Games

## Not Yet Endorsed

Partial compliance. Only some requirements have been met.

JC may request Sport re-apply for Justification once all requirements have been met. JC will fix time for full compliance e.g. 90 days.  
One chance only.

Sport returns for Justification within time fixed by JC.

Justification Committee may **Endorse** or **Not Endorse**

## Not Endorsed

Appeal to Sports Disputes Tribunal within 14 days of notification of decision

Sports Dispute Tribunal to hear appeal within 30 days of receiving appeal

Sports Disputes Tribunal may **Endorse** or **Not Endorse**

Appeal to Court of Arbitration for Sport within 14 days of notification of decision

Endorsed

Not Endorsed

# APPLYING TO JUSTIFY A OFFICIAL

## Endorsed

Full compliance. All requirements have been met.  
N.B. Ongoing monitoring of compliance leading up to Games

## Not Yet Endorsed

Partial compliance. Only some requirements have been met and/or more information required

JC may request Official's name be re-submitted once all requirements have been met. JC will fix time for full compliance e.g. 30 days.  
One chance only.

Official's name returns for Justification within time fixed by JC

Justification Committee may **Endorse** or **Not Endorse**

## Not Endorsed

Appeal to Sports Disputes Tribunal within 14 days of notification of decision

Sports Dispute Tribunal to hear appeal within 30 days of receiving appeal

Sports Disputes Tribunal may **Endorse** or **Not Endorse**

Appeal to Court of Arbitration for Sport within 14 days of notification of decision

Endorsed

Not Endorsed

# APPLYING TO JUSTIFY A ATHLETE

## Endorsed

Full compliance. All requirements have been met.  
N.B. Ongoing monitoring of compliance leading up to Games

## Not Yet Endorsed

Partial compliance. Only some requirements have been met and/or more information required

JC may request Athlete's name be re-submitted once all requirements have been met. JC will fix time for full compliance e.g. 60 days.  
One chance only.

Athlete's name returns for Justification within time fixed by JC

Justification Committee may **Endorse** or **Not Endorse**

## Not Endorsed

Appeal to Sports Disputes Tribunal within 14 days of notification of decision

Sports Dispute Tribunal to hear appeal within 30 days of receiving appeal

Sports Disputes Tribunal may **Endorse** or **Not Endorse**

Appeal to Court of Arbitration for Sport within 14 days of notification of decision

Endorsed

Not Endorsed

### C. Justifying your Sport Form



## JUSTIFYING YOUR SPORT FORM

<b>Games:</b>	
<b>Sport:</b>	
<b>Estimated Team Size:</b>	

1. Please justify why your Sport should be part of Team PNG for the above stated Games:

2. How will your sport contribute to PNGOC's Games targets for the above stated Games?  
(Refer to PNGOC Performance Standards)

3. Please confirm your own Sports target for this Games

4. How would your federation prioritise this Games on your NF calendar?

Priority	Explain why this Games has been given this priority on your NF calendar
Low <input type="checkbox"/>	
Medium <input type="checkbox"/>	
High <input type="checkbox"/>	



5. Please confirm sources of funding for your Sport's preparations/ activities for this Games

--

6. Please tick if the following required documents are attached;

- a.  List of targeted Athletes;
- b.  List of targeted Officials;
- c.  Completed PNG NF Planning Form
- d.  Minutes of NF Executive Meeting endorsing the athletes & officials
- e. Sports Specific Criteria.

7. NF Endorsement

Please attach minutes of NF executive meeting endorsing the athletes and officials.

	Prepared by	NF Executive	NF Executive
<b>Name:</b>			
<b>Position:</b>			
<b>Signature:</b>			
<b>Date:</b>			

## D. Officials Nomination Form



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### Officials' Nomination Form

Please complete and return to the PNGOC office by **[insert due date]**

Ensure that all relevant documents are attached and copies of ID and 2 references are included.

Note: Candidates can NOT apply if they currently are part of a National Federation Executive.

#### CANDIDATE DETAILS

**Title** (please circle) **Mr Mrs Miss Ms Dr**

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_ as on passport

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Male**  **Female**

**Email address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_ **Country of Passport:** \_\_\_\_\_

**Passport Number:** \_\_\_\_\_ **Exp date:** \_\_\_\_\_

**Driver license number:** \_\_\_\_\_ **Exp date:** \_\_\_\_\_

(Provide photo copy of passport and driver license)

**Sport nominating for:** \_\_\_\_\_

**Men** \_\_\_\_ **Women** \_\_\_\_ **Mixed** \_\_\_\_ **What team/event:** \_\_\_\_\_

**Position nominating for** (number in preference 1, 2 & 3)

**Head coach  
coach**

**Assistant coach**

**Development**

**Manager**

**Assistant manager**

**Team trainer**

**Other position:** \_\_\_\_\_

**Have you held a previous position in sport in PNG before?**    **Yes**    **No**

**Give details:** \_\_\_\_\_  
\_\_\_\_\_

**Why do you wish to nominate for this position in your chosen sport?**

\_\_\_\_\_  
\_\_\_\_\_

**Qualifications:**

\_\_\_\_\_

**Date of course:** \_\_\_\_\_ **Course provider:** \_\_\_\_\_

**Qualifications:**

\_\_\_\_\_

**Date of course:** \_\_\_\_\_ **Course provider:** \_\_\_\_\_

**Qualifications:**

\_\_\_\_\_

**Date of course:** \_\_\_\_\_ **Course provider:** \_\_\_\_\_

**Other Qualifications:**

\_\_\_\_\_

\_\_\_\_\_

**Previous Coach/Manager/Trainer history**

**Position:** \_\_\_\_\_ **Team:** \_\_\_\_\_

**Year/s:**

\_\_\_\_\_

**Tournaments/ Events:**

\_\_\_\_\_

**Position:** \_\_\_\_\_ **Team:** \_\_\_\_\_

**Year/s:**

\_\_\_\_\_

**Tournaments/ Events:**

\_\_\_\_\_

**Position:** \_\_\_\_\_ **Team:** \_\_\_\_\_

**Year/s:**

\_\_\_\_\_

**Tournaments/ Events:**

\_\_\_\_\_

**Other Relevant Experience:**

\_\_\_\_\_

**Have you ever been removed from a position before?      Yes      No**

**If Yes, please explain:**

\_\_\_\_\_

\_\_\_\_\_

**Is it possible that you will be required to Coach/ Manage a relative in the team?**

**Yes    No**

**Are you related to member of the National Federation responsible for your chosen sport?**

**No    Yes    If yes, provide name and position:**

---

**What is your availability on a weekly basis to perform your duties leading into the 2015 Pacific Games?**

**0-8Hrs/week.            8-12hrs/ week.            15+hrs/ week.            25+hrs/ week.            Full time**

**By signing here, you agree to the follow terms.**

**You agree to continually grow and develop your skills relating to your position.**

**You agree that the information you have provided is honest to the best of your knowledge.**

**You will advise the Selection Panel should any of the information provided change.**

**This nomination does not guarantee selection. Successful appointment will require candidate to sign Team PNG agreement form and abide by its terms and conditions.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Nomination approval by NF President:** \_\_\_\_\_









No.	Uniform (Sizes)				Specific Details to Position									
	Tracksuit	Polo/Shirts	Shorts	Shoes	Coach					Manager				
	Male sizes: XS - 4XL Female sizes: 10 - 24			(UK Sizes)	Coaching Accreditation	Date Achieved	Coaching Experience	Description of Coaching Experience	Name of Comp, Location & Date	Professional Background	Previous management experience in sport_date & venue	Other Sport Experience (Coach/ Manager /Athlete)	Date	Venue/ Location
1														
2														
3														
4														
5														

No.	Information required for Insurance Purposes					
	Location Based	Injury/Illness		Contact Details		
		Pre-Existing Injury/ Illness	Start Date	Phone (Landline)	Mobile	Email
1						
2						
3						
4						
5						

## F. Frequently Asked Questions

Q. Who is responsible for the collating and compilation of JC requirements to justify my sport?

A. The National Federation is responsible for the collection and compilation of all the requirements to justify the Sport.

Q. Who is responsible for the collating and compilation of JC requirements to justify team officials for my sport?

A. The National Federation is responsible for the collection and compilation of all the requirements to justify all Team Officials.

Q. Who is responsible for the collating and compilation of JC requirements to justify athletes?

A. The Team Manager is responsible for the collation and compilation of information and or requirements for the justification of athletes.

In the case where the Team Manager has withdrawn or stood down, the Executives of the National Federation is responsible for the collating and submission of the JC requirements.

Q. Can the Team Manager submit JC requirements without the endorsement of the National Federation?

A. No. Every submission must be endorsed by the National Federation. This can be done through the signing of forms where the National Federation has to sign and also by way of including all the executives of the National Federation in emails.

Q. If the JC Decision is not accepted, can I/ my sport appeal back to the JC?

A. No. Any appeal after the JC decision has to be addressed to the Sports Disputes Tribunal (SDT). The PNGOC Secretariat should be copied in the submission to the SDT for tracking purposes.

Q. Can the President or executive of the federation justify the selection of the athletes in the JC meeting?

- A. It is preferred for the endorsed coach/es to justify to the JC the selection of the athlete/s. Reason being that the coach has more interaction with the athletes during training and competition. The President and or another NF representative will also be in the meeting, and can contribute to the justification of athletes to the JC.
- Q. What happens if a member of the JC is also an executive of the Sport that is required to go through the JC process?
- A. The member will declare his/ her “Conflict of Interest” at the beginning of the JC meetings and will not be present (leave the meeting room) when the JC discussed and deliberates on the outcome of the meeting and reaches its decision.
- The outcome will be shared with the member until the formal letter signed by the Chair of the JC is sent to the President or Chairman of the National Federation concerned.
- Q. What if Sports do not meet and submit all JC requirements by the deadline?
- A. As outlined in the new JC timeline, the JC will not entertain the submission and will not endorse the Sport/ Officials/ Athletes – depending on what the documents are intended for. The JC may give an extension to the Sport, however, there will only be ONE extension.