



# Team PNG

## Officials Selection Policy



## OFFICIALS

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Created By:	Papua New Guinea Olympic Committee
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# 1. Introduction

## 1.1 Background –

The Papua New Guinea Olympic Committee (PNGOC) has developed this policy for the selection of officials to represent PNG at respective Games from 2022 to 2024.

The (Games) being considered under this selection policy are:

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

The PNGOC is recognised by the International Olympic Committee (IOC) as the National Olympic Committee for Papua New Guinea. The IOC is the supreme authority in all matters concerning the Olympic Games.

PNGOC is also recognised by the Commonwealth Games Federation (CGF) and the Pacific Games Council (PGC) as members of the respective bodies. The CGF is the supreme authority in all matters concerning the Commonwealth Games as is the PGC the supreme authority in all matters concerning the Pacific Games.

The PNGOC has the sole and exclusive authority to determine its representation at the Games.

The PNGOC wishes to promote awareness and a clear understanding of the process for nomination of Officials by the National Federations (NF) and selection by the PNGOC for Team PNG (the Team) to attend the Games.

The NF and its Officials wish to have a clear understanding of the process for nomination and selection of Officials for the Team and have agreed to the terms and conditions of this Policy for that purpose.

This Policy sets out the application, nomination and selection process by which eligible Officials may be considered for nomination by the NF, and selection by the PNGOC, for Team PNG.

This Policy also sets out the procedures that must be followed for any appeal against a decision by the NF regarding an Official's nomination or non-nomination or a decision by the PNGOC regarding an Official's selection or non-selection to the Team.

This policy is to be referred to in the nomination criteria to be adopted by each National Federation (NF) for all officials wishing to be considered for nomination to Team PNG to attend the Games.

## 1.2 Purpose –

For PNGOC to select a team that:

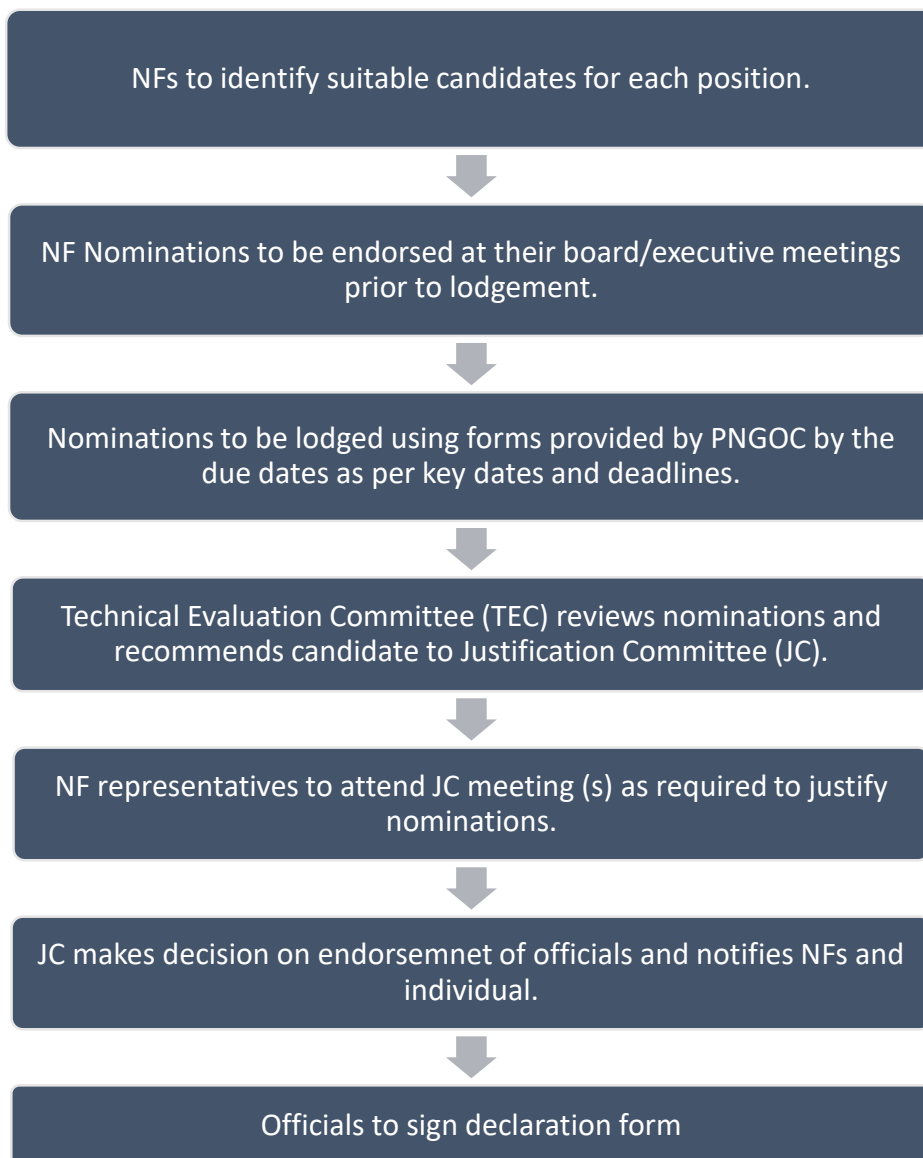
- Fulfils Games goals by ensuring we have the best available people in positions as coaches, managers and support staff.

## 2. Process

The PNG Olympic Committee has adopted this policy.

### 2.1 Nomination Process – National Federations

All candidates must follow the process outlined on the nomination form specific to the position being applied for. The process for NFs to nominate officials in their respective sports is as follows.



A National Federation must not represent that a nomination of a candidate guarantees or secures selection to the sport or within the team.

## 2.2 Selection Process – Technical Evaluation Committee

The Technical Evaluation Committee (TEC) will consist of:

- Team PNG Chef de Mission (Chair)
- PNGOC Manager: Games & Programs
- PNGOC Team PNG Performance Coordinator

The TEC will have clear & transparent processes to ensure appropriate and just selections are made without limitations.

The TEC has the main objective of ensuring the nominated candidates become the right team of officials to fulfil PNGOC's overall vision. This means ensuring the right people that give Team PNG the best chance of achieving our Games goals. The discretion required must be transparent, accountable, logical, and acted upon in good faith.

The TEC will assess the submissions against the selection criteria and the requirements of that particular sport. The TEC will contact nominees if they are required for an interview.

The outcomes of the process will be communicated either verbally or in writing by the TEC. Appropriate feedback will be provided (with discretion) as we use this process to develop the administration of our sports, however, the TEC is not obligated to provide reasons for its decisions.

Discretion may be used in addition to the Selection Criteria to consider a candidate moving to the next phase in the selection process. The TEC may request additional advice from an external specialist in a relevant field should the situation arise.

The number of positions offered will be based on the Games team size regulations and at the discretion of the PNGOC.

## 2.3 Selection Process – Justification Committee

The JC will review recommendations made by the TEC and will endorse or reject the recommendations.

Any discretion used by JC must be transparent, accountable, logical, and acted upon in good faith.

Outcomes of all selection processes will be communicated both verbally and in writing by the JC to the NF.

## 3. Selection Criteria

The following criteria will be used as part of the initial screening of the nominees for Team PNG Officials.

Candidates should specify on the nomination form the role they are nominating for (Coach / Manager).

### 3.1 General Criteria (For all Roles)

**3.1.1** Must provide evidence of ability to travel – fly and drive

**3.1.1.1** Valid Passport – Must not expire within six months of the opening ceremony of the respective Games

**3.1.1.2** Driver's License – Desired but not required

**3.1.1.3** Leave from work – Must confirm that leave has been granted to travel to the Games.

- 3.1.2 Compatibility with athletes from all ages and regions of PNG without prejudice, preference or favouritism.
- 3.1.3 Must complete all required documentation correctly and promptly.
- 3.1.4 Must adhere in full to all general Team PNG policies, code of conduct and PNGOC policy including satisfactorily meeting event requirements.
- 3.1.5 Be in good health;
- 3.1.6 Willingness to engage in and encourage participation in PNGOC and Team PNG development and personal development programs;
- 3.1.7 Must agree to the terms of this Selection Policy;
- 3.1.8 Must sign and agree to the terms of the Team Official's Declaration before and during the Games.
- 3.1.9 Have met Foundational Standards (as set out in clause 4.1).

### 3.2 Coaches Selection Criteria

- 3.2.1 Access to personal email, internet and phone
- 3.2.2 Ability to operate from and access the training facility in which the program will be based during the DTE (Daily Training Environment)
- 3.2.3 Ability to work within a multi-disciplinary team of assistant coaches, apprentice coaches, managers, overseas experts and specialists such as sport-specific, strength coaches, physiotherapists, and video analysts across the broad High-Performance Unit
- 3.2.4 Current and past record as a coach. Including performances and results of domestic and international events, conducting HP camps, development of technical models and assessment tools for athletes screening and selections
- 3.2.5 Capacity to relate to the squad of athletes, coaches, technical officials, the National Federation, and other staff such as the Performance Manager in preparing National Teams
- 3.2.6 Demonstrated experience supporting athletes in high-level national or international competition
- 3.2.7 Ability to create a daily training environment and support its ongoing development
- 3.2.8 Capacity to use technology such as video recording, data and performance analysis programs
- 3.2.9 Current or records of using sports science and sports medicine in training programs such as strength and conditioning, sports nutrition, recovery and sports psychology components
- 3.2.10 Relevant coaching qualifications attained within the last 24 months or willingness to complete suitable certified courses relating to technical aspects of the sport coaching
- 3.2.11 Willingness to mentor youth and junior coaches sharing experience, training methods and intellectual property

- 3.2.12 Maintain strong communication with Team PNG's Performance Team and/or Games Coordinator updating on progress and reports as needed from time to time
- 3.2.13 Have completed the OSEP Development Coach Course
- 3.2.14 Have completed the following online courses within the last 12 months:
  - 3.2.14.1 IOC's Athlete Safe-Guarding course.
  - 3.2.14.2 World Anti-Doping Agency E-Learning Course
  - 3.2.14.3 IOC E-learning on Manipulation of Competitions

### 3.3 Managers Selection Criteria

- 3.3.1 Display knowledge of understanding High-Performance programs for the chosen sport
- 3.3.2 Display knowledge of athlete requirements in high-level competition and training environments
- 3.3.3 Execute a high level of administration and communication skills across all areas of the High-Performance program
- 3.3.4 Must have no outstanding reports and/or acquittals from previous Games or activities funded by PNGOC
- 3.3.5 Display the ability to develop and create budgets for each component of the High-Performance program ranging from local events, training camps, international events and other competitions.
- 3.3.6 Strong accountability with acquittals of funds and budget reporting from any camp, competition or training (must have visa credit/debit card account)
- 3.3.7 Explain and demonstrate skills necessary for team/ athlete program logistics ranging from booking flights, hotels, passports, visa applications, transport, food management plans, equipment and uniforms
- 3.3.8 Understanding of quoting process for all areas of logistics
- 3.3.9 Strong ability to uphold strict behaviour, discipline and player management standards in all environments.
- 3.3.10 Current and past experiences in managing a team size specific to candidates' chosen sport.
- 3.3.11 Demonstrate ability to work with a diverse range of staff within the team ensuring all aspects are focused on athlete management and player welfare.
- 3.3.12 Demonstrate a strong passion for serving others including many sessions after work hours, weekends and time away.
- 3.3.13 Ability to use word document and excel.
- 3.3.14 Access to email, Internet and phone.
- 3.3.15 Display strong personal organisational skills and excellent time management.

- 3.3.16 Willingness to comply with all administrative requirements of Team PNG managers as per key dates and relevant meetings.
- 3.3.17 Maintain strong communication with National Federation updating on progress and reports as needed from time to time.
- 3.3.18 Maintain strong communication with PNGOC's Games Coordinator updating on progress and reports as needed from time to time.
- 3.3.19 Should be able to attend all sports meetings as communicated by PNGOC and the Chef de Mission.
- 3.3.20 Have completed the OSEP Team Manager's Course
- 3.3.21 Must have completed the following online courses:
  - 3.3.21.1 IOC Athlete Safe-guarding course
  - 3.3.21.2 World Anti-Doping Agency (WADA) E-Learning course
  - 3.3.21.3 IOC E-learning on Manipulation of Competitions

### 3.4 Exclusions –

A nominated official may be excluded from consideration if the candidate:

- 3.4.1 breached general team policy such as behaviour or conduct bringing sport in PNG and Team PNG into disrepute; or
- 3.4.2 does any action that is contrary, inconsistent with or opposing to the brand, values, best interest or image of PNGOC and Team PNG; or
- 3.4.3 has been involved in an activity that contradicts the policies and laws of the World Anti-Doping Authority (WADA), PNG Sports Anti-Doping Organisation (PNGSADO) and the event's governing body anti-doping policies and laws; and is not currently serving a ban for anti-doping related offences.
- 3.4.4 is convicted of a criminal offence.
- 3.4.5 is non-compliant with all agreements such as the Team Official's Declaration including areas such as social media guidelines as set by PNGOC, Team PNG Chef de Mission and Management.
- 3.4.6 breached PNGOC's Athlete Safeguarding Policy and is currently serving a ban.
- 3.4.7 Has been involved in activity that breached IOC's Code on the Prevention of the Manipulation of Competition.

### 3.5 Consideration of Extenuating Situations –

In the case of illness or other reasonable circumstances that prevent the candidate from fulfilling their requirements, written notification to the TEC must be made prior to or within a reasonable time of the failure to comply.

## 4. Selection Overview

### 4.1 Foundational Standards

Nominees must satisfy all requirements outlined in the Selection Policy inclusive of the general team policy. This may include the completion of suitable courses/ programs not yet conducted or still underway at the time of nominating.

A candidate must satisfy and comply with all aspects of the selection criteria at the time of nomination and continue to meet all criteria on an ongoing basis. The candidate may be notified in writing of areas they need to address if non-compliant. If after such notification the candidate still fails to meet the criteria, the candidate may be removed from consideration.

A candidate must meet their sports-specific requirements and qualifications for fulfilling their intended role with Team PNG at the Games. In the case of coaches, this means having the required certification to hold that role.

A candidate should not hold a position within the Executive of the National Federation of the sport they are being nominated for.

If a candidate is an executive member of the National Federation, holding a position other than that of President, then a strong justification must be presented along with the nomination form for Justification Committee consideration. The JC in extenuating circumstances may agree to provisionally endorse an Executive Committee member with final endorsement coming from the PNGOC Executive Board.

A President of a National Federation is NOT eligible to hold any position as an official.

### 4.2 Appointment Term

The term of the appointment will be from the signing of the Team PNG Official's Declaration, or as soon as possible after the endorsement of the official by the JC, to 2 months after the closing of the respective Games or until all requirements of the position have been satisfied.

An official may not be changed within forty-five (45) days of the opening ceremony of the respective Games. The dates outlined below indicate the date by which an official may not be replaced thereafter for the respective Games:

2023 Commonwealth Youth Games	-	20 June 2023
2023 Pacific Games	-	5 October 2023
2024 Olympic games	-	11 June 2024

An official may only be changed in the case of injuries, medical reasons or any other extenuating circumstances and other reasonable circumstances that may prevent the official from fulfilling their roles and attending the respective Games.

### 4.3 Termination of appointment

The Chef de Mission of the respective Games shall have the right to terminate the appointed official with or without cause at any time prior to the Games by giving the appointed official fourteen (14) days prior written notice. This termination will be done after close consultation with the National Federation.



An appointed official may be terminated with cause if the candidate:

- 4.3.1** breached general team policy such as behaviour or conduct bringing sport in PNG and Team PNG into disrepute; or
- 4.3.2** did any action that is contrary, inconsistent with or opposing to the brand, values, best interest or image of PNGOC and Team PNG; or
- 4.3.3** has been involved in an activity that contradicts the policies and laws of the World Anti-Doping Authority (WADA), PNG Sports Anti-Doping Organisation (PNGSADO) and the event's governing body anti-doping policies and laws;
- 4.3.4** has engaged in criminal offence conduct, which resulted in the official's conviction of a felony or a misdemeanour.
- 4.3.5** is non-compliant with all agreements such as the Team Official's Declaration including areas such as social media guidelines as set by PNGOC, Team PNG Chef de Mission and Management.
- 4.3.6** failed to administer, operate, maintain or control all aspects of the sports preparation program
- 4.3.7** breached PNGOC's Athlete Safeguarding Policy.
- 4.3.8** had prolonged absence and inactivity from their roles without consent from PNGOC.
- 4.3.9** engaged in activity that breaches IOC's Code on the Prevention of the Manipulation of Competition.

The appointed official may terminate their agreement for any reason by giving fourteen (14) days prior upon written notice to PNGOC.

The National Federation may not terminate an endorsed official without consultation with the Chef de Mission of the respective Games. The National Federation must give fourteen (14) days prior written notice to the Chef de Mission of the respective Games the reasons for requesting the termination of the respective official for the respective Games.

## 5. Appeal Process

Appeals can be made through the standard sports and appeal process, with the ultimate arbitrator being the International Court of Arbitration (ICAS).

The selection is conditional upon the candidate signing all relevant Team PNG agreement documents.

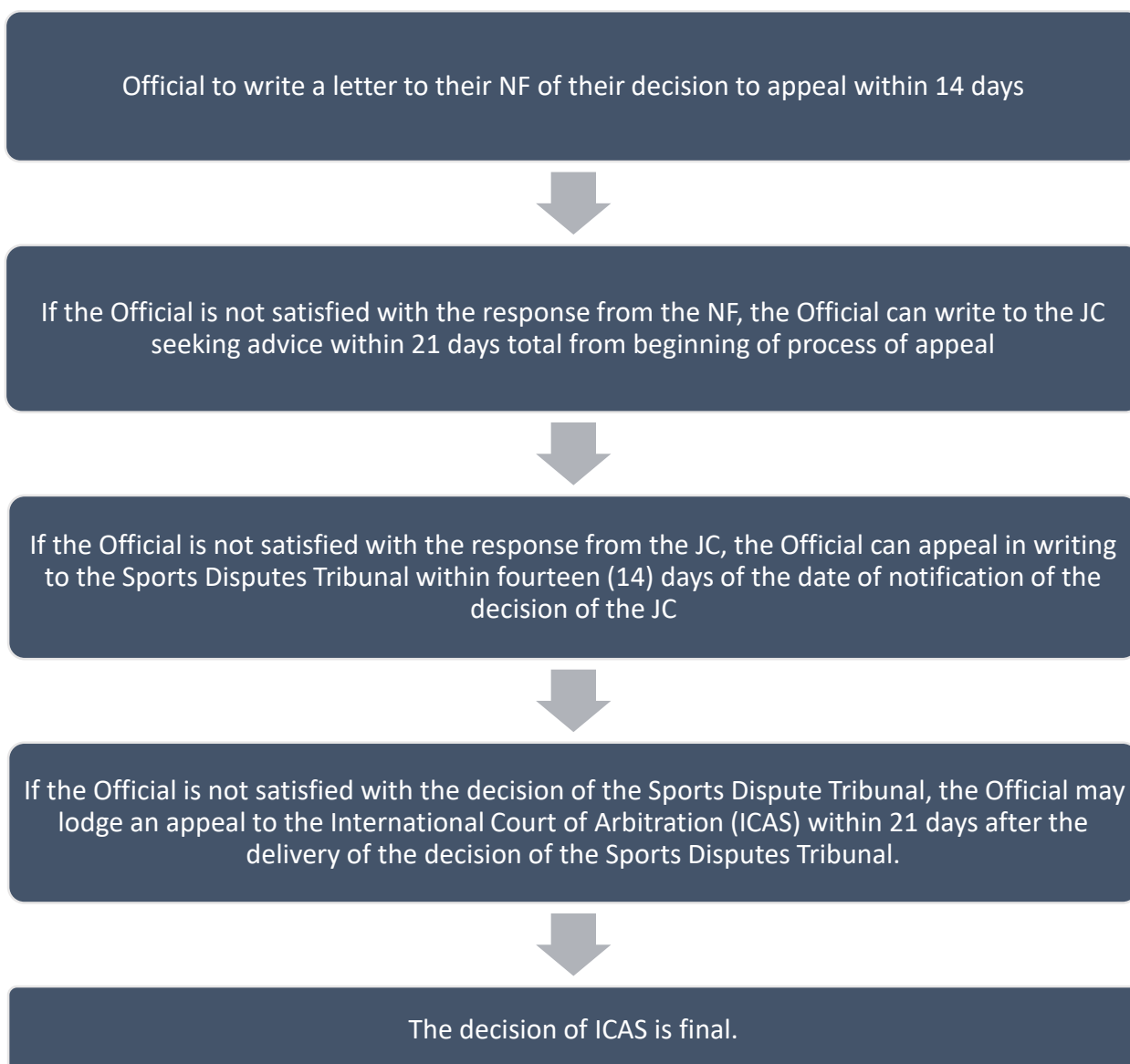
The only grounds for such an appeal are that the JC, in making their final decision, failed to comply with this policy.

There is no right to appeal where a sanction or ban exists in relation to WADA or International Federation.

**Appeals** – Appeals can be made through the standard sports appeal process, with ultimate arbitrator being the International Court of Arbitration (ICAS).

### **Scenario 1 - Official is not nominated by the NF**

Process for an official to appeal if the NF has not nominated them is as follows:



## **Scenario 2 - Official is excluded by the JC**

Process for an official and/or the NF to appeal if the official is excluded by the JC is as follows:

If the Official is dissatisfied with the decisions of the Justification Committee, the Official can appeal in writing to the Sports Disputes Tribunal within fourteen (14) days after the date of notification of the decision of the JC.



If the Official is dissatisfied with the decision of the Sports Dispute Tribunal, the Official may lodge an appeal to the International Court of Arbitration (ICAS) within 21 days after the delivery of decision.



The decision of ICAS is final.

The appeal process will not be extended beyond 21 days. A final decision is to be made in due course but no later than the due date for final nominations.

***Indemnity: - It is a condition of nomination and participation in selection that PNGOC and its directors, officers, employees, servants, and agents be indemnified from and against all claims, demands, action, proceedings, costs and expenses including legal costs and liabilities to third parties arising out of incidents of any breach by the National Federation and/or officials.***

## Change history

Date	Version	Modified by	Description of change
5 <sup>th</sup> Oct 21	1.1	Desmond Kaviagu	<ol style="list-style-type: none"> <li>1. Added Control Version on Cover Page</li> <li>2. Added Change History on Page 2</li> <li>3. Added Table of Contents</li> <li>4. Updated Organisation and Association Logos</li> <li>5. Added Vaccination requirement in General Criteria (all roles) 3.1.1, 3.1.6 and Exclusions section 3.4.6</li> </ol>
8 <sup>th</sup> Feb 23	1.2	Chris Amini	<ol style="list-style-type: none"> <li>1. Removed the 2023 Asian Games and replaced them with the 2023 Commonwealth Youth Games</li> <li>2. Removed mandatory requirement for COVID-19 vaccination</li> <li>3. Change – Maintain strong communication with Team PNG’s Performance Team and/or Games Coordinator updating on the progress and reports as needed from time to time. (3.2.12)</li> <li>4. Added – Maintain strong communication with PNGOC’s Games Coordinator updating on the progress and reports as needed from time to time (3.3.18)</li> <li>5. Added – Must be able to attend all sports meetings as communicated by PNGOC and the Chef de Mission</li> <li>6. Removed – 3.4.8: COVID-19 vaccination no longer a requirement</li> <li>7. Added – Foundational Standards (4.1): A President of an NF is NOT eligible to hold a position of an official for their sport. Other executive members may be considered and a strong case must be put forward for JC to consider. The final endorsement will come from the PNGOC executive board</li> <li>8. Added – Appointment term (4.2): An official may not be changed within 45 days to the opening ceremony of the respective Games</li> <li>9. Added – Appointment term (4.2): An official may only be changed in the case of extenuating circumstances and other reasonable circumstances that may prevent the official from fulfilling their roles and attending the respective Games</li> <li>10. Added – Termination of appointment (4.3): This termination will be done after close consultation with the respective NF.</li> <li>11. Added – Termination of appointment (4.3): NF may not terminate an endorsed official without consultation with the Chef de Mission</li> </ol>