

TRI NZ ELITE SELECTION COMMISSION

TERMS OF REFERENCE 2025



1. Delegation of Authority

- 1.1. The Elite Selection Commission is constituted by the Tri NZ Board with full power to consider and select athletes for all Elite and/or High Performance Teams and/or Squads that represent New Zealand in triathlon, duathlon, aquathlon and other disciplines governed in the World Triathlon (WT) family, and other duties as may be designated to it by the Board from time to time.
- 1.2. In such consideration and selection, the primary responsibility of the Commission is to ensure due process is followed at all times, in accordance with published selection criteria and these Terms of Reference.
- 1.3. For clarity:
 - 1.3.1. Teams and/or Squads considered include but are not limited to Olympic and Commonwealth Games, World Championships, Elite, U23 and U19 teams.
 - 1.3.2. Age Group Teams are not considered by the Elite Selection Commission.
 - 1.3.3. In special cases such as the Olympic or Commonwealth Games, such authority may be more accurately referred to as 'nomination' rather than 'selection' without materially affecting the Commission or these Terms of Reference.
- 1.4. The Commission at all times remains responsible to the Board and is not in itself accountable for Teams' performance.

2. Appointment and Membership

- 2.1. The Commission comprises a maximum five members, including an independent Chair, and three further independent members, and the Tri NZ GM: Performance (who joins the commission as an observer with speaking rights, but no voting rights).
- 2.2. The Board appoints the Chair and the independent members, ordinarily for the duration of an Olympic cycle (i.e. reviewed post each summer Olympic Games).
- 2.3. The person appointed as Chair is expected to possess skills in leadership, governance, upholding principles, evidence-based decision making, and communication; and usually unencumbered of specific triathlon expertise or relationships.
- 2.4. The independent members are appointed on the basis of knowledge and understanding of current WT elite triathlon, triathletes and performance trends, and experience and/or appreciation of sports governing bodies and a capability to up-hold the principles set out in these terms of reference.
- 2.5. The Chair and independent members are recruited and appointed in a manner consistent with the process for appointing Part B Board members as set out in the Tri NZ Constitution. To

provide the highest calibre of Elite Selection Commission members, and independence in the process of their recruitment and appointment, Tri NZ shall follow a process involving wide national promotion of the existence of vacancies on the Commission and may requisition the Board Appointments Panel to undertake the task of interviewing candidates and recommending individuals for appointment for Board approval. It is expected that the Appointment Panel would usually consult with the Independent Chair regarding the other independent members.

- 2.6. The incumbent Tri NZ GM: Performance is an observing member of the Commission, with speaking rights but no voting rights.
- 2.7. The Board has the discretion to remove members from the Commission at any time for breaching these Terms of Reference or if they believe that members are not acting in the best interests of the sport.

3. Guiding Principles

- 3.1. The Commission upholds the following Guiding Principles of selection:
 - Openness
 - Fairness
 - Consistency
 - Transparency
 - Evidence-based
 - Accuracy
 - Rigorous
 - World-class performance-focused
 - Communicative
- 3.2. In addition, the Chair will establish Operating Principles for members, ordinarily consistent with other Tri NZ Commissions and/or Advisory Groups.
- 3.3. And the Commission will:
 - 3.3.1. Operate in absolute confidentiality, with free and frank exchange, and without personal liability;
 - 3.3.2. Always act in the best interests of Tri NZ and its High Performance Programme, and in doing so support athletes and coaches;
 - 3.3.3. Strive to create a positive environment for athletes, coaches and contracted staff within the High Performance Programme;
 - 3.3.4. Be positive role models and not bring Tri NZ, its sponsors or stakeholders into disrepute in any way.

4. Functions

- 4.1. A sub-committee of the Tri NZ Board develops selection policies for the selection of all Teams and/or Squads as defined in Clause 1.
 - 4.1.1. Such policies are subsequently ratified by the Tri NZ Board ordinarily at least 6 months before the first date at which they impact (e.g. selection event).
 - 4.1.2. In special cases such as the Olympic or Commonwealth Games, such policies may more accurately be endorsed by the Tri NZ Board for submission and ratification by a further body such as the NZOC.

- 4.1.3. The Tri NZ Board ensures, through the work of appropriate executives, that selection policies are published in appropriate places to make them readily available to the relevant communities ordinarily at least 6 months before the first date at which they impact (e.g. selection event).
 - 4.2. The Commission implements selection policies for the overall benefit of Tri NZ.
 - 4.2.1. Tri NZ will ensure the Commission has all relevant information, such as results and other material, to enable the thorough execution of Clause 4.2.
 - 4.2.2. As part of the decision-making process, the Commission may ask for information from the GM: Performance for their consideration. The Commission will receive guidance from the Board and/or the CEO on any specific processes it should follow, including the format of documentation and reporting.
 - 4.2.3. In executing its duties, at the discretion of the Chair, Commission members may make such enquiries of an athlete and/or their coach as they see fit.
 - 4.2.4. Decisions of the Commission are final under the authority delegated to it in Clause 1, except that for Olympic and Commonwealth Games the Tri NZ Board will formally review Commission processes (not nominations per se) and approve prior to the Commission nominating to the NZOC for selection; for clarity, should the Board not approve, the process will be handed back to the Commission for reconsideration and not nominated until the process is approved.
 - 4.2.5. Each member of the Commission present and able to vote at a meeting has one vote on each decision. If a decision of the Commission is hung, the Chair has another casting vote.
 - 4.2.6. Through the Chair, the Commission will document its processes and decisions to the Board for ratification, including supporting evidence.
 - 4.3. For clarity, the Commission is not responsible for hearing appeals to selection or non-selection.
5. Operations
 - 5.1. The Commission may meet in person or virtually as is required to meet selection timelines.
 - 5.2. All Commission members present and able to vote must contribute to decisions relating to nomination for the Olympic or Commonwealth Games. A quorum of three Commission members is required before any decision can be made.
 - 5.3. The Chair has overall responsibility for the Commission's processes and performance. Specific responsibilities include:
 - 5.3.1. Ensure the Commission stays within its Terms of Reference, including the Guiding Principles;
 - 5.3.2. Leading meetings and teleconferences to ensure meeting outcomes are achieved;
 - 5.3.3. Ensure appropriate documentation, reporting and communication of all Commission interactions, processes, agreed actions and decisions, including meeting minutes;
 - 5.3.4. Keeping the Chair of the Tri NZ Board apprised of Commission business;
 - 5.3.5. Hold Commission members accountable for performance against these Terms of Reference.
 - 5.4. If at any time a member of the Commission believes they or another member has a conflict of interest in carrying out their relevant duties, they will immediately declare such a conflict to the Chair for determination. Ordinarily, the Selection Commission Chair will determine the

appropriate course of action in the circumstances which may require the member to abstain from the particular selection decision. All notifications of possible conflict of interest and agreed actions must be recorded in writing, either in meeting minutes or in an email or letter from the affected member to the Selection Commission Chair (or in the case of the Chair, the CEO).

Where there is a conflict of interest affects or potentially affects the Chair, the CEO will determine the appropriate course of action in the circumstances which may require the Chair to abstain from the particular selection decision and, in this case, the CEO will also determine who of the other members will act as Chair for the relevant decisions effected by the conflict of interest.

- 5.5. The Commission does not have the authority to incur any expenditure or liability on behalf of Tri NZ without the prior written consent of the executive budget holder, ordinarily being the High Performance Director or CEO.
- 5.6. Members of the Commission will not speak publicly, in any media or with any stakeholders on behalf of Tri NZ or the High Performance Programme or themselves on any selection related issues. In the event that comment is required, the appropriate person and message will be agreed between the Chair, GM: PERFORMANCE and CEO in advance.