

## **GB FREESTYLE KAYAKING SELECTION PANEL**

### **TERMS OF REFERENCE**

#### **1. Title**

- 1.1** The Group shall be called the GB Freestyle Selection Panel (Freestyle SP).

#### **2. Accountability**

- 2.1** The Freestyle SP is accountable to the GB Freestyle Committee (GBFC) for carrying out the responsibilities that are delegated to it within these Terms of Reference. The GB Freestyle Committee will manage this accountability in the following ways:

2.1.1 Approve the Terms of Reference and any changes to the Terms of Reference for the Freestyle SP.

2.1.2 Receive and consider the minutes of the Freestyle SP meetings.

2.1.3 Receive and publish a report from the Freestyle SP as part of the GB Freestyle Annual Report.

#### **3. Purpose**

- 3.1** The Purpose of the Freestyle SP is to:

3.1.1 Consult and then draft and propose the selection policy for the GBR Freestyle Team.

3.1.2 Conduct meetings to evaluate and select appropriate features (holes/waves) that best replicate the Championship features performance demands.

3.1.3 Conduct Freestyle SP meetings to select the GB international team in freestyle in accordance with the selection process set out in the GBF Selection Policy.

3.1.4 Communicate selection decisions.

3.1.5 Review the selection policy at year end and recommend future improvements.

#### **4. Responsibilities**

- 4.1** The Freestyle SP shall have the following responsibilities;

4.1.1 Annually to consult and then determine and recommend to the GB Freestyle Committee a clear Selection Policy for the GB Freestyle Team.

4.1.2 Effectively and efficiently lead, develop and manage the selection strategy, through development of policies and open consultation within agreed timeframes.

4.1.3 To work in conjunction with British Canoeing policies that will enable the clear identification of World/European Championship and World/European Cup selections nominations.

4.1.4 Provide feedback to GBFC or British Canoeing where required to determine how best British Canoeing should effectively and proactively respond to policies and strategies from the ICF, ECA and GB Freestyle Selection Panel Terms of Reference.

4.1.5 Ensure that the appropriate British Canoeing Coaching governance policies and procedures are embedded in selection policies and are applied throughout the selection process.

4.1.6 Freestyle SP reserves the right to amend the Selection Procedure wherever appropriate or necessary, in particular as a result of factors beyond the Freestyle SP control.

## **5. Membership of the Freestyle SP**

**5.1** The Freestyle SP shall consist of the following voting members;

5.1.1 Chair

5.1.2 Vice Chair

5.1.3 Core member

5.1.4 Core member

5.1.5 Core member

5.1.6 Core member

5.1.7 Three (3) Members from the executive leads of the GBF Programme who shall be;

5.1.7.1 The Performance Director

5.1.7.2 Pathway Manager

5.1.7.3 Team Manger

5.1.8 In addition to the Voting Members, the GB Freestyle Committee (GBFC) shall have the right to nominate one non-voting observer to attend.

5.1.9 Core member is defined as: 'Someone who is not a member of the GB Freestyle Executive Staff, nor a Member of the GB Freestyle Committee and who is able to satisfactorily demonstrate that they are able to operate independently of any

influence from clubs, friends, relatives or voluntary coaching arrangements influencing the decision-making process.

5.1.10 The Freestyle Team Manager shall usually attend Freestyle SP meetings to provide the secretariat function. The Freestyle SP may ask any other member of the British Canoeing/GB Freestyle staff to attend a meeting to assist it with its work.

5.1.11 The Chair of the Freestyle SP shall be appointed by the GBFC and shall serve for one (1) ICF World Championship selection cycle. The Chair shall be appointed for the 2-year term, which may be renewed. This appointment will usually commence within 3 months after the ICF World Championship GB Team Selection.

5.1.12 The Core Members shall be appointed by the GBFC and shall serve for one (1) ICF World Championship cycle. The Core Member shall be appointed for the 2-year term, which may be renewed. This appointment will usually commence within 3 months after the ICF World Championship GB Team Selection.

5.1.13 The Members of the Freestyle SP from the Executive Team shall be ex officio and shall be appointed to the Freestyle SP by virtue of the executive position they hold. They shall be eligible to serve on the Freestyle SP for so long as they hold that position.

5.1.14 The non-voting observer shall be appointed to the Freestyle SP by GBF Committee and may serve on the Freestyle SP for so long as they are nominated by the GBF Committee.

## **6. Conflicts**

**6.1** GB Freestyle is committed to upholding high standards of integrity and, as such, any person who is part of the Freestyle SP shall declare any conflicts or potential conflicts and shall refrain from participation in the discussion in respect to Selection decisions in which they have a conflict of interest. If a person is unsure whether they have a conflict or potential conflict they should consult with the British Canoeing Head of Governance and Compliance.

## **7. Roles of Panel Members:**

**7.1** Members will be appointed to the Freestyle SP on the basis of having strengths in the following areas;

7.1.1 Ability to work strategically and take responsibility for selection policies to optimise medal success for Great Britain.

7.1.2 Willing to contribute pro-actively to the process of policy development, implementation and review, taking on tasks as required.

7.1.3 Understanding and knowledge of the appropriate International competitions and standard of competition at each level of the performance pathway.

7.1.4 Ability to negotiate and make decisions

- 7.1.5 Willingness to work as a team and share responsibility for the selection policy.
- 7.1.6 Awareness of GB Freestyle and British Canoeing's organisational policies & procedures and ability to commit to working within these policies
- 7.1.7 Willingness to work in line with the values of GB Freestyle and British Canoeing
- 7.2 In addition to contributing to all aspects of the selection process in the identified discipline(s), each panel member will fulfil the specific roles outlined below:
  - 7.2.1 Chair & Vice Chair: To Chair meetings of the Freestyle SP. To contribute specific expertise in policy development. To provide expert knowledge around athlete performance levels and ensuring that the GBF/BC processes are applied correctly at all times. To be the first point of contact for all aspects relating to the identified panel, to chair meetings and set the agenda, reporting to GBFC as required.
  - 7.2.2 Core Member(s): Contribute specific expertise in policy development. To provide expert knowledge around athlete performance levels and ensuring that the GBF/BC processes are applied correctly at all times.
  - 7.2.3 Independent Observer: to contribute specific expertise as identified and to ensure that the selection is managed according to the Selection Policy at all times.
  - 7.2.4 Performance Director & Pathway Manager: Lead performance strategy and provide specific athlete and class subjective and objective guidance on performance.
  - 7.2.5 Team Manger: Responsible for planning and delivery of selections events against agreed timelines, and assisting the administration of the process for all business of the Freestyle SP.

## **8. Meetings**

- 8.1 The Selection Panel will meet at least four times a year. The Chair of Freestyle SP may convene additional meetings as they deem necessary.
- 8.2 In the event of the Chair falling seriously ill or becoming unavailable for a prolonged period, the Vice Chair will assume Chair responsibilities.
- 8.3 Meeting dates shall be agreed in advance. The meeting agendas should be provided at least 7 days in advance.
- 8.4 The meetings may be held in person, by electronic conference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.
- 8.5 Decisions of the Freestyle SP shall be taken by resolution and recorded in the minutes. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Voting Member shall have one vote. Voting may

also take place electronically when required. In the event of a tied decision during a meeting, the Chair shall have the casting vote.

- 8.6 In the event of a member(s) of the Selection Panel being unable to attend meeting, best efforts shall be made to reschedule within 3 days. If the meeting cannot be rescheduled, then the remaining panel members may proceed to meet provided at least three members can attend, one of which must be the Chair.
- 8.7 A minimum of three members of the Freestyle SP must be present for the meeting to be deemed quorate. This must include at least two (2) Core Member.
- 8.8 Detailed minutes shall be taken to record the topics and discussion in the meeting but should not be attributed to individuals but will capture the collective decision of the panel
- 8.9 Draft minutes of the meeting shall usually be circulated to members of the group and made available to the GBF Chairman within 14 days of the meeting.

## **9. Confidentiality**

- 9.1 Any confidential information disclosed to the Freestyle SP shall remain confidential until such point that the confidential information comes into the public domain.

## **10. Data Protection**

10.1 All personal data held by the Freestyle SP in connection with GBF Selections will be held in accordance with British Canoeing's Data Protection Policy and the Athlete Privacy Notice.

## **11. Terms of reference and committee effectiveness**

- 11.1 These Terms of Reference for the Freestyle SP shall be reviewed every two years.

**End**