



## **Victoria University Netball Club Awards Selection Panel Guidelines**

This document outlines the guidelines and selection policy for the Victoria University Netball Club (Team Vic) Awards Selection Panel.

### **1. Selection Panel composition and responsibilities**

- 1.1. To determine the end of season Team Vic Netball Award recipients, a Selection Panel will be established which will comprise:
  - 1.1.1. The Club President or delegate;
  - 1.1.2. Two Committee members; and
  - 1.1.3. Four non-committee members, made up of a coach, manager or player representative across the different competition grades (i.e. Premier, Premier Reserve and Senior grades).
- 1.2. The Panel will make the decisions on the Team Vic Netball Awards, based on the following considerations:
  - 1.2.1. The information provided in the nomination form;
  - 1.2.2. Final placing achieved by the team as shown on the Netball Wellington website (as appropriate);
  - 1.2.3. Scores of individual games throughout the season as shown on the Netball Wellington website (as appropriate); and
  - 1.2.4. The individual/team's adherence to the Team Vic Code of Conduct. This can be demonstrated through complaints upheld by the Club or Netball Wellington against a player or team, among other things (as appropriate).
- 1.3. The Selection Panel will not consider anything that is outside the scope of the above list.
- 1.4. Nomination information, including nominees, will be provided to the Selection Panel in advance of the Panel meeting.
- 1.5. The Selection Panel may, through the Trials and Selection Officer, request further information from the nominator regarding the nominee if insufficient information has been provided to determine a winner. This must be sought in advance of the Panel meeting.

## **2. Selection Panel meeting format**

- 2.1. The Selection Panel will review all nominations and determine a shortlist and winner/s for each award.
- 2.2. The meeting will follow the following format:
  - 2.2.1. Each of the nominations will be discussed for each award.
  - 2.2.2. Panellists will provide their top three nominees.
  - 2.2.3. The nominee with the most votes will receive the award.
- 2.3. A nominee can only win one award. However, they can be a part of a team that receives an award. For example, if a player is nominated for both Senior Player of the Year and Sportsperson of the Year, they can only win one of the two. They must be nominated for both awards to be considered for both.
- 2.4. Where the Selection Panel is unable to separate nominees, co-winners may be awarded.
- 2.5. Nominations may only be transferred to another award if no other appropriate nominations have been made or if the Selection Panel considers they should be awarded an Excellence Award as outlined in the nomination criteria for that award.

## **3. Conflict of interest considerations**

- 3.1. A Panelist will have a conflict of interest if one of the following occurs:
  - 3.1.1. The Panelist is nominated for an individual award;
  - 3.1.2. The Panelist has made the nomination;
  - 3.1.3. A team for which the Panelist plays in is nominated for a team award;
  - 3.1.4. A team for which the Panelist is a coach or manager is nominated for a team award; or
  - 3.1.5. An individual that is coached or managed by the Panelist is nominated for an individual award.
- 3.2. In the case of a conflict of interest, the Panelist must be advised of the conflict of interest and asked to step out of the room before any discussion of the nomination or voting occurs.
- 3.3. The Panelist cannot under any circumstances contribute to any discussion of the nomination or voting.

#### **4. Record Keeping**

- 4.1. The Trials and Selection Officer will record an overview of the Selection Panel's discussions, conflict of interests, votes, and names of the winners. These will be kept on file for three months after the Awards evening.
- 4.2. All nomination information including nominees will be held in confidence. Nominees may only seek information on their own nomination.

#### **5. Review**

- 5.1. This Privacy policy will be reviewed on an annual basis and published on the TeamVic website following ratification by the TeamVic Committee.