

## **PANSW Chair of Selectors Job Description**

**JOB TITLE:** *Chair of Selectors*

**JOB TYPE:** Cordination, management and negotiation with group of Selectors.

### **PURPOSE OF THE POSITION**

Facilitate and manage the selection process for a division of PANSW representative teams over a 2 year cycle, Nationals to Nationals. Ensure good communication between selectors and consistency with agreed NSWPA policy and processes.

Selection of NSW teams is a sensitive and responsible role and the integrity of that process must at all times be beyond question. The Chairperson of the selection panel ensures that implementation of the correct procedures for selection are carried out at all times and that the selection procedure is not compromised in any way that would lead to any suggestion of nepotism, favouritism, unfair advantage, manipulation of the system or non-adherence to any NSWPA rules or processes.

The chairperson is part of the selection process, but not part of the selection panel, and at no time should become involved in the actual selection of any players.

### **DUTIES/RESPONSIBILITIES**

- Maintain and update a list of all current registered players in the relevant division – eg juniors
- Circulate names of nominations to selectors
- Liaise with Selectors and SEO PANSW to generate and maintain squad lists in relevant divisions.
- Organise selectors meetings (venue, date, time and agenda) following consultation with selectors
- To provide information to Selectors in a timely manner
- Ensure selectors are aware of selection carnivals and close by dates
- Chair Selectors meetings, including voting. Ensure accurate recording of decisions for team selections, including Team Captains.
- Ensure selections are conducted in a manner that is consistent with PANSW policies and procedures, ensuring impartiality is maintained at all times
- Encourage selectors participation at Council and AGM meetings.
- Assist selector(s) to identify conflicts of interest and manage the meeting to mitigate the perception or conflict of the conflict of interest.
- To facilitate communication between the PANSW Board and Selectors via the SEO PANSW
- To provide teams and reports to PANSW Board via SEO PANSW asap.
- To liaise with SEO PANSW to assist communication with players
- Notfiy PANSW Board of alleged misconduct or inappropriate behaviour

- Advice to selectors and Board, including if aware of any indiscretions of juniors that may be relevant to selections, in particular to overseas representation.

## SKILLS

- *High level verbal and written communication*
- *Intermediate computing skills*
- *Organised and able to meet deadlines*
- *Meeting management*

## PERFORMANCE GOALS

- *Squad lists developed and maintained*
- *Selectors are provided updated information in a timely manner*
- *Selections are conducted in a manner that is consistent with PANSW policy and procedure*
- *Selected teams and reports are provided to the SEO PANSW by deadlines*

## REQUIREMENTS

- **Meetings:** There are typically 3 meetings per year, usually of 1 to 2 hours. Nominally the meetings are held in conjunction with the PANSW AGM, another at a carnival mid season and the 3<sup>rd</sup> at the NSW Zone Championships. Other meetings may be held in person, teleconference or via other means of electronic communication (email and text).
- **Workload:** The time required varies significantly as the selection requirements varies on the run up to major events and between events.
- **Equipment:** The Chairman requires a computer and an email account as a significant proportion of the communication will occur via email.

## SELECTION CYCLE (2 YEARS)

The following 10 steps are a guide to the major steps that typically occur in the 2 year, Nationals to Nationlas cycle. Within this cycle the are other major events where selections will need to be finalised and reports submitted to the PANSW Board.

1. **Nationals**
2. **PANSW Board appoints selectors** (typically October)
3. **New Squads are formed**
  - a. **Selectors review nominations**
  - b. **Selectors review list of players graded 6 or above** (from database, selectors can determine a different grading)
4. **SEO PANSW communicates with squad players**
5. **Selectors meeting** (typically February inconjunction with PANSW AGM)
6. **Mid season meeting**
7. **Meeting held in conjunction with NSW Zone Championships**

- 8. Review of squad lists approaching the new year** (ensure players who are changing playing divisions due to age are included in the review)
- 9. Repeat steps 5 – 7**
- 10. Nationals**