



Policy title:	<b>Selection Policy</b>	Policy No: <b>SSO 9-16</b>
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Current version approved:	13 December 2017	
Related documents:	<i>Code of Conduct &amp; Ethics</i> <i>Appeal Policy</i> <i>Competition Bye Request Form</i>	

### Definitions

In this Policy:

- a. “*Family emergency*” means death, injury or a medical emergency relating to the following family members: A parent, step-parent, grandparent, step-grandparent, brother or sister, or stepbrother or stepsister;
- b. “*Medical professional*” means a family physician, pediatrician, emergency room physician, sports-medicine physician, neurologist or nurse practitioner;
- c. “*Members*” means the Regional Training Centre, Ontario and any Competitive, Recreational, Scholastic, University synchronized swimming club or Trillium awards program provider; and
- d. “SSO” means Synchro Swim Ontario.

### Purpose

To be selected to represent SSO is an honour that few athletes achieve each season. The purpose of this policy is to ensure a transparent selection process by providing specific criteria that will be used by SSO to identify and select athletes for provincial team programs.

### Application of This Policy

This policy applies to SSO and its Members.

### Authority for Selection

The SSO board of directors has delegated the authority for all decision-making under this Policy to a Selection Committee.

The Selection Committee will consist of:

- a. Team Head Coach;
- b. Team Assistant Coach(es);
- c. SSO Director of High Performance Development (or designate);
- d. SSO Sport Development Manager; and
- e. Others as determined by SSO.



The Selection Committee will record their feedback during all phases of the selection process and will meet to discuss the athlete selection. Minutes will be taken to ensure that all information discussed is documented. These minutes will be confidential to the Committee.

The final decision-making authority rests with the Head Coach. The Sport Development Manager is responsible for ensuring that the process outlined in this Policy is followed properly and that the selection process is transparent, fair and equitable for all candidates. The Sport Development Manager reserves the right to ask other SSO representatives to help and support her in this task.

## **Roles and Responsibilities**

### *a. Team Head Coach*

- Observes and records feedback on athletes during the selection process;
- Ensures the selection process is followed and appropriate reasoning and rationale are provided;
- Contributes feedback and observations to the Selection Committee;
- Provides expertise to ensure the best team of athletes is selected. This may include recommending adding athletes to the selection process on the basis of exceptional performance during the season (e.g., at Canadian Qualifier, Canadian Championships, Canadian Espoir Championships, or National Team Trials or selection events), where the Head Coach believes this is appropriate;
- Makes the final decision regarding adding athletes to the selection process on the basis of exceptional performance during the season;
- Makes the final decision regarding the selection of athletes with input provided by the Selection Committee; and
- Makes the final decision regarding the dismissal of athletes with input provided by the Selection Committee
- Makes the final decision regarding the choice of an athlete replacement with input provided by the Selection Committee.

### *b. Team Assistant Coach(es)*

- Observes and records feedback on athletes during the selection process; and
- Contributes feedback and observations to the Selection Committee.

### *c. SSO Director of High Performance Development (or designate)*

- Supports the SSO Sport Development Manager in developing a multi-phase selection process appropriate to the athlete age group and event;
- Observes and records feedback on athletes during the selection process;
- Ensures the selection process is followed and appropriate reasoning and rationale are provided;



- Contributes feedback and observations to the Selection Committee;
- Provides expertise to ensure the best team of athletes is selected. This may include recommending adding athletes to the selection process on the basis of exceptional performance during the season; and
- Acts as mentor coach to the selected coaching team and provides overall leadership as required.

*d. SSO Sport Development Manager*

- Appointed SSO staff designate;
- Supports all communication and administrative efforts for the Selection Committee;
- Develops a multi-phase selection process appropriate to the athlete age group and event;
- Observes and records feedback on athletes during the selection process;
- Provides input and data as required to support accuracy and transparency and to ensure the best team of athletes is selected;
- Contributes feedback and observations to the Selection Committee; and
- Ensures the selection process is followed and that it is transparent, fair and equitable for all candidates.

If for any reason any of these individuals is unavailable to participate in the Selection Committee, the SSO Executive Director will select the next best-suited individual to replace them.

## **Byes**

The Head Coach in consultation with the Selection Committee will review bye requests and make recommendations for the granting of byes to the Provincial Jury of Appeal. Final authority for granting of byes rests with the Provincial Jury of Appeal. The bye process as described in the SSO Rulebook must be followed including completion of the SSO Bye Request Form, which is available on the SSO website at [www.synchroontario.com](http://www.synchroontario.com).

*a. Medical Bye*

Where an athlete is unable to participate in trials or has to leave once trials are underway due to an injury or illness, the Head Coach has the authority to recommend that an athlete be given a bye to be added to the selection process at a later phase. Final authority for granting of byes rests with the Provincial Jury of Appeal. The bye process as described in the SSO Rulebook must be followed, including completion of the SSO Bye Request Form and submission of a note from a medical professional stating that the athlete is unable to participate for a medical reason.

*b. Family Emergency Bye*

Where an athlete is unable to participate in trials or has to leave once trials are underway due to a family emergency, the Head Coach has the authority to recommend that an athlete be given a bye to be added to the selection process at a later phase. Final authority for granting of byes rests with



the Provincial Jury of Appeal. The bye process as described in the SSO Rulebook must be followed, including completion of the SSO Bye Request Form.

### **Appeals Process**

Decisions regarding selection to provincial team programs are subject to appeal pursuant to the SSO Appeal Policy, which is available on the SSO website at [www.synchroontario.com](http://www.synchroontario.com).

### **Eligibility**

Selection is open to both Competitive National and Competitive Provincial stream athletes. Athletes must satisfy the following conditions:

- a. Be registered and in good standing with SSO and hold a current CASSA membership;
- b. Pay any required fees;
- c. Be an Ontario resident as of September 1 of the year in which the competition is held. Residency requirements may vary for specific events such as the Canada Winter Games;
- d. At the time of Phase 3 of the selection events, be able to participate fully in all provincial team activities including selections, training, demonstrations, travel and competitions; and
- e. Complete all parts of the selection process as required.

### **Age Groups**

The age group in which a swimmer competes is their age as of December 31 of the year in which the competition is held.

### **Selection Process**

Synchronized swimming is not a timed or measured event, but is a judged sport. Accordingly, performance and success in the sport and selection to provincial team programs requires evaluation of athletes using both objective and subjective factors. The SSO Sport Development Manager, in consultation with the SSO Director of High Performance Development (or his or her designate), will develop a multi-phase selection process appropriate to the age group and event, which will be communicated to Members in a timely manner to ensure that the selection process is transparent, fair and equitable for all candidates.

Any ambiguity or possible conflict between the selection process, this Policy and other SSO policies will be resolved by the SSO Executive Director in collaboration with the Provincial Jury of Appeal. The final decision on interpretation rests with the Provincial Jury of Appeal.

### **Dismissal from Team**

The Selection Committee has the authority to remove or excuse an athlete from a provincial team where the athlete:

- a. Is unable to meet training standards or performance expectations;



- b. Is unable to perform due to injury, illness or for other medical reasons, as determined by a medical professional;
- c. Violates the SSO Code of Conduct and Ethics, which is available on the SSO website at [www.synchroontario.com](http://www.synchroontario.com), or any other conduct policy applicable to a specific event;
- d. Exhibits any conduct that is deemed by the Selection Committee to be detrimental to the image of SSO, Synchro Canada or any other event sponsor;
- e. Voluntarily withdraws or retires; or
- f. Commits fraud or misrepresentation.

Should an athlete be dismissed from a team, the Head Coach in consultation with the Selection Committee may replace the athlete with another, either permanently or temporarily. The final decision-making authority on the choice of a replacement rests with the Head Coach, who will consider not only the skills, ranking and ability of the replacement, but also the integrity of the team as a whole and the impact, where applicable, on other teams that might be affected by the decision.