



Relay Squad Selection Policy

Version. 1.0

Approval

Content		Name	Title / Position	Signature	Date
All	Prepared by:	Ben Daly	Competition & Results Manager		14 th September 2018
	Approval:	Paul Ryan	President (following ratification by the CLAC Committee)		10 th October 2018

Document History

Rev	Date	Author	Description of Change	Minor	Major
V0	26/10/2017	S. Lovell	Document introduced as no formal policy/procedure process established		
V1	14/09/2018	B Daly	Revised for changes in LA Vic relay rules		

1. Policy Overview / Purpose

The intent of this policy is to provide a means to allow the Collingwood Little Athletics Centre Inc. to manage & review all Expressions of Interest “EOI” submitted by its membership base to be part of the **CLAC Relay Squad** ahead of Region Relay Carnival each summer season.

The CLAC Committee, Coaches and Officials will encourage all eligible athletes of all abilities to submit an EOI to be part of the CLAC Relay Squad that can compete in line with Competition Regulations of Little Athletics Victoria.

CLAC will assess all potential athletes and select relay teams to ensure everyone is appointed fairly and equally.

2. Actual Policy

Objective:

The objective of this policy is to define a process for lodgement & review of all club athlete EOI to be a part of the CLAC Relay Squad. This will be administrated by a Competition Committee Review Panel (“CCRP”) each year.

Scope:

Each year the Committee will actively promote and market relays at both Club and Region/State level via the means of LAVic provided sources of information and/ or via material produced by the club at the commencement of each summer season.

The CCRP shall be made up of the following Collingwood Little Athletics Centre personal:

- President;
- Coaching Coordinator;
- Region/State Carnival Co-ordinator;
- Results Manager; and
- Competition Manager.

The above personnel shall promote and market CLAC Relay Squad membership until event registration closure times for region and/or club based events, as appropriate.

The CCRP will prepare and make available an EOI Letter for Club members and Come & Try Athletes to consider joining the CLAC Relay Squad.

All promotional material must be made accessible via Team App and the Club’s Website, so that new or returning members can access, review and submit their replies.

All CLAC members who are registered and fully financial each summer season, as defined by the club and LAVic, will be invited to participate in this activity.

Information obtained and used by the above Club personnel will be kept highly confidential at all times and will only be used to review and select potential CLAC Relay Squad members who have submitted an EOI.

The CCRP will review all EOI and select the CLAC Relay Squads for each age group.

All CLAC Relay Squads, where possible, will have a maximum allowance of 5 members per team where the age group permits. Otherwise selection will be done with a minimum of 4.

LAVic Competition Rules will be considered and applied in all cases during the selection process.

CLAC Relay Squad members’ details will not be disclosed in line with legislation and privacy laws that govern us.

Pending Relay Season - Club Responsibilities

CLAC will endeavour to market and promote all LAVic and Club based relay events being either internal, external or Region based at the start of each summer season.

Actions required by the Club, will include, but not be limited to, drafting & releasing material related to Relay Events such as:

- Publishing the associations & clubs summer calendars being either internal, external or Region based so as it is made available to all fully financial members and “C&T” Athletes;
- Releasing the Club EOI Document with appropriate close off periods nominated to be part of CLAC Relay Squad;
- Allowing submissions / registrations to occur via Team App, CLAC website or in written form;
- Ensuring parents engagement and volunteering support, where & when it is needed;
- Make available Club Training & publish training schedules and times.

Selection Criteria

Upon CLAC receiving all member submissions by the nominated EOI closure dates provided by the club to enable CLAC to meet interclub/region/LA Vic deadlines for submission of team entries, the CCRP will commence the process to select the relay squads which will include, but not be limited to, the following:

- It shall review all athlete eligibility, that is being fully financial of CLAC and of the association;
- Establish length of club membership being either a new or returning athlete (Years of Membership = Exposure to Training Years);
- Athlete’s prior CLAC Team Relay competition exposure or involvement at either Club, Region or State Level competitions;
- Review athlete competition outcomes including, but not limited to, prior & current club behaviour, event times (Results HQ) for the current & previous season, training willingness, cohesion abilities and club attendance.

Final Club Selection

Upon consensus amongst the CCRP on the above mentioned criteria, it shall appoint the athletes to appropriate age group relay teams until all categories are exhausted within that age group. The decisions of the CCRP team will be final.

All CLAC Relay Teams will consist of at least 5 members unless the age group membership does not permit this to occur, otherwise it will consist of the minimum 4 members.

All selected CLAC Relay Squad members and their parents or guardians will be advised of final Squad selection no later than one week prior to the first competition event via Team App, Club Website and/or email.

Where there are less than 5 athletes registered in an age group at CLAC, the names of those who submitted an EOI will be forwarded to EMR for possible inclusion and selection into an EMR based team depending upon other region athletes being available for selection.

Post Club Event Responsibilities

CLAC will endeavour to publish the achievements of all CLAC Relay Squad Teams via Team App, the Club website and/or email.

Communication & Access to Policy & Procedure

Scope of communication

Scope of Communication



Frequency of communication

Frequency of Communication



Detail of communication

Detail of Communication



Review Period

Frequency of Communication

