

APPENDIX A

Guidelines for Team Selection

General

- The Branch Committee should establish a policy explaining how members will be selected to represent the Branch.
- The policy should have as its purpose
 - ❖ To ensure all riders and mounts are capable of the task for which they are being selected,
 - ❖ To ensure that teams are selected in an open and fair process,
 - ❖ To ensure any issues raised during the process are managed in a fair, courteous and transparent process.

- Once established the Policy should be clearly set out on the Branch website and updated as necessary
- The policy should ensure that all members within the branch have an equal opportunity to compete at all sports and provided a member is able to demonstrate a commitment to the Branch and a desire to compete for the branch, they should be available for selection
- To this end it would be a good idea if branches had a specific named adult for each sport (“team manager”) to whom Members interested in representing the branch at competitions could make this known. Members should do this at the beginning of each season or when they are fit and able to compete at the required level. The member should keep in touch with the team manager to keep them updated with progress.

Examples of Permissible Requirements

- Members may be required to demonstrate that they are confident, capable and safe to ride/ compete at the level at which they wish to compete.
- Members may be required to show a proven track record at the relevant level or to prove development towards the level required
- Members may be required to demonstrate a commitment to the Branch by attending Camp, training or a given number of rallies or by volunteering at Branch events.
- Members may be expected to demonstrate a commitment to the Branch and/or their fellow team members by, for example, making themselves available for certain competitions.
- Members may be required to demonstrate a commitment to developing skills and improving knowledge within The Pony Club’s training system by achieving a particular level within The Pony Club test system or in the case of older members an industry qualification
- Members may be required to commit to being available to compete at the next level of competition if the team is fortunate enough to qualify.

Examples of Impermissible Requirements

- Branches must put in place processes that ensure that impermissible factors (e.g. Favouritism, Intimidation, Age , Cronyism) do not affect selection.
- Although the Branch may advise on the choice of trainer for each sport, Members should not be required (except in the case of team only sports i.e. Mounted Games, Polocrosse and Polo) to have instruction from a particular trainer/coach and should be free to choose their own preferred trainer. This does not preclude a Branch from staging one or more sport specific team training or team selection events using their chosen coach for that sport, in order to select teams to represent the Branch.

Selection Process

- Team selection should not be solely in the hands of one person.
- Ideally a committee of at least 3 people (e.g. District Commissioner, Chief Instructor (or equivalent) and Team Manager) should be established to select competitors for each sport
- The Pony Club's Conflict of Interest Policy must be adhered to when making Team selections (e.g. a coach who has taught any member privately ought to declare an interest and not to be party to any final decision concerning the member).
- Members should be aware that, in cases where the rules allow, qualifying team members for Area/Championship competitions may be subject to change at the discretion of the team manager/District Commissioner .

Team Trials

- If the Branch Selection policy includes selecting members by means of a trial of any sort the date of the trial must be advertised on the Branch website and/or Facebook page sufficiently in advance to give all members adequate notice of the date of any such trial.
- It is recommended that any team trial take places under Pony Club competition rules, or at a competition.
- Members should be advised to maintain a record of all competitions at which they compete and this record should be updated regularly and made available for the team manager/ DC/ Chief Instructor.
- All sport specific instruction should be provided by qualified/ accredited/ expert instructors, the cost of which should be agreed in advance of the session.
- Members under 18 should be accompanied by a parent/ guardian.