



State Team Selection Policy

- **Athletes**
- **Team Management**

Name of Document	State Team Selection Policy - Athletes and Team Management
Date of First Issue	February 2020
Reviewed	November 2024
Board Endorsement	December 2024
Controlling Body	Western Australian Karate Federation Board

1 Background

The Western Australian Karate Federation (WAKF) boasts a rich history of achievement at the National Karate Championships. As athletes embark on the WAKF Athlete Pathway, inclusion in the WAKF State Team signifies not only exceptional karate skills but also a steadfast commitment to our core values of teamwork, integrity, resilience, and a positive attitude.

We believe in fostering a culture where these values are not just principles but integral aspects of our State Team's identity. The WAKF Athlete Pathway serves as a guiding framework, showcasing our dedication to holistic athlete development.

Integral to our success is our Management Team, comprised of individuals with adept organisational skills. These individuals are instrumental in handling logistics and cultivating a cohesive team environment. Managers and support staff play pivotal roles behind the scenes, ensuring that athletes and coaches can channel their focus entirely on performance.

We are committed to selecting individuals who not only excel in their respective roles but also contribute to the synergy and success of the entire State Team.

2 Purpose

The purpose of this document is to outline the WAKF's approach to select state team athletes and state team management.

This document also provides clarity on the selection criteria and appeals process.

3 Scope

This policy applies to all people who are involved with any state team activities of the Western Australia Karate Federation and aims to set a standard of equality and diversity within Karate in Western Australia.

This includes coaches, athletes, volunteers, staff and parents.

4 Principle

Acceptance of a position with the State Team whether as an athlete or team management require all state team members to lead by example and demonstrate the WAKF values.

Commitment - We are committed to providing a sporting environment that honours the traditions of karate-do and the pursuit of excellence in everything we do.

Consistency - We seek consistency in our actions as the standard for the continued success of our sport.

Community - We value the participants, volunteers, staff, members, coaches, officials, and others involved in our sport and seek to make a positive difference in our communities.

5 Athlete State Team Selection

a) State Team Athlete General Selection Criteria

For an athlete to be eligible for WA Karate State Team selection, the following criteria must be met in the year the athlete is nominating for State Team Selection.

- i. Must be a registered and financial member of WA State Squad.
- ii. Must be a registered and financial member of Karate Australia.
- iii. Participated in the WAKF State Squad Training Camp in the year.
- iv.
- v. Compete in the WAKF State Championships.

b) State Team Commitments After Team Selection For an Athlete to Travel to the Karate Australia National Championships in the year of selection.

- i. Attend the WAKF Gala Awards Night.
- ii. Participated in all the State Squad Training Sessions.
- iii. Compete in a minimum of two (2) Western Australian Karate League (WAKL) events prior to the National Championships

c) State Team Athlete Selection Exemptions

Athlete Exemptions for not meeting the State Team General Selection Criteria and State Team Commitments may apply for the following.

- i. Health or medical issues.
- ii. An athlete on national squad duties. i.e. An athlete that has been selected by Karate Australia to represent Australia at an international event or national training camp that conflicts with a state squad training session or an event.
- iii. Exceptional circumstances. If something happens that is out of the ordinary, unavoidable, or unexpected, and this causes an individual to miss a session, this may be regarded as 'exceptional circumstances.

If the athlete is unable meet the Athlete Selection Criteria the following needs to occur:

- The Athlete/ Parent Guardian (all athletes under the age of 18) send an email to info@karatewestaustralia.com.
 - The email must include:
 - Name of athlete
 - Reason for exemption
 - Supporting evidence. I.e. Medical certificate for injury or illness and a medical clearance if returning from concussion.
 - The event/activity requesting exemption for.
 - State Team Exemption Review Process

- Sports Pathway Coordinator will collate and review exemptions and determine if the exemption can be given or needs to be sent to the State Team Coaching Team to access the exemption.
- The Sport Pathway Coordinator will communicate to the athlete/parent regarding the outcome of the decision.

Failure to provide an Exemption Request.

- Event / Activity missed will marked as non-attendance and will impact the athlete eligibility to be entered into Karate Australia National Championships.

d) Selection Process

- i. Athletes need to nominate on an Online Registration Form, if they wish to be considered for the state team.
- ii. The State Team Registration Form will be published on the WAKF e Newsletter, social media and on the WAKF website. The due dates for the registrations will also be published.
- iii. All athletes or Parent /Guardian (if under the age of 18 years) must agree to the following polices and guidelines when they nominate for state team selection.
 - State Team Selection Policy and Criteria and State Team Requirements
 - State Squad Guidelines
 - State Team Guidelines
 - Code of Conduct
 - Sport Integrity Policies
 - Pay all relevant costs associated as a State Team Member.
- iv. After the WAKF State Championships, the Selection Committee will convene a meeting.
- v. The Selection Committee is an operational sub-committee of the WAKF Board, in accordance with the WAKF Governance Charter. The Selection Committee will meet and select the State Team Athletes.
- vi. There is no limit to the size of the State Team.
- vii. Individual categories shall be consistent with the WKF Rules and guidelines provided by Karate Australia for the maximum number of athletes per category (where applicable).
- viii. The Selection Committee will provide the WAKF with the selected team for Board endorsement, including a report detailing the selection process where required. The report must include:
 - a. **Performance Data:** Quantitative metrics such as competition results, rankings, and other relevant performance data.
 - b. **Qualitative Assessments:** Evaluations based on criteria such as technical skill, teamwork, and coachability.

- c. **Justifications:** A noted rationale for the exclusion of an athlete, demonstrating alignment with the selection criteria.
- ix. The Sports Pathway & Administrator Coordinator will email the selected team, along with the report, to the Executive Officer on behalf of the Selection Committee Chair, who will circulate a board resolution and the supporting documentation to the WAKF Board.
- x. The successful and unsuccessful athletes will be advised of selection/non-selection after the Board endorsement
 - a. Via email from the WAKF.
 - b. The selection email will include the division the athlete has been selected for.
 - c. Within 72 hours, athletes/parent guardians must accept or decline their position in the state team.
 - d. Failure to reply after the 72 hours, the WAKF will deem that that position has not been accepted and will not be entered into the Karate Australia National Championships.
 - e. Once the acceptance has been advised, all team members will issue an invoice as per the State Team Guidelines.
- xi. After 72 hours of being advised, and if no appeal is pending, the karate community will be notified of the State Team Athletes via the WAKF communication paths.

e) State Team – Athletes Selection Committee

The Selection Committee will meet and select the athletes.

- Chair – State Team Head Coach
- Lead Coaches – Kata & Kumite
- Team Coaches - Kata & Kumite
- WAKF Sport Pathway & Administrator Coordinator (Takes on the role of secretary and is non-voting).

f) Selection Committee Conflict of Interest

The Selection Committee is to manage any potential conflicts of interest, whereby they remove themselves from the discussion if required.

The Selection Committee Members must declare any conflicts of interest at the start of the meeting. These must be noted in the meeting minutes. The Committee need to decide if the Conflict of Interest is.

- Actual;
- Potential; or
- Perceived.

It is then the duty of the remaining Committee Members to decide what the appropriate next steps are and how the conflict will be managed. The Committee

should consider the involvement of the conflicted person when dealing with the conflict of interest. Depending on the circumstances, it may be appropriate to have them:

- excuse themselves from participating in any discussion on the conflict.
- remove themselves from the room during the time of any discussion.
- abstain from voting on the matter.

6 State Team Manager and Assistant

State Team Management Roles may consist of a Manager and Assistant Managers. The number of roles will be determined by the number of athletes being selected onto the WA Team.

The appointed state team manager and personnel shall agree to undertake the roles and responsibilities of the position accepted.

These positions are volunteer positions.

a) State Team Management Selection Criteria

For an individual to be selected as State Team Manager or other personnel the following criteria must be met.

- i. Have a current Working with Children Check for the duration of their appointment.
- ii. Hold a current first aid certificate for the duration of their appointment.

b) State Team Manager Roles and Responsibilities

- i. The State Team Manager will work closely with the WAKF Sport Pathway & Administration Coordinator on the State Team Tour on team travel, accommodation, and transportation to and from events.
- ii. Be available to attend all training sessions, training camps and meetings as required.
- iii. Assist the Head coach with a tour plan including training sessions, meetings, and other team-related activities.
- iv. Serve as a liaison between the coaching team, athletes, and other support staff.
- v. Communicate important information, schedules and updates to team members.
- vi. Attend to the overall well-being of athletes, including health and safety concerns.
- vii. Facilitate access to medical support and coordinate medical services when needed.
- viii. Address any personal or team-related issues that may arise.
- ix. Ensure that the team has the necessary uniforms for practices and competitions.
- x. Maintain accurate records of team members, including contact information and emergency contacts.

- xi. Handle the distribution of uniforms to team members.
- xii. Be present during competitions to provide support to athletes and coaching staff.
- xiii. Address any logistical or administrative issues that may arise during events.
- xiv. Be prepared to handle unexpected situations or emergencies, such as injuries or travel disruptions.
- xv. Implement contingency plans and work closely with relevant stakeholders to find solutions.
- xvi. Foster a positive team culture and camaraderie among athletes and support staff.
- xvii. Organise team-building activities to enhance cohesion and unity within the group.
- xviii. Stay informed about relevant rules and regulations governing the sport and ensure the team's compliance.
- xix. Address any disciplinary matters in collaboration with coaching staff and relevant authorities.

c) State Team Assistant Team Manager Roles and Responsibilities

The Assistant Team Manager/s work closely with the Team Manager and assumes a supportive role in various aspects of team operations. The specific duties can vary depending on the team's structure and the needs of the team. Roles include.

- i. Assist in coordinating team travel arrangements and handling logistics.
- ii. Be available to attend all training sessions, training camps and meetings as required.
- iii. Collaborate with the Team Manager to address the well-being of athletes, including health and safety concerns.
- iv. Assist in ensuring that medical support is readily available and coordinate medical services when necessary.
- v. Work with the Team Manager to ensure that the team has the necessary uniforms for practices and competitions.
- vi. Assist in managing the distribution of uniforms to team members.
- vii. Support the Team Manager in maintaining accurate records of team members, including contact information and emergency contacts.
- viii. Be present during competitions to provide assistance to athletes and coaching staff.
- ix. Address logistical or administrative issues that may arise during events.
- x. Work alongside the Team Manager to handle unexpected situations or emergencies, such as injuries or travel disruptions.
- xi. Implement contingency plans and collaborate with relevant stakeholders to find solutions.
- xii. Collaborate with the Team Manager to foster a positive team culture and camaraderie among athletes and support staff.
- xiii. Participate in organising team-building activities to enhance cohesion within the group.

- xiv. Support the Team Manager in addressing disciplinary matters in collaboration with coaching staff and relevant authorities.

d) Selection Process – Team Manager and Assistant Manager/s

- i. Anyone wishing to nominate for a State Team Manager or Assistant Manager role will need to apply using the Online Registration Form, if they wish to be considered for the position
- ii. The application form will be published on the WAKF e Newsletter, social media and on the WAKF website. The due dates for the registrations will also be published.
- iii. All nominees must agree to the following policies and guidelines when they nominate for state team selection.
 - a. State Team Selection Policy and Criteria and State Team Requirements
 - b. State Squad Guidelines
 - c. State Team Guidelines
 - d. Code of Conduct
 - e. Sport Integrity Policies
 - f. Pay all relevant costs associated as a State Team Member.
- iv. Prior to the first State Squad Training Session, the Selection Committee will convene a meeting.
- v. The Selection Committee is an operational sub-committee of the WAKF Board, in accordance with the WAKF Governance Charter. The Selection Committee will meet and select the State Team Management.
- vi. The Selection Committee will provide the WAKF with the selected applicants for Board resolution. The Sports Pathway & Administrator Coordinator will email the selected team to the Executive Officer on behalf of the Selection Committee Chair who will circulate a board resolution to the WAKF Board.
- vii. The successful and unsuccessful candidates will be advised of selection/non-selection after the Board resolution via an email sent from the Sports Pathway & Administrator Coordinator.
- viii. After 48 hours of being advised, and if no appeal is pending, the karate community will be notified of the State Team Management Team via the WAKF communication paths.

e) State Team Selection Committee –Team Manager and other Personal

The Selection Committee will meet and select the athletes.

- Chair – State Team Head Coach
- WAKF Board Member
- WAKF Sport Pathway & Administrator Coordinator

g) Selection Committee Conflict of Interest

The Selection Committee is to manage any potential conflicts of interest, whereby they remove themselves from the discussion if required.

The Selection Committee Members must declare any conflicts of interest at the start of the meeting. These must be noted in the meeting minutes. The Committee need to decide if the Conflict of Interest is.

- Actual;
- Potential; or
- Perceived.

It is then the duty of the remaining Committee Members to decide what the appropriate next steps are and how the conflict will be managed. The Committee should consider the involvement of the conflicted person when dealing with the conflict of interest. Depending on the circumstances, it may be appropriate to have them:

- excuse themselves from participating in any discussion on the conflict.
- remove themselves from the room during the time of any discussion.
- abstain from voting on the matter.

h) Other Personnel

The WAKF may appoint chaperones and guardians to assist with the state team.

All Chaperones and Guardians require valid Working with Children Cards (unless exempt).

If required, Chaperones and Guardians online forms will be available and will be communicated to the members via the WAKF Communication Pathways.

Chaperones and Guardians may be asked to assist with:

- Travelling on flights to and from the event with U18 athletes.
- Travelling to and from the venue with the team.
- Weigh-in.

7 Team Manager and Assistant Team Manager Travel Funding

The WAKF Board will determine and publish funding guidelines each year.

8 Appeals

Any appeal against non-selection or non-travel selection can be made to the Executive Officer on the sole ground that the WAKF nominated selection committee did not properly follow or implement the process in the selection criteria.

There is no appeal on the merits of any particular selection decision.

Notice of Appeal

An appeal can be made in writing if the applicant feels it is necessary. All appeals must be made via email to the Executive Officer within 48 hours of the announcement of non-selection

The written notice must outline:

- The decision in question.
- The ground(s) on which the appeal is being made.
- The reasons or circumstances supporting the alleged ground of appeal.

There is an Appeal Fee payment of \$100.00, which must be made before the Appeals Process is actioned.

If the appeal is successful, the appeal fee will be refunded in full.

The appellant must be the individual who has not been selected.

9 Selection Appeals Committee

The Selection Appeals Committee shall comprise of:

- Two WAKF Board Members who were not involved in the Selection Committee.
- A person with experience and understanding of high-performance karate or sport with suitable skills for membership of the Committee – Board endorsed.

a) Selection Appeals Committee Roles and Responsibilities

- i. To convene a hearing within 7 working days of the WAKF receiving the appeal.
- ii. Give the appellant and the Selection Committee every opportunity to be heard.
- iii. Give due consideration to any written statement by the appellant.
- iv. The Selection Appeals Committee has no power of the selection or reselection.
- v. If required, allow all relevant parties to be present (online or face to face) along with their adult representative (not being legally trained or qualified).
- vi. When required, the Selection Appeals Committee may request or require such persons or any other witness to attend the hearing or provide such evidence as is available.
- vii. Consider all relevant and available information and shall arrive at a finding.

b) Outcomes of the Selection Appeals Committee Meeting

- i. If the Selection Appeals Committee considers the ground(s) alleged by the appellant to be satisfied, the Committee shall refer the matter back to the Selection Committee for reconsideration. Each Selection Committee member

- shall comply with any direction provided by the Selection Appeals Tribunal in any referral.
- ii. Any further selection decision of the Selection Committee under the direction of the Selection Appeals Committee shall be final, and no further appeal shall be available to the aggrieved person in respect of that selection.
 - iii. The Selection Appeals Committee will notify the Board and the Executive Officer of the outcome, and the Executive Committee will notify the appellant as soon as practical after the meeting.
 - iv. If the Selection Committee is required to reconvene a selection meeting, it will be required within seven (7) working days of the Selection Appeal Committee Meeting.

10 Monitoring and Evaluation

The Western Australian Karate Federation will regularly evaluate this policy and make revisions to ensure it reflects the needs of members.

Recommended changes to this policy may be submitted to the Western Australia Karate Federation for consideration. Management will review the recommendations and forward to the Western Australia Karate Federation Board who have the authority to make any changes to this policy.

Should changes be accepted, the policy would be updated, dated and circulated to members.

11 Relevant Policies and Forms

Related Western Australia Karate Federation documents include the following:

- a. State Team Selection Policy and Criteria and State Team Requirements
- b. State Squad Guidelines
- c. State Team Guidelines
- d. Code of Conduct
- e. Sport Integrity Policies

12 Revision History

Version	Date Reviewed	Date Approved	Content Reviewed/ Purpose
1.0	Dec 2019	Dec 2019	Original version. New Policy
2.0	Feb 2020	Feb 2020	Correction to wording regarding the use of club badges (section 4.1)
3.0	Feb 2024	March 2024	Updated as a selection policy including selection criteria and all processes including appeals process and selection committees. New is a selection criteria and process for all management positions to allow for greater transparency. All state squad and state team travel guidelines are in a different document.
4.0	Nov 2024	December 2025	<p>Athlete Selection Criteria</p> <ul style="list-style-type: none"> Expanded and clarified the general selection criteria: Exemptions for athletes who cannot meet criteria due to: <ul style="list-style-type: none"> Health or medical issues. National squad duties. Exceptional circumstances, which must now be requested via email with supporting evidence. <p>Athlete Selection Process</p> <ul style="list-style-type: none"> Enhanced detail about the selection process, including: <ul style="list-style-type: none"> Requirement for athletes (or guardians) to agree to specific policies during the nomination process. A revised clause (vi) mandates that the Selection Committee submit a report with quantitative and qualitative assessments, along with justifications for exclusions, for Board endorsement. <p>Selection Committee</p> <ul style="list-style-type: none"> Expanded on conflict of interest management, outlining procedures for managing actual, potential, or perceived conflicts. <p>State Team Management</p> <ul style="list-style-type: none"> Provided a structured selection process for management positions, ensuring transparency and adherence to governance principles.