



# *Bowls* KAPITI COAST INC.

Serving the Bowling Clubs of Kapiti & Horowhenua

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08 April 2021

To Club Secretaries, Presidents, Delegates, Board Members  
To All Club & Centre Members

Dear All

**Re:- Applications for Mens Representative Selectors Convenor**

It would be greatly appreciated if this advice notice could be distributed as widely as possible among all who may have an interest in the matter and we ask that it be displayed prominently in your clubrooms and facilities.

## **APPLICATIONS FOR MENS CONVENOR of SELECTORS**

Applications are being sought from those interested in serving the Bowls Kapiti Coast 'Centre' as Convenor of Selectors for the Mens Representative Teams. The Convenor may select his support team (subject to Board confirmation) in support of the role.

The position is for a renewable two year term covering the 2021-22 & 2022-23 seasons.

Applications from qualified people of any gender will be accepted for this role.

Applicants do not need to be members of a Bowling Club nor need to be nominated by a club but are expected to be able to demonstrate skills and experience in the selection and development of competitive players.

However applicants may not hold a position as a selector at a club or other entity.

Applications should be made in written or in electronic form and include

- a completed application form
- a "person profile (or CV)"
- a presentation of the applicant's strengths and leadership skills in relation to team selections
- their bowls experience including in selection and management
- any personal recommendations and/or letters of support
- and*
- a brief outline of the methods and process the applicant intends to use in observing, selecting and developing winning competitive squads and teams.

Further information and data for the Selector Convenor's role are below.

**Applications close** at the end of the day on **Thursday 10<sup>th</sup> June 2021** and should be sent to the BKC Administrator at PO Box 427, Levin or via email to [bowlskapiticoast@gmail.com](mailto:bowlskapiticoast@gmail.com)



Bowls Kapiti Coast Inc

# APPLICATION FORM

for

## Centre Selectors

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Club \_\_\_\_\_

Application for Team  Men /  Women (circle choice)

Send to      **The Administrator**  
**Bowls Kapiti Inc**  
**PO Box 427**  
**Levin 5540**

**Please enclose a cover letter and CV to support your application along with other requested information.**

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# POSITION DESCRIPTION

## CONVENOR & ASSISTANT CONVENORS

March 2014 (Re-formatted June 2020)

**Positions Available:-**    ~~3 x Women's Selector~~    (Convenor + Two Assistant Convenors)  
                                  ~~3 x Men's Selector~~                    (Convenor + Two Assistant Convenors)

### Scope

The Convenor of Selectors will work with their nominated team members to select Teams in accordance with the guidelines and regulations.

These positions involve strategic and tactical challenges and great communication skills.

### Responsibilities include

- To gather information from appropriate sources on players abilities / results
- To work closely with your team to select appropriate and compatible Teams for all Representative events in accordance with the Guidelines Provided.
- To meet with the Coaches after representative fixtures to gather information on players performance
- Optional attendance to Representative fixtures
- To record appropriate information for the end of year report to the Board

### Key Relationships

- Team Manager
- The Coaches
- The Players
- Other members of the Selection Panel
- The Centre Board

### Essential Abilities

- Exceptional Organisational Skills
- Great People Skills
- Good Communicator
- Good Analytical Skills
- Good Administration Skills

### Preferred Skills

- Be a Bowls NZ Registered Coach



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# GUIDELINES

## SELECTING REPRESENTITIVES

*March 2014 (Re-formatted June 2020)*

### **Selection Regulations**

These guidelines are to be read in conjunction with the Selection Regulations of Bowls Kapiti Coast.

### **Selection Philosophy**

Centre Representative Teams will be selected taking into account players' demonstrated performance over a range of events and disciplines with particular regard to Centre and/or National events.

### **Centre Selection Panel**

Following an application process there will be two selection panels, one for men and one for women each comprising no more than three (3) members excluding the Convenors and other members of each panel appointed by the Centre Board.

### **Important Indicators for Selectors when evaluating players:**

Selectors will evaluate players, both potential members and existing members of teams/squads having regard to the following:

- Ability to play at a competitive level
- Consistency of performance
- Fitness
- Mental attitude/toughness
- Shot selection
- Range of shots
- Tactical expertise
- Ability to maintain a "Team Focus" at all times
- Compatibility with other team members
- High correction level
- Commitment to regular practice
- Overall player attitude and discipline
- Competition results achieved to date

## **Key Player Events**

- Club Championships
- Interclub
- Centre Competitions
- Nationals

## **Competition Programme**

Bowls Kapiti Coast recognises that the results achieved at inter-centre level will be influenced by the high performance environment that the Centre creates. Given the limited number of competitions available it is important to acknowledge those which will best achieve our goals.

Competitions have been prioritised. At each level teams will be striving to win, however the focus of the event must reflect its priority. That is in Priority 1 events, winning is the focus, whereas in Priority 2 events the primary focus is to develop a standard of play which will enable victory in Priority 1 events.

### **PRIORITY 1 EVENTS**

- **Inter-centre competitions**

*Goals for Priority 1 events*

- To produce high quality results
- To achieve the goals which are set by Selectors for the High Performance programme

### **PRIORITY 2 EVENTS**

- **Centre Championships / Open Events**
- **Nationals**
- **Interclub**

*Goals for Priority 2 events*

- To produce high quality results
- To gain experience that will assist in the preparation for Priority 1 events

## **Reports**

At the end of the season the Selectors Convenor is to supply a written summary of the year's activity to be presented to the Centre Board.

## **Code of Conduct**

Selectors are required to sign Bowls Kapiti Coast's "Officials" Code of Conduct before undertaking their duties.

Selectors are also bound to conform to all aspects of the current version of the Centre Constitution and as such should ensure they have received and read a copy of the same.



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# **REP SELECTION REGULATIONS**

March 2014 (Re-formatted June 2020)

## **Objectives**

The objectives of these regulations are to:

- a) Clearly document the criteria to be used by Bowls Kapiti Coast in selecting players for the Centre teams and squads
- b) Select players with the potential to achieve success in inter-centre competitions

## **Selection Panels**

- There shall be two selection panels, one for men and one for women each comprising no more than 3 members.
- The Centre Board will by the beginning of March each year call for expressions of interest from members in serving as a Selector for the coming season with the Convenors of the selection Panels appointed by the Board during April and the other members after due consideration. One member of each Selectors panel must be whoever is appointed as Team Coach for the year – this can be but isn't restricted to whoever is nominated as Convenor.
- In making its appointments the Board may consider others in addition to those expressing interest.
- To protect the perception of impartiality Centre Selectors may not at the same time hold a position as a club selector and Centre Selector. As well, Centre Selectors cannot themselves be selected to represent the Centre.
- The responsibility of the selection panels is to select men's and women's teams and squads to represent the Centre in inter-centre competitions.
- The Centre teams currently are:
  - Masters (over 60's)
  - Seniors
  - Juniors (5years and under)

## **Process for Selection for Centre Teams and Squads**

By mid-November the Centre Manager shall ask, through Club Secretaries and Club Selectors, for expressions of interest from any of their members wishing to be considered for inclusion in the teams or squads for the coming season with any responses acknowledged by the Centre Manager and forwarded to the Selectors for their consideration and possible inclusion in trial events.

To be eligible for selection to a Centre Team or Squad a player must:

- a. Be a financial member of a bowling club within Bowls Kapiti Coast.
- b. Comply with Bowls Kapiti Coast's Code of Conduct for Representative Players.

The Centre Manager will issue a copy of the Code of Conduct to a player on selection to a Centre Squad. Upon being selected for each representative event each player is required to sign a form of compliance for that event with the Selectors being responsible to ensure this requirement is met.

Failure to comply with clauses a. or b. (above) will result in the player being ineligible for selection or being withdrawn from such selection.

### **Criteria for Selection to Centre Teams and Squads.**

Centre Representative Teams will be selected taking into account players' demonstrated performance over a range of events and disciplines with particular regard to Centre and / or National events.

While the primary objective is achieving success in inter-centre competitions, the secondary objective is to have a pool of players who have the potential to represent the Centre successfully.

The Selection Panel shall consider the following factors in determining the selection of players for Centre Teams, and Squads:

- a. The performance of the player prior to selection
- b. Versatility of the player in the ability to play in a number of positions
- c. Regular attendance by the player in Centre and National competitions
- d. Availability of the player for training
- e. Evidence of a positive attitude to training and commitment to the squad as displayed in previous teams and squads
- f. Neatness of appearance
- g. Compliance with the Laws of the Game, the Constitution and Regulations of Bowls Kapiti Coast and Bowls New Zealand
- h. Willingness to promote and advocate participation in bowls

### **Additional Key Indicators for consideration**

- Ability to play at a competitive level
- Fitness
- Mental attitude / toughness
- Shot selection
- Range of shots
- Tactical expertise
- Ability to maintain a "Team Focus" at all times
- Compatibility with other team members
- Ability to concentrate for long periods
- High correction level
- Commitment to regular practice
- Overall player attitude and discipline
- Competition results achieved to date
- Consistency of performance

## **Naming and composition of Teams and Squads**

Centre squads will be named by mid-September each year. The numbers in each squad shall be as determined by the Selection Panel.

Players will be drafted in and out of the squads as deemed necessary by the Selection Panel. The Representative Teams (men and women) will be drawn from the Centre squads.

The actual composition of teams for competitions will, wherever possible, be named at least two weeks in advance.

## **Notification of Selection**

Players selected will be notified by the Selectors of their inclusion or otherwise as soon as practicable after the decision has been made and prior to details being released to the media.

Once the Selection Panel has determined the composition of a Centre Team/Squad, the Convenor of the Selection Panel shall advise the Bowls Kapiti Coast Centre Manager, the names of the selected players for publication on the Centre's website.

Any media announcement of selections will be made by the Bowls Kapiti Coast Centre Manager or a nominee.

## **Appeals**

Any player aggrieved by a decision of the Selection Panel may appeal the decision by notifying Bowls Kapiti Coast Centre Manager of their wish to appeal.

This notification must be in writing, and received by the Centre Manager within five days of having been advised of the decision of the Selection Panel. It must clearly explain the reason the decision is being appealed and provide rationale/data to support an alternative decision.

The Centre Board will then call a meeting with the members of the Selection Panel and the player. The purpose of such a meeting is to allow the Selection Panel to explain the selection decision and to see whether the matter can be resolved. If the matter is not resolved it shall be referred to the Centre Board whose decision will be final.