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Position: Selection Ombudsman

Department: High Performance

Reports to: Director - High Performance

Term: 1 January 2025 – 31 December 2028

Background: Equestrian Australia is the governing body responsible for the administration of Equestrian Sport in Australia from junior levels through to elite competition, including the Olympic and Paralympic Games. Sport Australia's 2032 Win Well strategy and Equestrian Australia's 2028 Integrated High Performance Plan are the key instruments driving the direction for EA's High Performance program. Our values of teamwork, integrity, inclusion and excellence underpin our actions and behaviours.

Remuneration will be discussed, based on experience between EA and interested parties.

Reimbursement is offered for travel approved by the High-Performance Director as per EA Expense Management Policy.

Appointment Procedure: The High-Performance Committee (HPC') will appoint a Selection Ombudsman to assist Athletes and the HPC to understand the process of selection and to explore resolution of potential disputes concerning selection and non-selection.

The appointment process will be as per EA Selectors and Team Management Appointment Policy (2025).

Key Functions:

1. Investigates acts and omissions of the EA Discipline Selection Panels (DSP) in relation to the exercise of their powers under the Discipline Selection and Nomination Policies where:
 - a. An Athlete has indicated that they are considering appealing a selection decision
 - b. A DSP seeks clarification
 - c. The Selection Ombudsman wishes to investigate on their own motion

2. For the purpose of promoting and monitoring compliance with the relevant Discipline Selection and Nomination Policies the Selection Ombudsman:
 - a. may, and will be invited to, attend relevant meetings and have access to relevant materials and communications of the DSP.
 - b. communicates primarily with the HPD and Chairs of Selectors of Olympic and Paralympic Disciplines.
 - c. communicates directly to athletes through explanatory and debriefing sessions arranged by the HPD
3. The Selection Ombudsman is not required to investigate all complaints or inquiries. For example, the Selection Ombudsman may refuse to deal with a matter if the Selection Ombudsman considers:
 - a. it is trivial, frivolous, vexatious or not made in good faith; or
 - b. it lacks substance or credibility; or
 - c. the subject matter of the complaint or inquiry has already been investigated or otherwise dealt with by the Selection Ombudsman.
4. Investigations by the Selection Ombudsman must be completed promptly and within the timeframes governing rights of appeal by non-selected athletes.
5. The Selection Ombudsman prepares timely written reports to the HPD that address any acts or omissions of the relevant DSP in relation to the exercise of their powers under the Discipline Selection and Nomination policies and may make recommendations which must be given due consideration by the HPC and the relevant DSP. The report may at the discretion of the HPD be provided in full or in part to the Athlete but is otherwise confidential.

Qualifications and Experience

The available Selection Ombudsman position should be filled with person meeting the following criteria:

- Relevant tertiary qualifications in law, government administration or other relevant discipline are highly desirable
- Understanding of the national and international competition environment
- Experience in public administration, investigations, auditing or corporate/sport governance is highly desirable

Other Requirements:

- Must be available at times required by the HPD and HPC
- Must be available for any selection appeal periods.
- Should be able to be always contactable by e-mail with an ability to respond on a daily basis to requests by the High-Performance Director.

Skills and Personal Attributes

- Excellent interpersonal skills
- Sound judgment and exemplary integrity
- Ability to manage complex and sensitive issues and provide informed advice and solutions often within short timeframes
- Strong conceptual and analytical ability including the ability to interpret complex issues, critically assess evidence, and develop recommendations to address identified issues
- Excellent written communication skills and demonstrated experience in preparing reports, including public reports, from investigatory processes
- Strong oral communication skills, with demonstrated capability to undertake interviews, lead negotiations and present persuasively.
- Accountable for their actions and prepared to convey those decisions to the people affected as required.

Ethical Considerations:

- A Selection Ombudsman should have qualities of tact, integrity and ability to preserve confidentiality of the information that is conveyed to them both by individual athletes and other EA officials and team management.
- There is no age restriction.

Conflict of Interest:

- It is essential that the position of the Selection Ombudsman should be above any criticism of perceived conflict or bias.
- Must not be athletes or owners of horses with potential for selection, or coaches of potential national level competitors.
- A declaration to this effect will be required and made at nomination.
- Must notify the CEO of EA and the High-Performance Director of any potential Conflict of Interest at the commencement of any meeting or when a conflict is identified. The High-Performance Director will decide on an appropriate course of action to maintain the integrity of the role.