

Queensland Badminton Association

Selectors Panel – Terms of Reference

(Aligned to the QBA Selection Policy)

This Terms of Reference (ToR) defines the purpose, authority, composition, and operating arrangements of the **Queensland Badminton Association (QBA) Selectors Panel (SP)**.

This ToR must be read **in conjunction with, and is subordinate to, the QBA Selection Policy**.

Where any inconsistency exists, **the QBA Selection Policy prevails**.

1. Role / Purpose

The role of the QBA Selectors Panel is to **apply the QBA Selection Policy** to select athletes into:

- QBA State Squads
- QBA State Teams
- QBA-endorsed representative programs and events

The Panel is responsible for ensuring that all selections are:

- Conducted strictly in accordance with the **criteria, objectives, and processes** set out in the QBA Selection Policy
- Fair, transparent, merit-based, and defensible
- Free from bias, conflicts of interest, or undue influence

The Selectors Panel does **not** set selection policy or criteria; its role is to **implement and administer** the QBA Selection Policy as approved by the QBA Board.

2. Term

This Terms of Reference takes effect from **1 January 2026** and remains in force until amended or rescinded by the **QBA Board**.

3. Membership

The QBA Senior Selectors Panel will comprise:

- **Three (3) to five (5) QBA-appointed Representatives**

QBA will appoint a Chair of Selectors from the Selectors Panel.

The QBA Junior Selectors Panel will comprise

- **Three (3) to Six (6) QBA appointed Representatives**

QBA will appoint a panel of 3-4 representatives for each age group (Under 13, Under 15, Under 17 and Under 19). and this panel will be appointed taking into account the conflicts of interests that have been declared. QBA will appoint a Chair of Selectors for each age group,

All appointments will be for a 1 year calendar period and must comply with the **eligibility, and conflict of interest requirements** outlined in the QBA Selection Policy.

4. Member Obligations (Policy-Aligned)

Members of the QBA Selectors Panel must:

- Act in accordance with the **QBA Selection Policy**, Code of Conduct, and Integrity Framework, and Social Media Policy
 - Declare all actual, potential, or perceived conflicts of interest in line with the Selection Policy
 - Recuse themselves from discussion or decisions where required by the Selection Policy
 - Maintain confidentiality of selection deliberations and athlete information.
 - Attend selection meetings and contribute constructively to decision-making
 - Make decisions within required timeframes as specified in the Selection Policy and maintain confidentiality of selection decisions and deliberations before, during and post selection.
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5. Member Expectations

Members of the QBA SP can expect:

- Access to athlete data and performance information as permitted under the Selection Policy
 - Clear selection timelines and decision-making authority as defined in the Selection Policy
 - Open, respectful discussion within the boundaries of the approved criteria
 - Support from QBA administration/secretary in managing selection logistics and communications
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6. Roles and Responsibilities

The QBA Selectors Panel will:

- Apply the **selection criteria and eligibility rules** exactly as set out in the QBA Selection Policy
- Ensure selection decisions are evidence-based and properly documented
- Maintain a current **Conflict of Interest Register** in accordance with the Selection Policy. This shall be facilitated by the Chair and advised to the QBA Executive.
- Ensure selection decisions can be clearly justified against the published criteria
- Work with the QBA Executive (President, Secretary or Treasurer) to ensure selection outcomes are communicated in accordance with the Selection Policy
- Ensure that required selectors or observers attend key events where specified or permitted under the Selection Policy
- Keep accurate records of meetings and selection decisions (Chair)
- Escalate to the QBA Executive (President, Secretary or Treasurer) any issues that may compromise compliance with the Selection Policy
- Immediately advise the QBA Executive (President, Secretary or Treasurer) if the Panel is unable to reach a decision in accordance with the Selection Policy
- Operate in alignment with QBA policies

7. Meetings and Decision-Making

- Meetings of each selection panel will be chaired by the Chair
- A quorum will be three **voting members**, including the Chair
- Decisions will be made by **majority vote**, unless otherwise specified in the QBA Selection Policy
- The Chair is included as a voting member of the selection panel but ensures process compliance
- Decision records will be maintained in line with governance requirements.
- Selection decisions will then be referred to the QBA Board for ratification and announcement. The Chair of the Selection Panel will outline the selection decisions in a selection report sent to the QBA Executive.

8. Disputes, Appeals, and Complaints

- The Selectors Panel has **no authority** to hear or determine selection appeals
- All appeals, complaints, or disputes must be managed strictly in accordance with the **Appeals and Review provisions of the QBA Selection Policy**
- The Panel must fully cooperate with any appeal or review process

9. Amendment, Modification or Variation

This Terms of Reference may be amended following consultation with the QBA Selectors Panel and approval by the **QBA Board**.

Any amendment must remain consistent with the QBA Selection Policy.