

ZIMBABWE EQUESTRIAN FEDERATION



ZIMBABWE SELECTION AND SELECTORS POLICY

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PART A SELECTION CRITERIA

1. Objectives

- 1.1.** To identify athletes from each discipline, who are most likely to achieve the best possible results in their chosen equestrian discipline, for inclusion in training squads and teams.
To choose athletes who are worthy representatives of Zimbabwe and who will do their best to win the competition, whilst ensuring to conduct themselves with dignity, in the spirit of fair play, and in strict conformity with the code of welfare for their horse, whilst fostering a positive team environment.
- 1.2.** To select the most qualified person/s to serve as Chef d'Equipe/Team Manager for the above squads and teams.
- 1.3.** To select the most qualified persons to serve as Selectors should a subcommittee need to be formed.

2. Selection Criteria

- 2.1.** The ZEF National Selection Panel (SP), shall for each equestrian discipline, prepare specific criteria for squad/team selection while adhering to the general selection criteria as outlined below. Consultation can be sought from the Central Committee and from the relevant sub committees.
- 2.2.** The basic selection criteria will be sent out at the beginning of the year to the members as a guideline only.
- 2.3.** As and when events arise, specific selection criteria relating to each discipline must be circulated and advertised to all ZEF members where possible.
- 2.4.** In determining selection, the following General Criteria must be followed:
 - a) Selection is for specific horse/pony & athlete combinations.
 - b) Athletes and owners must be current paid-up members of ZEF (full member or non-domiciled as applicable) and in good standing with the federation
 - c) Horses/ponies of domiciled riders must be registered with ZEF.
 - d) Athletes and owners must conform to the ZEF/FEI Code of Conduct & Welfare of the Horse.
 - e) Selection of an athlete for a Squad/Team set out in the Squad Criteria is conditional upon the athlete and/or owner not using, or having used, or administered, or been involved in any way, with the use or administering of any prohibited substance, or prohibited method, or otherwise have breached FEI Anti-Doping Policy.
 - f) This will not apply to any doping offence in respect of which the athlete has been sanctioned under FEI Anti-Doping Policy and which sanction has been satisfied in full.
 - g) Athletes must be Zimbabwe citizens or permanent residents and be eligible to compete for Zimbabwe. Certain events will require a Zimbabwean Passport (e.g. YOG)
 - h) Selection will be a continuous evaluation of performance, with a minimum of 3 competition results from recognized events to be assessed.
 - i) Selection is made on merit, but not necessarily on points attained. Quality of riding, athlete temperament and consistency will be a consideration, as well as the ability of the athlete

to contribute towards an effective team environment. Athletes and any associates behaviour can, and may, be taken into consideration when selecting.

- j) Availability and commitment must be shown should an athlete wish to be selected for a team, as well as the athlete's ability to prepare themselves and their horse to peak condition. Athletes must be willing and able to undertake any training sessions or competition programs, unless a written exemption has been granted, in response to a timely written request from the athlete.
- k) Selectors have the right to amend/change Selection Policies where necessary at any time to fulfil the objectives of the SP provided these changes are approved by Central Committee.

2.5. Any athlete combination, being eligible for selection by fulfilling all the general criteria, is not guaranteed a squad position. Where there are more eligible combinations than available positions, the selectors will base their final decision on results obtained, and/or apply additional criteria depending on the requirements of the event. The results to be used and the additional criteria must be advertised at the start of any selection process as soon as the invitation and expression of interest has been sent.

2.6. No wild card inclusions should be allowed as this is not transparent and defeats the purpose of selection.

2.7. Combinations selected onto squads should be the best performing combinations in the Expression of Interest. Squad positions should be sought after by all athletes and be seen as an achievement and carry with it an appropriate level of prestige.

2.8. Squad members may be entitled to some privileges within their discipline (e.g. Funding where possible, clinics etc), but they should also be aware of the responsibilities they carry. They must be ambassadors for their discipline and for ZEF and act as role models for newcomers and young participants. They should be provided with a squad uniform and when representing ZEF/ZIM at competition level should wear some form of recognition (e.g. saddle patch, jacket patch). These should be provided by the SP/ZEF, either free of charge or for minimal cost. Note, the above insignias are only used for the duration of the competition. Zimbabwe flags, badges, saddle cloths etc must not be worn unless competing for Zimbabwe at the event they have been selected to represent Zimbabwe at.

3. Special Consideration

3.1. An athlete who has met the eligibility requirements but has extenuating circumstances may apply for special consideration.

3.2. Any such application:

- a) Must be on the form provided by ZEF (see attached) and signed by/on behalf of the athlete.
- b) May only be made on one or more of the following bases:
 - i. injury/illness to the rider/horse.
 - ii. bereavement of a family member or relative.
 - iii. travel delays which prevent an athlete from being present at the commencement of squad training/competition.
- c) Must include a medical certificate/vet certificate and any such additional documentation as may reasonably be requested by the SP. The SP reserves the right to request a

medical certificate from a medical practitioner nominated by ZEF in addition to that supplied by the athlete.

- 3.3. The application will be determined by the SP which shall have complete discretion to accept or reject the application.
- 3.4. The decision of the SP shall be final and there will be no appeal available to the athlete making the application or any other athlete whose interests may be affected by the outcome.
- 3.5. The SP must notify the athlete making the application, in writing, of its decision as soon as possible after the decision is made.

4. Exceptions to the Application of Selection Criteria

An athlete who fails to meet the minimum performance as outlined in the general or squad/event specific criteria may be eligible for selection to replace an athlete in one of the allocated positions on a squad/team or, subject to the resources of the squad/team, as an additional person to the allocated positions available. An athlete chosen under this clause must have obtained proven performances outside of the selection criteria at National or International events and is one whom the SP considers, in its absolute discretion and in good faith, is likely to significantly contribute to the performance of the squad/team. Only one person may be selected under this clause for any particular squad/team selection period.

5. Appeals

5.1. An athlete who is eligible for selection according to this Policy but who has not been selected may appeal against such non-selection. The appellant must write to Central committee by means of their specific branch secretary to lodge their case and outline their reasons for wanting the decision appealed. If Central agree (by vote) that the criteria for an appeal have been met an appeal committee will be formed. Any central committee members deemed to be potentially biased or unable to be impartial due to a personal relationship with the appellant will be recused from voting. Should Central agree that there are no valid grounds for appeal, no further action will be taken.

5.2. Grounds for appeal

The only available ground for appeal is that the Selection Policy, including the Event Specific Criteria, has not been properly followed or implemented in any of the following respects:

- a) The SP has taken into account a factor or factors which they are not permitted to use while following this policy.
- b) The SP has failed to take into account a factor or factors which are required by the Selection Policy to be taken into account.
- c) For the removal of doubt, it is not permissible to appeal on the ground that the SP has given too much or too little weight to any criteria in the selection policy.

5.3. Procedure

- a) An intention to appeal by/on behalf of an athlete (Appellant) must be made by 4.00pm on the day *following* the announcement of the of the squad/team by the SP, by notifying ZEF (relevant branch secretary), in writing, of the athlete's intention to appeal.
- b) An Appeal Fee (a non-refundable fee of USD\$100.00) payable to ZEF.

- c) A Statement of Appeal - set out particulars, in writing, signed by the Appellant/Guardian (if appellant is a child/junior rider) to include:
 - i. the decision appealed against.
 - ii. the grounds for the appeal.
 - iii. specific details of the reasons/circumstances which support the grounds of appeal.
- d) The Appeal Fee and the Statement of Appeal must be received by the relevant branch Secretary within 48 hours of appellant indicating his/her intention to appeal.

5.4. Within 24 hours of receipt of the Statement of Appeal and the Appeal Fee, the ZEF branch Secretary must refer the Appeal to the Secretary General who will bring the matter to central to decide if there are grounds for an appeal.

5.5. Failure by the Appellant to comply with the time limits set out in Clause 5.3 will render the appeal invalid.

5.6. Selection Review Panel

This Panel shall be nominated by the ZEF Central Committee and will be subject to the conditions below:

- a) The appeal panel should consist of 3 members
- b) No member of the Panel shall have a relationship or conflict of interest with any party to the appeal or any Affected Athlete such that the member is, or may be seen to be, not independent. A conflict of interest is defined as any personal, professional or financial relationship, including, but not limited to, relationships of family members that could influence or be perceived to influence objectivity when representing or conducting business or other dealings for, or on behalf of, the FEI. Conflicts must be avoided whenever practicable. However, there may be instances where the Central Committee must balance conflicts of interest against proven expertise in order to achieve the optimal sporting result.
- c) Should the appellant reject the proposed members of an appeal committee twice, the second panel appointed by Central will go ahead and review the appeal regardless. Central will always ensure that impartiality is paramount and will appoint appeal panel members accordingly.
- d) Where a determination of the Appeal is required urgently, and the Appellant agrees in writing, the Panel may consist of only one person, being a person nominated by Central Committee, provided that person is agreed to by the Appellant.
- e) It must be stated that if Central deem an appeal valid, the appellant is required to exercise patience while the panel is appointed.
- f) Absolutely no contravention of protocol is permitted and all correspondence must be between the appellant and the relevant branch secretary only. The appellant may not approach members of Central directly

5.7. Powers of Selection Review Panel

- a) The Panel shall only determine whether or not the Selection Policy has been correctly followed or implemented. It has no power of selection or reselection.
- b) If the Panel determines that the Selection Policy has not been properly followed or implemented, the Panel shall refer the matter back to the SP in which case the Panel may give directions to the SP, provided such directions do not, in effect, amount to a direction to select or not select a particular athlete or athletes.

5.8. Procedures of Selection Review Panel

- a) Once an appeal is referred to the Panel it must:
 - i. convene a meeting to be held as soon as practical.

- ii. Central by means of the SG must serve a copy of the Statement of Appeal on the SP.
- iii. direct the SP to file, with the President of ZEF, a response to the Statement of Appeal.
- b) The appeal panel must give the appellant (and any affected athletes) 48 hours notice of the place, date and time of the meeting.
- c) The Appeal Panel, the SP, Appellant and Affected Athlete/s must have copies of the Statement of Appeal, the response to the Statement of Appeal, and any submissions from Affected Athlete/s 24 hours prior to the Meeting.
- d) The Appellant, SP and Affected Athlete may attend the Meeting either in person or send a representative. i.e. coach, guardian etc

5.9. The Panel may conduct the Meeting in such a manner as it sees fit including, but not limited to a teleconference and may, if it considers it appropriate, adjourn the Meeting provided that:

- a) The Appellant and Affected Athletes are given all reasonable opportunity to be heard.
- b) The principles of natural justice and procedural fairness are adhered to.
- c) Should the appellant reject the second proposed appeal panel members, in accordance with section 5.6d the second appointed appeal panel will decide on the appeal outcome in the appellant's absence based on their statement of appeal and the report from the selectors.

5.10. Matters after the Meeting

Following the Meeting the Panel shall determine the appeal. Where the Panel consists of 3 members it shall be sufficient for a majority of those members to agree on the decision.

5.11. The Panel will notify the President of ZEF, who shall notify all parties to the appeal of the Panel's decision as soon as practicable after the Meeting.

5.12. Should the Panel refer the matter back to the SP in accordance with clause 5.7 the SP must act in respect of the directions given by the Panel.

5.13. Provided the SP has complied with any directions given to it by the Panel, there shall be no further appeal from any subsequent decision of the SP.

6. Amendment of Selection Policy

6.1. Central may amend this Selection Policy and/or direct any respective Discipline Committee to amend the Squad Criteria at any time. Any amendments by any Discipline Committee must be approved by the Central Committee prior to implementation.

6.2. Any such amendments/additions to the Selection Policy shall take effect from the start of the competition year in which the amended selection criteria will apply.

6.3. Any amendment to the general, or discipline specific selection criteria must be approved by the SP and Central Committee and published immediately to all ZEF members.

PART B SELECTION PANELS

THE SELECTION Panel shall be bound by these criteria and by existing Central Committee Directives should they have a requirement to select squads and/or teams for events.

Selectors will communicate, as and when required, with Branch Committee, Central Committee, Discipline Committees, athletes, owners and coaches.

Selectors report to Central Committee.

1. Composition of the Selection Panels

- 1.1. The composition of any equestrian discipline Selection Panel shall be made up of individuals as determined by Central Committee, upon consideration of applications from Mashonaland and Matabeleland Branches through their representation on Central Committee.
- 1.2. The Selection Panel shall consist of 7 to 9 members who apply to be on the SP, and who conform to the eligibility criteria for selectors. In the event of a deadlock on any matters the SP Chair has the casting vote.
- 1.3. Members of the SP will be appointed for a 4-year term, for a maximum of two consecutive terms. A Selector must stand down after the second term for a period of not less than 12 months where they are then eligible to reapply.

2. Role of Selection Panels

- 2.1 The SPs function is to select athlete/horse combinations for squads/teams for specific events or for all disciplines in a consistent and transparent manner.
- 2.2 The SP has a Chair and Vice Chair chosen by the SP. All members have equal voting rights. The names of the Chair and Vice Chair must be circulated to members at the beginning of each calendar year.
- 2.3 The SP is responsible for the development and distribution of the specific selection criteria for all squads depending on the equestrian discipline. The selection criteria must be published on the ZEF website, or a chosen social media platform, and updated annually. Where possible the selection criteria for all squads for that year, should be published before the start of the competition year.
- 2.4 The SP will be expected to address, appropriately, selection issues that may arise from time to time that relate to the selection process.
- 2.5 Attend squad clinics/training camps to monitor and interact with squad/team athletes.
- 2.6 Attend events and follow the logbooks/website results of squad/ team athletes to ensure their knowledge of each athlete's performance and ability.
- 2.7 Maintain effective communication with athletes, owners, coaches and Manager/Squad Director.

2.8 The SP's tasks are to be performed confidentially, impartially, independently and autonomously without interference or influence from any external source.

2.9 Anyone suspected of trying to influence or harass a Selector will face disciplinary action by Central Committee.

3. Qualifications and Experience

A Selector must be a current, fully paid up, supportive ZEF member in good standing and have the following qualities:

- a) Good administrative and computer skills.
- b) The ability to analyse equestrian competition performance data.
- c) The ability to work on a committee and contribute to policy development to achieve success at the highest level of competition.
- d) Ability to communicate respectfully, orally and in writing, at all levels.
- e) Ability to work autonomously whilst being part of a team.
- f) Ability to maintain strict confidentiality.
- g) Attention to detail.
- h) Willing to be accountable for his/her actions and prepared to justify tough decisions.
- i) Prepared to make hard, yet fair, decisions and to convey these to the people affected.
- j) Ability to travel to fulfil requirements as role of selector (meetings, squad clinics, competitions, social responsibilities etc)
- k) Prepared to attend events, directed by the Chair, and any other events/competitions necessary for competent and complete assessment of potential squad and team members.
- l) Should be contactable by phone/WhatsApp and e-mail at all times and be able to respond immediately to requests by the Chair and/or the respective SP members.

4. Ethical Considerations

- a) A Selector must have qualities of tact, integrity and the ability to maintain strict confidentiality regarding information conveyed to them both by athletes, ZEF officials and squad managers.
- b) A Selector must respect athletes, judges, administrators, officials and other SP members.
- c) A Selector must have an open and approachable personality and be able to deal efficiently and appropriately with athletes, owners, etc. Many of the issues are sensitive and need to be handled with the best interests of the athletes, the sport and ZEF/FEI in mind.
- d) A Selector needs to have the ability to deal appropriately with the media if required. As a rule, however, the Chair should deal with media issues unless delegated to another Selector.

5. Conflict of Interest

5.1. A conflict of interest arises when a person is serving or attempting to serve two or more interests which are not compatible.

5.2. It is essential that the position of a Selector be above any criticism of perceived or actual conflict of interest or bias.

5.3. Should a Selector be considered for any squad or team selection as an athlete or Chef d'Equipe they should be excused from voting for that particular event.

- 5.4.** A Selector may remain in the role at the discretion of the Chair of Selectors if he/she is:
- An owner of a horse with potential for selection.
 - A breeder.
 - Has any other associated interest, including financial that may be considered a conflict or bias.
 - Coach

In the event of any of these above conflicts/biases, a written declaration of the conflicts/biases will be required at the time of application and/or nomination and immediately on discovery any time during the term of office.

- 5.5.** If a situation of conflict of interest does arise during any selection process, then that Selector shall remove themselves from the process (i.e., leave the room) for that situation.

6. Appointment Procedure

- 6.1.** Should a Selector's term be ending, the position will be advertised to all eligible ZEF members by January of that year with applications closing 30 days after advertisement. All applications must be on the attached nomination form and should be accompanied by any necessary supporting documents and received by the ZEF Office or selectors email.
- 6.2.** The selection will take place within one week of closing with a 4-year term, commencing from the following week.
- 6.3.** The outgoing SP will remain in office until the new SP is ratified by Central Committee.
- 6.4.** Chair and Vice Chair of the SP must be appointed from the members of the new panel.
- 6.5.** SPs should contain at least one accredited member.
- 6.6.** Accredited applicants should, where appropriate, have preference over non-accredited applicants.
- 6.7.** Accreditation criteria to include:
- Coaching certificates/levels.
 - Official status either from ZEF or FEI.
 - Accomplishments as a national/international team athlete or such recognized experience.
- 6.8.** Selectors will list the applications received and give their recommendation to Central Committee. Central Committee will assess the applicants and determine whether they meet the required criteria and make any appointment on suitability. This is a closed vote and the details will not be made public. The appointment of panel members is not open to appeal.
- 6.9.** Once approved, the ZEF Secretary will notify applicants and ZEF members of the new appointments for Chair and Vice Chair of the panel. All other panel members will remain confidential.
- 6.10.** Should a member of the SP prove not to be a suitable, positive member to the team, this person can be removed from the Committee with a majority vote by the other SP members.

7. Casual Vacancies

In the event of a Selector standing down during their term of office, the Chair of Selectors will appoint the next ranked applicant from the previous advertising, or, if there is no one available from this group, will nominate a new potential candidate. This nomination will be circulated to all existing SP members and, if there are no objections within a two-week period, this nomination will be accepted. The new member's selection will be confirmed and officially begin after the Central AGM even if they have started work prior to this.

8. Eligibility of Chef d'Equipe/Team Manager

- a) The appointment of a Chef d'Equipe/Team Manager must be done according to the respective equestrian disciplines National Rules and approved by Central Committee. FEI Article 120 regarding the Chef d'Equipe should be noted and followed.

8.1. A Chef d'Equipe or Team Manager must:

- a) Be a member of, and in good standing, with the Federation
- b) Have knowledge and understanding of ZEF/FEI rules for the respective discipline they are managing, the role of high performance, and the rules of the competition/s for which the squad/team are preparing.
- c) Demonstrate the ability to manage a team of athletes, either junior or senior, and any other support staff in the event environment.
- d) Demonstrate the ability to plan and implement a squad/team training programme.
- e) Demonstrate the ability to deal with media issues and post updates on progress on the ZEF website.
- f) Demonstrate the ability to relate to athletes, coaches, parents whilst playing an important role in the team cohesion and discipline.
- g) Preferably have a coaching history, with an understanding of elite coaching strategies and athlete requirements during elite competition.

8.2. Selection of Chef d'Equipe/Team Manager

- b) Positions will be advertised either by email and/or on ZEF website/social media.
- c) All applications must be in writing and address the Eligibility Criteria outlined above.
- d) The position of Chef d'Equipe will be chosen by the Selection Panel for each event according to who is most suitable at the time.

ZEF SELECTION PANEL NOMINATION FORM

Full Name: _____

Residential Address: _____

Postal Address:
(If different) _____

Phone Number: _____ E-mail address: _____

Qualifications and experience in equestrian sport:

Administrative/committee experience and/or skills:

Availability to Travel: Y/N

Conflict of Interest Declaration as outlined in criteria:

I, _____ have no conflict of interest as outlined in the selection policy criteria in applying for the above Selection Panel.

Signed: _____ Date: _____

Please email the application to the Chairperson at zefselectors@gmail.com .