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| **ROWING SA ATHLETE COMMISSIONER****Position Description**  |

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| **ATHLETE COMMISSIONER – THE ROLE, POWERS AND DUTIES** |
| The athlete commissioner is Rowing South Australia’s appointed official observer, advisor, mediator at State Selection Trails and Events. The commissioner shall also be the person who advises the appeals process to athletes and coaches against Selection Panel decisions.The Athlete’s Commissioner role in all the tasks outlined is in relation to questions of process and compliance with the selection policy. It is not the Commissioner’s role to be involved in judgment decisions relating to the quality and ability of athletes or coaches under consideration by the Selection panel.The Athlete Commissioner will have the following areas of responsibility; * As much as possible be present and observe selection trails
* Overseeing that communication processes before and at the trails are effective
* Be privy to discussions and decisions of the Selection Panel
* Hear any complaints from athletes and coaches and advise the Selection Panel of any apparent process issues
* Provide advice to the Selection Panel as to process as required
* Where possible observe and assist in the de-brief of non-selected athletes together with members of the Selection Panel
* At the time and place of the selection trials and within 24 hours of a selection decision, the commissioner should consider appeals by athletes and coaches against any decision of the Selection Panel and should in the first instance organize a meeting between selectors and the athlete/s or coach for an initial mediation meeting.
* Following the mediation meeting, should the issue be unresolved, the commissioner should assist the athlete/coach in writing a formal complaint to the RSA CEO. The commissioner should then pass responsibility for dealing with the complaint to the RSA appeals panel, who will act as outlined in the RSA Appeals process.
* Record all communication
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| **APPOINTMENT OF ATHLETE COMMISSIONER**  |
| The Athlete Commissioner will be appointed by the Board of RSA for such period as determined by the RSA Board. The position shall be voluntary. |

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| **DESIRED QUALIFICATIONS, EXPERIENCE, BEHAVIOURS AND ATTRIBUTES**  |
| 1. **Qualifications and Experience**
2. Legal Training or a strong understanding of legal process and the principles of natural justice
3. Thorough understanding of the RSA State Selection Policy
4. The Athlete commissioner will have no other active position with RSA, a Member Association, State Institute or Academy of Sport, or National Talent Pathway Club, and shall have no family or other close relationship with athletes or coaches standing for selection or members of the Selection Panel.
5. Experience in managing athletes/people in stressful situations
6. Working with children clearance, as required by RSA
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| 1. **Behaviours and Attributes**
	1. Leadership skills
	2. Excellent presentation and communication skills
	3. Ability to multi-task in a fast paced and complex environment
	4. Demonstrate motivation and initiative
	5. Strategic thinker and planning capacity
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