



SELECTION CRITERIA

COMPETITION DETAILS

Competition Name	CANA Senior Championships
Competition Dates	20/08 - 25/08/2022 - TBC
Location	Tunis, Tunisia
Number of Swimmers	Main 4+4 Reserve 4+4 Subject to team size permitted for Kenya.
Funding	Self Funded
Number of Team Officials	TBC

Please note this is the Selection Criteria of the team subject to quotas allocated and received from CANA.

1. OBJECTIVE

The purpose of this document is to set out the criteria that will be used by the IMC Working Group (IMC WG) to select athletes for the above competition. The objective of the document is to select the most competitive team to represent Kenya.

2. SWIMMERS SELECTION CRITERIA

(i) Any swimmer that has achieved a FINA “A” or “B” qualifying time will be automatically selected to the team, provided however, that the “A” or “B” time is achieved within the qualifying period and prior to the entry deadline set by the organizers. The FINA “A” and “B” times as contained in the below link:

https://resources.fina.org/fina/document/2022/02/16/c973b959-787e-44a4-a39b-a2d2718dbb6b/1_Budapest-2022_Qualification-System.pdf)

(ii) If no FINA “A” or “B” qualifying times have been achieved, or there are available places in the team after other swimmers achieved FINA “A” or “B” qualifying times, the following is the selection parameters:

Selection Method	FINA Points Top 8 per gender based on FINA points: 4 top per gender - main & next 4 per gender - reserves
Min FINA points	600 FINA Points
Age / Age Groups	Women 18yrs + Born on or before 31/12/2004



	Men 19yrs + Born on or before 31/12/2003 TBC
Selection Pool Course	Long Course Times Only
Selection Period	01/01/21 - 13/06/22*
Events Available per Swimmer	TBC
Swimmers Permitted per Event	Two swimmers per event - TBC

*Selection period corresponds to the set dates of the competition. These may be amended in the event of a change in the competition dates.

(iii) A swimmer must demonstrate competitive readiness to be eligible for the selection and must remain competitively ready throughout the period leading up to the competition.

(iv) The number of individual events will be based on the organizers' rules on events availability to the swimmers and maximum swimmers allowed per event per nation. The selection of the individual events for a swimmer shall depend on the swimmer's qualifying events and shall be at the discretion of the Technical Committee IMC WG.

The IMC WG reserves the right to exercise its discretion to form the team, or part of the team, in special circumstances that do not meet the criteria set in the selection policy document. In this event such decision(s) shall be made by IMC WG or a panel appointed by IMC WG for the purpose, with rationale, reasons for the decision(s) and the decision itself minuted and submitted to IMC WG.

3. SWIMMER ELIGIBILITY

(i) A Swimmer must be able to represent Kenya in accordance with the eligibility requirement rules set out by FINA and on the first day of the competition must hold a Kenyan passport which expires no earlier than December 31, 2022.

(ii) A swimmer must declare and commit to availability to participate at select qualification events and other team events including but not exclusively staging camps, targeted preliminary competitions, anti-doping education sessions, anti-doping testing, strength and conditioning training, nutrition, physiotherapy, and mental skills training as are determined by the IMC WG in consultation with sports experts.

(iii) A swimmer must commit and undertake to provide periodic reports as may be set by the IMC WG.

(iv) A swimmer must commit to follow all the guidelines and protocols as may be set by the organizers, government or other relevant authorities. Swimmer must be willing to comply with



and sign any agreement and waivers as it relates to the prevention of the spread of Covid 19 including but not exclusive to the requirement to undergo Covid 19 testing and or vaccination requirements.

4. COMPETITIVE READINESS

(i) “Competitive readiness” is the confirmation of the athlete’s being in active training and is defined as the ability of the athlete to achieve equal or superior performance(s) at the scheduled event, as compared to the performance(s) the athlete achieved prior to the competition.

(ii) Athlete must submit the attached fully completed Competitive Readiness Form (signed by both athlete/guardian and coach) within such time as may be provided by the IMC WG to be eligible for selection, *see Appendix 1*.

(iii) Athletes who do not demonstrate competitive readiness by reason of lack of fitness, injury, or illness may be removed from the team. Athletes and their personal coaches are required to immediately report any injury, illness or change in training that could affect their ability to compete at their highest level at the competition to the IMC WG in writing via email (competitions@kenyaswimmingfederation.org);

(iv) The final decision on competitive readiness will be made in concert with the swimmers’ coach, the IMC WG, designated team physician, therapist or such other professional who may have knowledge of the swimmer’s specific circumstances and/or an expert in sports injuries.

5. TEAM OFFICIALS SELECTION CRITERIA - COACH

Where possible gender balance must be observed when selecting team officials. At a minimum, there must be one female team official if there is at least one female athlete in the team.

Number of Coaches Required	Two - TBC
Professional Qualifications Requirements	At Least FINA Level 3 or equivalent.
General Requirements	Must have coached at least one swimmer in the team
Application Deadline	1st July 2022 - 6:00pm
Kenya Citizenship Requirement	Not Required
Police Clearance Certificate	Required
Code of Conduct & Responsibilities of Team Official Documents	Required
Funding	Self Funded by the swimmers.
General Notes	1. Must not have past or current disciplinary issues, especially in regards to minors



	2. Must be a coach in good standing 3. Only successful candidates will be contacted
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To be eligible for selection, the applicant:

- (i) Must be a registered coach and member in good standing;
- (ii) Prior experience of having placed a swimmer(s) on the National team is an added advantage;
- (iii) Must apply within the allocated deadline by submitting a fully completed form and providing all the necessary attachments, *see Appendix 2*.
- (iv) Must hold a valid passport, which expires no earlier than December 31, 2022;
- (v) Must not have past, current or pending disciplinary action taken against her/him on matters of conduct regarding management of athletes or such other action; and
- (vi) Must sign the Code of Conduct and the Duties and Responsibilities of Team Official on or before the set deadline of 15 July 2022 - 12:00am and provide any other documents as may be set by IMC WG or the organisers;

The IMC WG reserves the right to exercise its discretion to appoint coach(es) should there be no applicants, or should applicants not meet the set criteria parameters;

The IMC WG reserves the right to exercise its discretion to appoint personal coaches of swimmers selected on the national team, subject to restrictions and the swimmer/officials ratio as set by the organizers.

Only successful candidates will be contacted.

6. TEAM OFFICIALS SELECTION CRITERIA - OTHER ROLES

Where possible gender balance must be observed when selecting team officials. At a minimum, there must be one female team official if there is at least one female athlete in the team.

Number of Team Officials Required	Two
Team Officials	Team Manager Doctor (TBC)
Professional Qualifications Requirements	See Criteria Below
General Requirements	See Criteria Below
Application Deadline	1st July 2022 - 6:00pm
Kenya Citizenship Requirement	Not Required
Police Clearance Certificate	Required



Code of Conduct & Responsibilities of Team Official Documents	Required
Funding	Self Funded
General Notes	1. Must not have past or current disciplinary issues, especially in regards to minors 2. Only successful candidates will be contacted

To be eligible for selection, the applicant:

- (i) Prior experience of having a role in the national team is an added advantage;
- (ii) Must apply within the allocated deadline by submitting a fully completed form and providing all the necessary attachments, *see Appendix 2*.
- (iii) Must hold a valid passport, which expires no earlier than December 31, 2022;
- iv) Must have a good understanding and technical know-how of the sport and/or be a subject matter expert.
- (v) Must have good and demonstrable administrative or other professional skills and experience.
- (vi) Must have a current licence of the licensing authority for her/his area of expertise, if her/his profession requires such licence.
- (vii) Must not have past, current or pending disciplinary action taken against her/him on matters of conduct regarding management of athletes or such other action; and
- (viii) Must sign the Code of Conduct and the Duties and Responsibilities of Team Official on or before the set deadline of 15th July 2022 - 12:00am and provide any other documents as may be set by IMC WG or the organisers;

The IMC WG reserves the right to exercise its discretion to appoint team official(s) should there be no applicants, or should applicants not meet the set criteria parameters;

Only successful candidates will be contacted.

7. REMOVAL OF SWIMMER

(i) The IMC WG may, at any time, disqualify an athlete from being considered for selection to the Kenya Team, or remove an athlete after the selection, based on current or past behaviour of the athlete that is inconsistent with KSF's Team Rules, Regulations and Code of Conduct.

(ii) An athlete will be removed from being considered for selection to the Kenya Team or removed after selection if he/she is found to be in violation of any anti-doping policy or procedure as outlined by Anti-Doping Agency of Kenya, FINA and World Anti-Doping Agency (WADA).



8. UNFORESEEN CIRCUMSTANCES

(i) Should the IMC WG determine that unforeseen or unusual circumstances have arisen during the process of applying these criteria, the IMC WG shall have the full and absolute discretion to resolve the matter as it sees fit, considering factors and circumstances that it deems relevant, fair and appropriate.

(ii) Any such exercise of discretion shall be subject to the principles of fairness and good sportsmanship.

9. APPEAL PROCESS

Selection results from the IMC WG selection will be made available through public means and will be published on the KSF website, on completion of the selection process.

Appeal against non-selection by IMC WG must be made in writing within 2 days (48 hours) of the public announcement of the athletes selected for the competition, via email to competitions@kenyaswimmingfederation.org

The grounds for any appeal shall be:

(i) The athlete's omission was a result of a failure by the IMC WG to properly apply the eligibility and selection criteria set out in this policy;

(ii) The athlete's omission was a result of a failure by the IMC WG to adhere to the terms set out in this selection criteria; and

(iii) The athlete's omission was a result of failure by the IMC WG to take into account particular relevant information submitted prior to the selection deadline.

The IMC WG shall consider and deliberate the appeal and, if deemed justifiable, will hear the appeal by the athlete concerned and provide the final decision within 72 hours of receipt of the Appeal. Any further appeal shall lie with the Sports Disputes Tribunal.

The IMC WG shall have the full and absolute discretion for selection of the team coach(es) and team officials.

The Working Group reserves the right to amend this criteria and the amended criteria will be recirculated and published on the KSF website.



DATE: 10th June 2022

KSF IMC Working Group

These criteria were duly created and approved by the IMC WG, which by its terms of reference have been properly delegated to perform this task by the Sports Disputes Tribunal.



Appendix 1

COMPETITION READINESS REPORTING FORM

Preamble:

This form is to be completed by all athletes who are aspiring to be considered for selections into the national team for various competitions. This form is to be filled in by each swimmer age 18 years old and above, or by a guardian for swimmers age under 18 years old, and by the swimmer's coach, in relevant parts.

While every selection will follow specific criteria, in exceptional circumstances the selectors may exercise their discretion as stated in the criteria document. Competitive readiness is the requirement for all athletes potentially eligible for selections. The feedback through this form shall form part of training and wellbeing monitoring of athletes, and their competitive readiness for consideration for various selections. KSF/IMC-WG may from time to time require athletes/guardians and coaches to return this form by a set deadline. Only athletes that demonstrate continued training and preparation for competitions shall be considered at the team selection stages.

Information provided is subject to further verification as deemed necessary. Any information that is misleading, inaccurate or false will lead to an automatic removal of the athlete from being potentially considered, subject to particular criteria, or to removal from the team if already selected, and may lead to further disciplinary measures.

Completed form must be returned on or before such dates as shall be established by the IMC-WG on behalf of KSF. Completed form should be returned via email to:

competitions@kenyaswimmingfederation.org

NOTE: Non submission of competition readiness form and any further information when required by KSF/IMC-WG may lead to exclusion of an athlete from the selection consideration.



COMPETITION READINESS REPORTING FORM

List of targeted competitions with dates	1. 2. 3.									
THIS SECTION TO BE FILLED BY SWIMMER/GUARDIAN										
COACH'S INFORMATION										
Full name										
E-mail address										
Phone number with international code										
SWIMMER'S INFORMATION										
Full name										
Gender (M/F)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; height: 25px;"></td> <td style="width: 20%; text-align: center; padding: 5px;">Date of birth (DD/MM/YYYY)</td> <td style="width: 40%; height: 25px;"></td> </tr> </table>		Date of birth (DD/MM/YYYY)							
	Date of birth (DD/MM/YYYY)									
E-mail address										
Phone number with international code										
School /University /Place of work										
Address (City/Town & Country)										
Club affiliation (current)										
Training pool (current)										
Competitions attended in the period from _____ to _____ (dates) <i>attach additional sheet if all information cannot fit in</i>										
Name and location of the competition	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%; padding: 5px;">Course (LC/SC/Y)</th> <th style="width: 30%; padding: 5px;">Events swum (stroke/distance)</th> <th style="width: 35%; padding: 5px;">Results (time)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Course (LC/SC/Y)	Events swum (stroke/distance)	Results (time)						
Course (LC/SC/Y)	Events swum (stroke/distance)	Results (time)								



Training over period of _____ to _____ (dates)			
Any breaks over 7 days (declare) – DATES/REASON			
	SWIMMING	DRYLAND	
Frequency per week			
Length of each session			
Total hours of training per week			
Total swim per session (km)		Total swim per week (km)	
THIS SECTION TO BE FILLED BY COACH			
Full name			
E-mail address			
Phone number with international code			
Name of the swimmer			
	SWIMMING	DRYLAND	
Frequency per week			
Length of each session			
Total hours of training per week			
Total swim per session (km)		Total swim per week (km)	
Training attendance			
Training discipline			
Training attitude			
Declaration for any known injuries, ongoing treatment and medications			



Details of individual/team/club goals	
Mental skills and racing strategies	
Nutrition Support	
Club/Team set protocols for prevention of COVID 19 infection, exposure and transmission (when applicable)	
Details of Team/Club Anti-doping testing, education	
Any other information/comments	
Competitive readiness declaration	
Comments	

Signature of Swimmer (or guardian)

Signature of Coach

Print Full Name

Print Full Name

Date

Date



Appendix 2

TEAM OFFICIAL APPLICATION FORM

Preamble:

This form is to be completed by all applicants who are interested to be considered for the selections as a national team official for various competitions, and sent together with the required copies of the documents as per the set timelines.

While every selection will follow specific criteria set for a particular competition, in exceptional circumstances the selectors may exercise their discretion as stated in the criteria document.

Information provided with application is subject to further verification as deemed necessary. Any information that is misleading, inaccurate or false will lead to an automatic removal of the applicant from being potentially considered, subject to particular criteria, or to removal from the team officials list if already selected, and may lead to further disciplinary measures.

Completed form and attachments must be returned on or before such dates as shall be established by IMC-WG on behalf of KSF. Applications with incomplete forms and/or missing attachments shall not be considered.

Completed form should be returned via email to:

competitions@kenyaswimmingfederation.org

NB: only successful candidates will be contacted.



TEAM OFFICIAL APPLICATION FORM

GENERAL INFORMATION			
Full name			
E-mail address			
Phone number with international code			
Gender (M/F)		Date of birth (DD/MM/YYYY)	
Citizenship			
Place of work			
Occupation			
Address (City/Town & Country)			
Club affiliation (if applicable)			
POSITION APPLIED FOR (tick as appropriate)			
Team Manager	<input type="checkbox"/>	Assistant Team Manager	<input type="checkbox"/>
Head Coach	<input type="checkbox"/>	Assistant Head Coach	<input type="checkbox"/>
Coach	<input type="checkbox"/>	Assistant Coach	<input type="checkbox"/>
Chaperone	<input type="checkbox"/>	Assistant Chaperone	<input type="checkbox"/>
Doctor	<input type="checkbox"/>	Physiotherapist	<input type="checkbox"/>
Nutritionist	<input type="checkbox"/>	Psychologist	<input type="checkbox"/>
Other (specify):			
PROFESSIONAL QUALIFICATIONS AND ASSOCIATIONS/REGISTRATION/LICENCE			
	Qualification	Professional association/registration/licence	
Any coach position			
Any other position			
<i>Additional related information</i>			



PREVIOUS EXPERIENCE (tick as appropriate)

International level		National level		
Team	Competition name	Competition location (city, country)	Competition dates (month/year)	Role performed

Personal statement of the value to the team if selected as a team official, OR additional information

DOCUMENTS CHECKLIST (tick as attached)
all copies as listed below must be attached to the application

Passport	Police clearance certificate	Passport size photo	Relevant professional certificate/licence/registration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional (list):

Declaration:

I, _____ (insert full name) hereby declare and confirm that I do not have any past or current criminal convictions, any past, present or pending disciplinary issues, hearings or investigations against me in my professional area, in the area of sports management and in any matters related to handling of minors.

Full Name of the applicant

Signature of the applicant

Date



OFFICIAL USE ONLY:				
	EMAIL OF PHYSICAL COPY	DATE	TIME	BY OFFICIAL (name and signature)
APPLICATION RECEIVED				
APPLICATION OUTCOME				
HEAD OF THE SELECTION PANEL	NAME	SIGNATURE	DATE	
SUCCESSFUL CANDIDATE INFORMED BY	NAME	SIGNATURE	DATE	