Terms of Reference for CNZ Nomination Panels
Los Angeles 2028 Olympic and Paralympic Games

1. Introduction

1.1 Cycling New Zealand (CNZ) will establish Nomination Panels whose members are to consider the nomination of Long Listed athletes to the New Zealand Olympic Committee (NZOC) or Paralympics New Zealand (PNZ) for selection to compete in their Discipline(s) at the Los Angeles (LA) 2028 Olympic and Paralympic Games ("the Games") respectively.

1.2 These Terms of Reference (ToR) set out the process for appointment of CNZ Nomination Panels, their responsibilities, and the procedures for them to follow.

1.3 These ToR do not apply to the Commonwealth Games, or the Youth Olympic and Commonwealth Games. There will be separate ToR for those events.

1.4 These ToR were approved by the CNZ Chief Executive (CE) on 3 September 2026 and came into force with immediate effect. They supersede any previous ToR applicable to Games nomination and Nomination Panels.

1.5 The defined terms used in these ToR are set out in clause 8.

1.6 The NZOC and PNZ decide whether a Nominated Athlete will be selected to be part of the NZ Team for the Games. This is done in accordance with their respective Nomination and Selection Regulations and Selection Policies.

2. Appointment and Composition of Nomination Panels

2.1 Cycling New Zealand is responsible for appointing members of each Nomination Panel (also referred to as "nominators"), in accordance with these ToR.

2.2 As required, CNZ will appoint the following Nomination Panels, with responsibility for the nomination (or not) of Long Listed athletes to the following International Competitions:

Disciplines	Panels	International Competitions
- MTB XCO - BMX Racing - BMX Freestyle Park	Olympic MTB and BMX (Racing/Freestyle Park) Nomination Panel	• LA28 Olympic Games
- Road - Track	Olympic Road and Track Nomination Panel	
- Para Cycling Road - Para Cycling Track	Paralympic Road and Track Nomination Panel	• LA28 Paralympic Games

2.3 A person will be eligible to be a member of a Nomination Panel(s) if they:

a. have experience and knowledge in the relevant Disciplines internationally;

b. have good attention to detail, are well organised and process orientated;

c. work well in a team environment when making decisions;

d. have a detailed understanding of the competition rules and qualification requirements of the UCI;

e. preferably have prior experience in the nomination of athletes or other selection processes;

f. have no conflicts of interest with athletes seeking nomination. If they have an actual, apparent or potential conflict, they must declare this and be able to demonstrate a clear understanding of the requirements to manage any conflicts of interests (in accordance with these ToR);

g. have the time and availability required for the role;

h. attend any meetings required that come about in relation to defending a Non-nomination or Nomination with Conditions appeal, with the support of CNZ.

2.4 Subject to meeting the eligibility requirements in clause 2.3, wherever possible, CNZ will endeavour to appoint Nomination Panels which comprise members of both genders.

2.5 Each Nomination Panel shall comprise of members as follows:

Nomination Panel	Minimum Panel Composition
Olympic Road and Track Panel	• Two (2) Road representatives will be appointed. • Two (2) Track representatives will be appointed. In addition, the following will also be appointed: • One (1) HP Men's Endurance Squad Coach. • One (1) HP Women's Endurance Squad Coach. • One (1) HP Sprint Squad Coach. ***NOTE:*** *Track coaches will <u>not</u> vote on their related squad.* Quorum for these meetings is five (5).
Olympic MTB and BMX (Racing/Freestyle Park) Panel	• Two (2) MTB representatives will be appointed. • Two (2) BMX (Racing/Freestyle Park mix) representatives will be appointed. Quorum for these meetings is three (3).
Paralympic Road and Track Panel	• Two (2) Para Cycling Track representatives will be appointed. • Two (2) Para Cycling Road representatives will be appointed. In addition, the following will also be appointed: • One (1) HP Lead Para Cycling Coach. ***NOTE:*** *HP Coach will <u>not</u> vote but be present for Panel questions.* Quorum for these meetings is three (3).
Cycling New Zealand reserves the right to expand the Nomination Panels beyond these minimums, but minimums must be maintained (subject to clause 2.13).	

2.6 The process for appointment to each Nomination Panel is as follows:

a. CNZ will seek community Expression of Interest (EOI) by an online Microsoft Form.

b. CNZ will review the EOI applications with the applicable Member Organisation (MO) as they are received in relation to clause 2.3 through 2.5 of these ToR.

c. CNZ will then provide the proposed Nomination Panellists to the CNZ CE for approval.

d. In the event the CE does not approve the applicants, CNZ, along with the applicable MO, may provide further information to the CE or seek alternative nominees (this may include reopening the EOI form if it has closed.)

e. All applicants will receive an outcome via email. Non-appointment is not appealable.

f. Successful applicants will have their name and a brief biography published on the CNZ website.

2.7 A person may be nominated for, and approved as, a nominator on more than one Nomination Panel for the Games.

2.8 For continuity across the Disciplines, the CNZ Selection Manager (or their delegate) will act as Convenor of each Nomination Panel. In the event the Selection Manager (or their delegate) is unavailable and time is of the essence, the CE will appoint another Convenor at their discretion.

2.9 A nominator's term of office commences upon their appointment by CNZ and shall end on the opening ceremony day of the applicable Games, subject to below clauses 2.10, 2.11 and 2.12.

2.10 Should any member of a Nomination Panel wish to resign during their term of office, at least one month's written notice (unless otherwise agreed) must be given to the Convenor with copy to the CE.

2.11 The membership of any Nomination Panel may be changed by CNZ for any reason, including, but not limited to, a conflict of interest arising or the failure by a nominator to comply with these ToR.

2.12 Should any vacancy of a nominator arise under clauses 2.10 or 2.11, the appointment of their replacement will be carried out in accordance with clauses 2.3 through 2.6 of these ToR. The term of office of such replacement nominator shall be for the remaining term of the nominator that left.

2.13 Notwithstanding clause 2.12, if a vacancy arises, CNZ may decide to leave a vacancy unfilled, despite minimums (clause 2.5), particularly where timing is critically impacted for the Games.

2.14 Where quorum is at risk or a nominator is temporarily unavailable due to unexpected reasons, and a decision to nominate athletes is required, the Convenor may act in place of them for that period, including being entitled to vote on the final decision with the remaining nominators.

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3. Roles and Responsibilities of the Nomination Panel

3.1 The role of each Nomination Panel is to decide whether eligible athletes are to be nominated, nominated with conditions, or not nominated to the NZOC or PNZ for the Games in which the Nomination Panel has responsibility under clause 2.2.

3.2 The specific responsibilities of the nominators and each Nomination Panel are to:

a. provide input into the development of the applicable Games CNZ Nomination Criteria;

b. review athletes who may be eligible to go on the Long List of the applicable Games;

c. attend inductions and briefings provided for them by CNZ;

d. monitor results and performances of Long Listed athletes under the applicable CNZ Nomination Criteria;

e. attend (in person) or view (online) as many events and performances as reasonably practicable, of the relevant Long Listed athletes seeking Games nomination;

f. review and assess any claims for Extenuating Circumstances (where applicable) and any other matters within the applicable CNZ Nomination Criteria;

g. request the Convenor on their behalf to seek further information from athletes, coaches and others, where required for their deliberation;

h. decide on the athlete(s) to be nominated to the applicable NZ Team for Games for which they are responsible for;

i. review and confirm a written report, prepared by the Convenor, recording the decisions of the Nomination Panel, including reasons for all nomination outcomes;

j. attend appeal meetings as requested by the Convenor; and

k. assist CNZ (and its lawyers, if applicable) with the preparation of the defence to any appeals and, if requested, prepare a statement, give oral evidence and attend the appeal hearing.

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4. Duties of Nominators

4.1 Nominators are required to:

a. have a detailed knowledge and thorough understanding of the applicable CNZ Nomination Criteria and UCI Qualification System requirements and rules for the Games for which they are responsible;

b. maintain current knowledge of:

   i. the objectives of CNZ High Performance strategies, plans and performance targets associated with the applicable Games;

   ii. the domestic and international competition structures and the qualification requirements for the applicable Games;

c. adhere to the applicable CNZ Nomination Criteria, policies and procedures (including these ToR) and NZOC/PNZ policies. Cycling New Zealand policies are available here, as updated from time to time;

d. keep any notes, emails and any other records or information made by them during the course of the nomination process until Sport Entries close;

e. work closely with, and within applicable timeframes, the Convenor and other applicable CNZ staff, in undertaking their responsibilities;

f. keep **strictly confidential** all notes, information, discussions and deliberations by and between the nominators and the Nomination Panel, unless directed otherwise by CNZ, or by the Sports Tribunal in relation to an appeal, or as otherwise required by law;

g. disclose and manage any actual, apparent or potential conflict of interest in accordance with these ToR and CNZ policies;

h. not communicate with any athlete, coach or other person about the prospects of an athlete being nominated or not; the performance or other requirements needed by an athlete in order to be nominated, or the nominator's personal opinion about an athlete, unless that is specifically agreed with or directed by CNZ;

i. not make any public comment about the nomination or non-nomination of any athlete or any other matter governed by these ToR;

j. refer any enquiry, matter or issue which is not covered by these ToR to the Convenor or CE;

k. act impartially in its process and decisions;

l. act with integrity and not bring CNZ, any MO or stakeholder into disrepute;

m. not engage in any conduct which is in breach of CNZ regulations, rules or policies; and,

n. not commit CNZ to any activity or financial expense without the prior approval of the CNZ High Performance Director (HPD) or CE.

4.2 The position of nominator on a Nomination Panel is voluntary. Cycling New Zealand will meet reasonable expenses incurred in undertaking nominator's their duties in accordance with the applicable CNZ policies.

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5. Convenor Role

5.1 The role of the Convenor is to manage the nomination process, and to assist and support the Nomination Panels to undertake their responsibilities.

5.2 The specific responsibilities of the Convenor are to:

a. coordinate the EOI process of the Nomination Panel appointments;

b. coordinate the development of the applicable Long List and CNZ Nomination Criteria;

c. undertake or arrange for inductions and briefings of the nominators as required;

d. coordinate the collection of eligible athlete results in accordance with the applicable CNZ Nomination Criteria and make them available to the relevant Nomination Panel to view. Verification of results can be delegated internally and/or externally;

e. collate any claims for Extenuating Circumstances (where applicable) and any other matters within the CNZ Nomination Criteria and applicable Games regulations, and make these available to the relevant Nomination Panel on a timely basis;

f. make enquiries or seek further information from athletes, coaches and others, as requested by the Nomination Panels or independently; all information received will be passed onto the relevant Nomination Panel in a timely manner;

g. communicate with and answer any enquiries from athletes, coaches or others about the Nomination process, but not about the prospects of an athlete being nominated or not; the performance or other requirements needed by an athlete in order to be nominated, or the Convenor's personal opinion about an athlete, unless that is specifically agreed with, or directed by the CE;

h. review and confirm the eligibility of athletes seeking nomination in accordance with the applicable CNZ Nomination Criteria and NZOC/PNZ policies;

i. provide all information as necessary for the Nomination Panels, or requested by the Nomination Panels, to make its decisions;

j. arrange and attend all meetings of the Nomination Panels and carry out their other responsibilities in clause 7.3 to 7.5 and 7.7;

k. prepare for the Nomination Panel's review and approval, a written report recording decisions, including reasons for all nomination outcomes;

l. attend meetings in appeal settings;

m. assist CNZ (and its lawyers, if applicable) with the preparation of the defence to any Sports Tribunal appeal and, if requested, prepare a statement and attend the hearing.

5.3 The Convenor is not entitled to vote on any decision of the Nomination Panels except under circumstances described in clause 2.14.

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6. Conflicts of Interest

6.1 It is important Nomination Panels remain impartial in undertaking their responsibilities.

6.2 The CNZ Conflict of Interest Policy applies to nominators, as volunteers of CNZ. It is available here, as updated from time to time.

6.3 All nominators must declare any interests as stated in the Conflict of Interest Policy, at the commencement of all meetings relating to nomination discussions.

6.4 Any actual, apparent or potential conflict of interest for a nominator must be disclosed to the Convenor (who will, in turn, inform the CE) as soon as it arises.

6.5 By way of example, an actual, apparent or potential conflict of interest may arise for a nominator in the following circumstances where an athlete is seeking nomination:

a. the athlete is a family member or relative of the nominator;

b. the nominator does, or has previously, coached, managed, sponsored or otherwise supported the athlete;

c. the nominator is, or was, associated, connected to or has an interest in (e.g. holds shares, is a director, or an employee of) an entity which is involved in coaching, managing, sponsoring, or otherwise supporting the athlete;

d. the nominator has a personal or professional relationship with the athlete, or with the athlete's family or relatives, or the athlete's coach/manager, sponsor, or other person/entity supporting the athlete;

e. the nominator has a role with a cycling club or other organisation of which the athlete is a member, employee or is otherwise connected;

f. the nominator has a personal or professional relationship with an employee or contractor of CNZ who is involved in the coaching, training or treatment of the athlete.

6.6 If an actual, apparent or potential conflict arises for a nominator, the Convenor of the Nomination Panel and the other Nomination Panel members shall discuss the best way to manage the conflict. The Convenor shall decide how to proceed, consulting with the HPD and CE if required. In most cases the nominator will either be directed to:

a. not to participate in any way in the Nomination decision to which the conflict relates (e.g. they may continue to be involved in the Nomination of the Men's team if the conflict relates to the Women's team); or

b. resign from the Nomination Panel for the remainder of their term of office, and the vacancy is managed in accordance with clauses 2.12 and 2.13.

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7. Nomination Panel Procedures

7.1 Each Nomination Panel will undertake its responsibilities at nomination meetings and in between meetings, by phone and email, as is necessary to fulfil its responsibilities. The Convenor must be included in all communications between members of each relevant Nomination Panel in connection with the Nomination Panel's responsibilities.

7.2 Meetings may be held in person, using technology or a combination of both.

7.3 The time and format of meetings will be determined by the Convenor in consultation with the relevant Nomination Panel and required deadlines.

7.4 Any papers for each meeting will be distributed to the relevant Nomination Panel by the Convenor in advance of the meeting.

7.5 The Convenor will chair meetings of the Nomination Panels.

7.6 Each nominator is entitled to one vote on each decision. Every decision of the Nomination Panels must work towards unanimity. In the event it is not unanimous, the Nomination Panels may seek to obtain further information as necessary to assist them to reach unanimity. If unanimity cannot be reached, pending quota and competition objectives, the decision may be made under majority rules with minutes reflecting rationale for the split vote.

7.7 The Convenor shall prepare draft minutes of each meeting for approval by the relevant Nomination Panel.

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8. Definitions

8.1 In these ToR, the following definitions apply:

BMX means bicycle motocross or bike motocross.

BMXNZ means BMX New Zealand, which is an MO of CNZ.

Board means the Board of CNZ.

Chief Executive or **CE** means the Chief Executive Officer of CNZ.

Convenor means the person appointed by the Chief Executive to fulfil the role and responsibilities for overseeing a Nomination Panel's function set out in clause 5.

CNZ means Cycling New Zealand Incorporated and for the purposes of these ToR includes its key personnel, unless stated otherwise.

CNZ Constitution means the constitution of CNZ, as amended from time to time.

CNZ Nomination Criteria means the document issued by the CNZ Board or CE (as applicable) outlining the nomination objectives, criteria and athlete eligibility requirements, among other key factors, for consideration of nomination to the applicable Games.

Discipline means a discipline of cycle racing, namely:

- Road
- Track
- Mountain Bike (Cross Country Olympic, XCO)
- BMX (Racing)
- BMX (Freestyle Park)
- Para Cycling Road
- Para Cycling Track

Eligible means the athlete has met all the requirements to be considered for nomination as set out in the applicable Nomination Criteria and any additional requirements specified in the relevant NZOC or PNZ documentation.

Extenuating Circumstances means an inability of an athlete to perform at an optimum level arising from any one or more of the following:

- injury or illness;
- equipment failure;
- travel delays;
- bereavement or other personal misfortune; and/or
- any other circumstances reasonably considered by a Nomination Panel to constitute Extenuating Circumstances.

High Performance Director or **HPD** means the person appointed by CNZ with responsibility for leading the CNZ High Performance Programme.

International Competition means the LA28 Olympic Games and Paralympic Games under these ToR.

Member Organisation or **MO** means an organisation which is a member of CNZ including Cycling Road Track & Cyclocross New Zealand Incorporated, Mountain Bike New Zealand (MTBNZ) Incorporated, BMX New Zealand (BMXNZ) Incorporated, and CNZ Schools.

MTB means mountain bike.

MTBNZ means Mountain Bike New Zealand Incorporated, which is an MO of CNZ**.**

Nominated Athlete means an athlete who was nominated to the NZOC for selection consideration by the respective Nomination Panel for inclusion in the International Competition for which they sought nomination.

Nomination Panel, Nominators or **relevant Nomination Panel** means a panel of people appointed by the CNZ CE to nominate a Team of athletes from a Discipline for the applicable International Competition. A member of a Nomination Panel is referred to as a nominator in these ToR.

New Zealand Olympic Committee or **NZOC** means the New Zealand Olympic Committee Incorporated.

Paralympics New Zealand or **PNZ** means the official organisation responsible for developing and managing Paralympic sports and athletes within New Zealand, representing them in international competitions under the International Paralympic Committee (IPC).

Performance Window or **Nomination Period** means the period during which athlete results and performances will be considered by a Nomination Panel. Specific dates are listed in the applicable CNZ Nomination Criteria document on the CNZ, NZOC and PNZ websites.

Selection Manager means the person appointed by CNZ to oversee the nomination process under these ToR and execution of nomination duties for the applicable Games.

Sports Tribunal means the Sports Tribunal of New Zealand as described in the Sports Tribunal Act 2006.

Team and **NZ Team** comprise athletes nominated to, and then selected for, the International Competition in accordance with these ToR.

UCI means the Union Cycliste Internationale which is the International Federation governing cycling, of which CNZ is a member.

UCI Regulations means the regulations issued by the UCI, as amended from time to time, that regulate the sport of cycling.

XCO means the Cross-country Olympic event of mountain biking.

Declaration

I, (full name)_____ hereby agree to these Terms of Reference, in acting as a voluntary Nomination Panel member (nominator) for the (select all that apply):

- ☐ Olympic MTB and BMX (Racing/Freestyle Park) Nomination Panel (LA 2028 Olympic Games)
- ☐ Olympic Road and Track Nomination Panel (LA 2028 Olympic Games)
- ☐ Paralympic Road and Track Nomination Panel (LA 2028 Paralympic Games)

Signature: _____

Date: _____

CNZ CE (name): _____

Signature: _____

Date: _____