

Alexander Park Tennis Club

Guidelines for Adult Team Selection and Management

Overview

Alexander Park Tennis Club ("the club") recognizes that our members join our tennis club for a range of reasons. These include the development of tennis skills, discovering avenues for social involvement, participation in a sport that promotes health and fitness.

When determining team composition for adult competition, the Club will be guided by:

- The Universal Tennis Rating (UTR) for Singles and Doubles.
- The guidelines for team selection as outlined below.
- Association competition guidelines and rules.

Whilst the Club's priority is for team performance and team balance, attempts will be made to maintain a level of existing friendship and support other factors such as player and team development for future seasons.

Each season the decisions made by the Selection Committee are also impacted by practical issues such as the total number of players available, those players' availabilities throughout the season, and the spread of skills covered. The competition format is also relevant. It is the Club's aim to accommodate the varying needs of all our members as best we can within the limitations we are faced with.

The policy for adult team selection and management as outlined below has been developed by the Club Captains, reviewed by the Selection Committee, and ratified by the Board of Directors.

The Selection Committee is comprised of:

- The Club Captain(s)
- Two other members invited to sit on the Selection Committee by the Club Captains with suitable experience and knowledge of the selection process.

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1 Guidelines for Team Selection General

Adult competitions are offered by the club to provide a structured, team focused, challenging tennis experience for the members at Alexander Park Tennis Club ("the club").

Following receipt of the nomination to play in the advertised Leagues for the club, players will be selected by the Selection Committee.

Teams will be formatted and entered into the Tennis Australia League Manager System with a view to giving interested players competitive tennis opportunities commensurate with their ability.

The Club By-Laws stipulate that:

"Members may apply to represent the club in league competitions. Players representing the Club in league competition must be full financial members prior to the commencement of the first round of matches. League players will pay a fee as determined by the Board of Directors."

The Tennis Australian National Policies and Guidelines will also be reviewed and considered when making decisions on behalf of our members. The Guidelines can be found on the Tennis West Website.

2 Team Selection Framework

The Selection Committee ranks each player in accordance with the following:

- Current Player Rating as shown on the Tennis Australia League Manager system.
- Relevant details of existing player and team results per matches that are recorded progressively in the League Manager System during the current season.
- New players grading against players of a known standard, with note taken of any previous experience in other competitions, comments of coaches, etc.

Ranked players are placed into draft teams according to rankings.

3 Team Selection Procedure

3.1 Player Nomination Procedure

Club Captains will email all members the Nomination form to play in a league team. Players wishing to play in competition for the club, must fill in a Nomination form. Application forms MUST be in the hands of the Selection Committee by the specified closing date (usually 1.5 weeks prior to the closing date for team nominations to the

Tennis West League Manager System). Payment to play in the nominated league must be received to the club account by close of the nomination period.

The Club Captain, to the best of their ability, will endeavour to contact all existing players if an application form has not been received by the closing date to confirm if a player is not continuing with the next season.

Adult members must become a Full Member of the Club for weekend competition, or Mid-Week member for Association mid-week competition (annual or pro rata) and pay a league fee (per season). Acceptance of late entries will be at the discretion of the Selection Committee. In the event of insufficient entries to give balanced teams or to complete a team, the Selection Committee may approach potential players in order to field balanced, viable teams in the competition.

3.2 Selection and Grading Procedures

The Club endeavours to be as objective and as equitable as possible in formulating the procedures to be adopted. Players who feel they have been unfairly treated should submit their case in writing to the Club Captain and Selection Committee for consideration in accordance with Review procedures.

Players will be selected by the Club in accordance with the Team Selection Framework at Section 2 above, and the following principles:

- The player must be available on most relevant competition match dates to be considered a full-time player for a team.
- The player has submitted and signed the relevant application form with fee payment.

Player ranking factors to consider might include:

- A player's results higher than the team average should have a positive influence on their ranking.
- If a player who played almost all matches in No.1 or No. 2 position in a team has results equal to or marginally better than the team average, then those results will be given a greater weight than the result of a third position player whose results are marginally greater than the team average.
- Due consideration should be given to the results of a player who has been injured, played only a few matches, had personal problems or any other special factors

Tennis West League Operations have the final say on Team Grading – refer to Section 5 below.

3.3 Number of Teams

Teams will be fielded in accordance with the number of FULL-TIME available players and to the extent of available court space.

3.3 Number of players per Team

Each team will generally consist of a minimum of 6 players. However, if players have other commitments (i.e. work/family), consideration will be given to having extra players in these teams.

3.4 Team Finalisation

The Selection Committee will endeavour to have Team lists emailed to all nominated players at least 5 days prior to the closing of Tennis West Nominations.

Team grade selection Factors to consider:

- Reasonable efforts to accommodate all special requests of players such as family or friends who wish to play together should be made, with due regard to equity.
- Where different playing standards are involved, a player with a higher ranking may be required to play in a lower grade.
- Team members' compatibility and team balance should be considered and where possible necessary adjustments made.
- Player's ability may not provide a level suitable to a nominated team. These players should be called, and other playing / coaching avenues discussed.
- Team Selection Procedure
- Team Grading by Tennis West League Operations

At this stage grading is still to be confirmed by Tennis West. The final allocation of divisions is conducted by Tennis West and differences may occur between requested and allocated division each season.

4 Grievance Procedure Lodgement of Requests for Reconsideration

Any request for reconsideration against adult selection decisions shall be lodged via email addressed to "The Club Captain" captain@alexanderpark.com.au within two days following notification of the team selections. Such requests shall be treated with confidentiality by the Captain and the Selection Committee.

The Club Captain shall review the protest and respond via email cc: a copy to the Club Secretary. The Club Captain will consult with the Club President before dispatching the response.

If the response is appealed by a player, then that Appeal must be submitted via Email to the Club President president@alexanderpark.com.au who will provide a copy to the Club Secretary.

The Club President shall consult with the Club Captain and the Selection Committee on receipt of an Appeal and jointly determine the date for the Appeal to be heard. The Club President shall inform the aggrieved member of the date of the hearing.

Members of the Selection Committee and/or Board of Managers must not be biased against or in favour of the member concerned in either the Request for Reconsideration or Appeal processes. 4.1 Reconsideration Hearing

A specially convened meeting of the Club Captain and Club President shall take place to hear the request for reconsideration. The meeting is chaired by the President. Members of the Selection Committee involved in the selection decision in dispute, may be invited to attend but shall have no voting rights at the meeting.

A preliminary briefing shall be presented by the Club Captain on the selection decision in dispute before the hearing commences.

The aggrieved member and at least one parent (if a Junior) shall be required to attend and present their case in person to the meeting. In no circumstances shall a third party be permitted to attend to present the protest on the aggrieved member's behalf. If, for any reason, the aggrieved member is unable to attend the meeting as scheduled, the hearing shall proceed in their absence.

Following presentation of the "protest" by the aggrieved member, the Club Captain shall report on the selection decision. The Club Captain may table any facts and evidence and seek the assistance of other Selection Committee members.

Members of the Selection Committee may address questions through the Chair to either the aggrieved member, or the Club Captain in satisfying themselves of any points arising during the hearing.

At the conclusion of the Club Captains report, the aggrieved member shall be asked whether they now wish to withdraw their "protest" given the evidence presented for the selection decision.

If the "protest" is not withdrawn, the aggrieved member shall leave the meeting and the President, Captain and members of the Selection Committee shall then vote on whether the protest shall be upheld or dismissed. If the selection decision is overruled, the meeting shall formulate a solution to the selection decision for implementation by the Club Captain.

The decision of the Hearing is to be advised to the aggrieved member as soon as practical. The decision is final.

A record of the meeting is to be maintained by the Club Secretary or other Board of Directors' member nominated at the meeting.

An email outlining the decision of the Selection Committee shall be forwarded within 7 days to the aggrieved member.

If the member is not happy with the findings of the Selection Committee, the Club's Grievance committee may be called in to discuss with all parties and help find a resolution to the Grievance. The members of the Grievance committee must be independent of the Selection Committee

5 Team Management

Each team will be managed by one team captain. The Club Captain will contact each captain and check that each captain knows how to access and use the Tennis West Match Centre system for entering and confirming scores and adding players.

5.1 Team Captain Role and Responsibilities

We ask the Team Captains to:

- Contact each player to introduce themselves.
- Prepare a roster for the season so players are aware of when they are playing.
- Responsibility for having available match tennis balls, scorecard, entering/confirming scores and arranging training sessions

5.2 Reserves / Emergency players

From time to time a team may be short of registered players. When that occurs, the team captain should look to other teams to ascertain which player has a bye and whose rating meets the Tennis West Reserve rules.

The captain should contact the other team captain and the club captain to ascertain that the player is free to play. Contact should then be made to the player. All players if available, should prepare themselves to play across any division where their rating allows them to play as a Reserve.

If a team is permanently short of registered players, due to injury, family commitments, late withdrawal from team, etc. the Team Captain must immediately advise the Club Captain who would consider several options:

- Bring up a lower team member permanently
- Rotate players in from lower teams
- Find a substitute

Co-ordinated arrangements are necessary to ensure all teams' needs are appropriately met in a balanced way. The chosen arrangement will be discussed with the Team Captains involved and fit with the lower teams' roster and availability of 'rostered out' team members.

Other factors to be considered:

- Player's previous instances of filling in for higher teams
- Each team's relative ladder position and strength of opposition in question
- Player's relative ranking in the lower team.

Reserve/emergency player inclusion in teams should take account of player ability/skill and any previous competition record/grading. Where full agreement cannot be reached with Team Captains on reserve/emergency player arrangements, the Club Captain will be the final arbitrator.

5.3 Finals Selection Policy

Teams have a choice of two selection options:

- Selecting what is deemed the strongest team and maintaining that group throughout the finals process.
- Selecting the players in order of capability and overall contribution throughout the season. Rotating the weaker ranked players in for the first finals round and bringing in the stronger players for subsequent rounds (you would play your fourth or fifth ranked players in the first- round final and then replace those players with the higher ranked player the following week)
- As each team is unique in its character and composition, the Club does not mandate a finals selection method. In the first instance, all players are given access to the team statistics and that they, are consulted and encouraged to give input on which finals selection process they would prefer. The team Captain should implement the method that has majority support. If there is a lack of agreement over the order of capability, a secret ballot of all team members is to take place under the supervision of the Team Captain. The selected order will then be applied to the favoured process.

In the event of a tie, the Club Captain will have the casting vote.

The selection of teams to play in finals can become a very emotive situation if the focus is diverted from the original aim of healthy competition, in a supportive environment.

Differences of opinion are a fact of life and that whatever the process and whoever is left out, someone will feel disappointed about the outcome. It is very important that the team aspect of the decision-making process is given substantial focus in all deliberations.

The winning of a league competition can be very satisfying. The involvement in a dynamic and supportive team can be equally so.

Alexander Park Tennis Club