

## 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 Tennis Australia Competition Tennis Rating (CTR) 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, team balance and player development, attempts will be made to maintain a level of existing friendship support and other factors such as player 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 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)
- The Club Coach
- 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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#### Guidelines for Team Selection

##### 1. 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.

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#### 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 3 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 will endeavor 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 endeavors 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

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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.

#### 3.4 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.

#### 3.5 Team Finalisation

**The Selection Committee will endeavor to have Team lists emailed to all nominated players on the Sunday after the close of 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.
- Players 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 grades is conducted by Tennis West and differences may occur between requested and allocated grades each season.

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#### 4. Grievance Procedure

##### Lodgment 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.

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#### **Lodgment of Requests for Reconsideration Continued**

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

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#### 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 League Manager 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 make themselves available 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.

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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 then 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 favored 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.



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#### State League Squad Player Management Procedures

The scope of this document is to outline and detail procedures for managing the Alexander Park State League team, State League team selections, State Squad management, and player availability, including decisions affecting other Alexander Park league teams. It will serve to provide a framework for professional decision making and consistency befitting of an elite sporting team.

In addition to these procedures all State Squad players will be bound by the conditions outlined in their Player Contract.

#### 1. Club Expectations

Players in the State League Squad will train together a minimum of once per week under the supervision of the Head Coach or Club Captain. It is expected that all squad members participate in this training session. In addition, the Club will host a number of State League-related social events, prior to, during, and after the summer season and it is expected that squad members will attend a minimum of three social events over the course of the season, one of which will be the Club Championships trophy presentation.

It is expected that squad members participate in Club Championship events in both singles and doubles unless dates conflict with tournaments sanctioned by Tennis Australia.

As a representative of the Club, it is expected players demonstrate a premium level of tennis etiquette and help to promote our reputation as one of the leading tennis clubs in Western Australia.

Players in the State League Squad playing in a team that has a bye round, or if State League Squad members are not required due to numbers, these players should be available to play in other club teams where Association rules for ratings allow. If asked to play or fill in for such a team the State League Squad player should be prepared to play.

#### 2. State League Squad Selection

The Selection Committee as set out in the Guidelines for Team Selection, Section 2 - Team Selection Framework, plus a delegate from the Club Board will decide on twelve players from within the club playing pool and if required from interstate players to invite to form the State League Squad. The squad will train together and be eligible for selection to play in the State League Team and the clubs second team, and if required to play in the clubs' other teams. The Squad will be selected from the top twelve rated players at the time of selection. If due to injury or other reasonable reason, a players rating does not indicate true

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performance potential, it will be the discretion of the Selection Committee to select a player outside of the top twelve rated players to be included for consideration in the Squad.

#### 3. State League Team Selection

The State League selection committee consists of The Club Coach and Team Captain and will select the State League team for each fixture. The team will consist of four first choice players, a fifth player who will be with the team through the tie and may or may not be selected to play, and a sixth player. The sixth player will play for the next highest team at the club but will move into the State League team in the place of the fifth player in the case of a late withdrawal. The State League team will be selected immediately after the weekly Squad Training or at the latest team selection will be made available to all squad members by 7:30pm on Thursday. The State League Selection Committee is able to choose from all club players, consulting the Club Captain/s if players outside of the State League Squad is required.

#### 4. Provisions for Interstate Players

In the case that interstate players are to be utilised for a fixture, the availability of these players may not be known at the time of team selection. In this case, at the Thursday selection deadline, two potential State League teams (players 1 through 6) will be nominated: Team A will be nominated to include the potential interstate players, and Team B will be nominated to not include interstate players. The team selections will be made available to the entire squad by the 7:30pm Thursday deadline. The Selection Committee will decide on the Team A or Team B by 1pm Friday and notify all squad members at the same time.

#### 5. Player Availability

All players of the State League Squad should be available to play all fixtures for the season, either for the State League team or any other team representing the club as required.

If players are not available for a fixture, they are required to email the Team Captain the date and reason for unavailability with at least two weeks notification. Players who have nominated as unavailable will not be eligible to play for either the State League team or any other team. The Team Captain will notify the Selection Committee, including the Club Captain of players who have notified them of their unavailability.

If a player wishes to amend their availability for the upcoming tie, they may do so up until 6:30pm Thursday.

#### 6. Failure to Meet Team Expectations

Any player who does not meet their playing or training requirements will be asked by the Team Captain to explain their actions to the Selection Committee via Email to the Team Captain. The Selection Committee will consider the penalty applied to the player and may

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include exclusion from selection or penalty of match payment. The Selection Committee will decide and email the player the outcome of any decision.

#### **7. Reserves Team Selection**

Following selection of the State League Team, the reserves team captain will select the players for the weekend tie. This selection will be made available to all players listed in the reserve team by 8:30pm on Thursday (an hour after State League Team selection). Team selection for the Reserves Team will be of the same format as the State League Team, but with a 5-player team to be nominated.

If the Team Captain is not available for the match, a vice captain will be nominated, with the vice-captain to assume the captaincy role for the match.

Players for the Reserves team may be drawn from all available club players, with State League Squad members given priority for reserves team selection.

#### **8. Late Withdrawals**

Late withdrawals due to pre-existing injuries or conditions must be confirmed by 10am on matchday. If a late withdrawal is made from the State League Team, their 6th player will be elevated to 5th player position. If this change is made before Saturday, a new 6th player will be nominated from the Reserves Team for the State League Team by midnight on Friday.

Subsequently, the reserves team will elevate their 5th player up to their 4th player position. If such changes require a change to the lineup of another division, or the addition of a player from another division, the club captain must notify the affected division by midnight on Friday night.

If a late withdrawal is made from the reserves team, the 5th player elevated to 4th player position.

If a withdrawal from the state league team or reserves team occurs on matchday, the elevation of the 6th player will still occur, however a new 5th player will not be nominated for the reserves team.