



**TENNIS COUNTRY**



**TENNIS COUNTRY  
& REGIONAL COMMITTEE  
REPRESENTATIVE PLAYER  
SELECTION POLICY  
2024**

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### 1.1. Objective

- A. The objective of this policy is to outline a clear and transparent decision-making process around the selection of representative players and team managers for both Tennis Country and the six (6) Regions of Tennis Country (North East, North West, Northumberland, Central West, South West & South East)
- B. This policy will outline who makes the selection decisions regarding regional and country representative teams and what criteria will be applied when making the selection of players for the representative teams.
- C. This policy will also outline who players and parents can speak to about their concerns regarding the selection of players for representative teams and what appeals are available to a person dissatisfied with a decision regarding selections for representative teams.

### 1.2. Inconsistency

- A. This policy is to be read in conjunction with Tennis Australia National Policies and to the extent of inconsistency between this policy and any Tennis Australia National Policies then this policy will prevail.
- B. A Regional Committee may develop and implement additional criteria or guidelines for selection of players for their representative teams however any additional criteria or guidelines must comply with this policy. In the event of an inconsistency between a regional specific criteria or guideline and this policy then the provisions of this policy will prevail.

### 1.3. Applicable Events

- A. This policy is applicable to all events that require a player to be selected to represent their Region or NSW Tennis Country irrespective of them being team or single events.
- B. No later than 8 weeks in advance of an upcoming event requiring selection the Regional Pathways Coordinator will provide the Regional Committee via their Representative Player Selector a list of the top 10 players "**Short List**" in each respective category based exclusively on their UTR rating.

### 1.4. Regional Representative Player Selection.

- A. The Regional Representative Player Selector will review the short list within 10 days consistent with a process so determined by each regional committee the list provided by the Regional Pathways Coordinator. This process may allow for a panel of 2 to more people to make selections.
- B. Each Regional Committee consistent with their approved processes must consider at minimum the following criteria when selecting.
  - i. The Players UTR as indicated on the list provided.
  - ii. The Players previous participation in regional events including but not limited to Regional Match Play events & Tennis Country Series Events
  - iii. The players result in the past 12 months at Junior Community, J125, J250 or J500 events.
  - iv. The Players previous history of attendance to Regional Open Days, Regional Development Squads or Bluewall Camps.
  - v. The players previous on court attitude and behaviour as observed by Regional Squad and Open Day Coaches
  - vi. The Players previous disciplinary record including code violations and sanctions (This includes Spectator and Parents Misconduct sanctions)
  - vii. The players Head-to-Head record comparable to other players on the Short List.

- C. The regional committee may consider any additional criteria it determines is relevant from time to time in the course of its deliberations.
- D. The Regional Committee is under no obligation to weight any criteria above another when making their selection but is obligated to consider all the criteria in totality when selecting.
- E. The Regional Committee is under no obligation to provide reasons for their selection to any dissatisfied party or person unless doing so is determined by the Representative Player Selector to be appropriate under the circumstances.
- F. Once a preliminary selection has been made, if the Regional Committee Chair is not part of the selection panel, then the Representative Player Selector is to present to the Regional Committee Chair for endorsement the preliminary selections and once endorsed the Regional Player Selector is to advise the Regional Pathway Coordinator of the players selected **“Final Selection”** which must include 2 reserve players in addition to the minimum required to be selected for any event within 10 days of receiving the Short List.
- G. Within 4 days of receipt of the final selection the Regional Pathway Coordinator will cause the players selected to sent invitations via their E-mail address associated with their playing account and will upon sending all invitations announce via Facebook the team or players selected including the reserves.
- H. Players selected will be given 7 days to confirm acceptance of the selection or to decline the proposed selection. If a player has not responded within 7 days, then the selection will be considered declined, and the Regional Pathways Coordinator will send a new invitation to one of the reserve players who will be given 5 days to accept the invitation.
- I. In the event there is insufficient players from the final selection list and the reserve list then the Regional Pathway Coordinator will liase with the Regional Representative Player Selector to determine additional reserves and communicate such a selection to the additional reserve player at their discretion.
- J. In the event a player who accepted a selection is unable to participate in an event due to illness or injury then the Regional Pathway Ordinator will liase with the Regional Representative Player Selector who will do all things necessary to contact a reserve player to fill the spot

#### 1.5. **Appealing Regional Representative Selection.**

- A. Any person or body who is dissatisfied with the decision a Regional Committee in respect to a selection or non-selection or is of the opinion that any clause of this policy has been broken, may lodge an appeal to the NSW Tennis Country Management Committee.
- B. Any appeal lodged under this policy must be done in writing addressed to the NSW Tennis Country Management Committee and filed within 3 days of the selection being announced via social media as outlined with clause 1.4H.
- C. An appeal filed under this clause must at minimum address the following matters.
  - I. State the reason for the appeal.
  - II. If relevant, outline what section of this policy the applicant asserts were not followed.
  - III. If relevant, outline what error it is being asserted the regional committee made.
- D. A party lodging an appeal may also address any other matter they consider relevant for consideration.
- E. An appeal lodged late must be filed along with an explanation for why it is late and will only be considered if the person reviewing the appeal under clause 1.5G is satisfied that a valid reason exists explain why the appeal is late and if the appeal has reasonable prospects of success.

- F. An appeal lodged under this clause must demonstrate on the balance of probabilities that the selection or selections made were made in error due to a departure of either a provision of this policy or any regional specific criteria or guidelines.
- G. Upon receipt of an appeal, the NSW Tennis Country Chair or their delegate will review the appeal within 24 hours and make one of the following determinations.
  - I. Dismiss the appeal immediately as being frivolous or lacking merit.
  - II. Decline to grant leave to appeal and dismiss the appeal as late.
  - III. Refer the appeal to the NSW Tennis Country Appeal Panel.
- H. The NSW Tennis Country Chair is not obligated to provide reasons for dismissing an appeal under this provision.
- I. If an appeal is referred to the NSW Tennis Country Appeal Panel, the Chair of NSW Tennis Country will advise the Chair of the relevant Regional Committee and invite them to make any submissions in writing relevant to the appeal within 24 hours. A copy of the appeal notices and grounds will be provided to the Regional Committee Chair so they can respond.

#### 1.6. NSW Tennis Country Appeal Panel.

- A. The NSW Tennis Country Appeal Panel is authorised to determine appeals lodged under clause 1.5 of this policy and is to consist of one (1) Tennis NSW Director (Country Based) who will serve as the Chair and 2 additional members who also sit on the NSW Tennis Country Management Committee as appointed by the NSW Tennis Country Management Committee.
- B. If an appeal is referred to the NSW Tennis Country Appeal Panel, then the Appeal Panel must determine the appeal within 7 days of its referral. (the panel is encouraged to convene and determine appeals as quickly as possible)
- C. NSW Tennis Country Appeal Panel will conduct an appeal under Clause 1.5 on the papers and is required to consider the following.
  - I. Applicants Grounds of appeal and accompanying submission if provided.
  - II. Regional Committee Submissions on response if provided.
  - III. Previous decisions (Precedents) of the Appeal Panel
- D. The NSW Tennis Country Appeal Panel may make any of the following orders.
  - I. Dismiss the appeal.
  - II. Uphold the appeal and make a new selection.
- E. If the NSW Tennis Country Appeal Panel upholds the appeal and makes a new selection, any invitation to an effected player will be withdraw.
- F. A decision of the NSW Tennis Country Appeal Panel will be communicated in writing to the necessary Regional Committee and Regional Pathway Coordinator within 4 hours of the determination of the appeal.
- G. A decision of the NSW Tennis Country Appeal Panel is to be implemented by all necessary persons within 24 hours of the determination and a decision of the NSW Tennis Country appeal panel is final and may not be appealed.

- H. The NSW Tennis Country Appeal Panel is not required to provide or publish reasons for its determination but may choose to do so if it forms the view that doing so is appropriate under the circumstances.

### 1.7. Country Representative Player Selection.

- A. The Chairperson of NSW Tennis Country will hold the sole authority to make selections to any NSW Tennis Country Representative team or event upon receipt of a short list as provided by the Tennis NSW Head of Operations and Pathways or their delegate.
- B. The Chair of NSW Tennis Country must consider at minimum the following.
  - I. The Players UTR as indicated on the list provided.
  - II. The Players previous participation in regional events including but not limited to Regional Match Play events & Tennis Country Series Events
  - III. The players result in the past 12 months as Junior Community, J125, J250 or J500 events.
  - IV. The Players previous history of attendance to Regional Open Days, Regional Development Squads or Bluewall Camps.
  - V. The players previous on court attitude and behaviour as observed by Regional Squad and Open Day Coaches
  - VI. The Players previous disciplinary record including code violations and sanctions (This includes Spectator and Parents Misconduct sanctions)
  - VII. The players Head-to-Head record comparable to other players on the Short List.
- C. The Chair of NSW Tennis Country may consider any additional criteria they determine is relevant from time to time in the course of their deliberations.
- D. The Chair of NSW Tennis Country is under no obligation to weight any criteria above another when making their selection but is obligated to consider all the criteria in totality when selecting.
- E. The Chair of NSW Tennis Country is under no obligation to provide reasons for their selection to any dissatisfied party or person unless doing so is determined by The Chair of NSW Tennis Country to be appropriate under the circumstances.
- F. Once a selection has been made the Chair of NSW Tennis Country is to notify the Tennis NSW Head of Operations and Pathways or their delegate of the players selected **“Final Selection”** which must include 2 reserve players above the minimum required to be selected within 10 days of receiving the Short List.
- G. Within 4 days of receipt of the final selection the Tennis NSW Head of Operations and Pathways or their delegate will course the players selected to be sent invitations via their E-mail address associated with their playing account and will upon sending all invitations announce via Facebook the team or players selected including the reserves.
- H. Players selected will be given 7 days to confirm acceptance of the selection or to decline the proposed selection. If a player has not responded within 7 days, then the selection will be considered declined, and the Tennis NSW Head of Operations and Pathways or their delegate will send a new invitation to one of the reserve players who will be given 5 days to accept the invitation.
- I. In the event there is insufficient players from the final selection list and the reserve list then the Tennis NSW Head of Operations and Pathways or their delegate will liase with the Chair of NSW Tennis Country to determine additional reserves and communicate such a selection to the additional reserve player at their discretion.
- J. In the event a player who accepted a selection is unable to participate in an event due to illness or injury then the Tennis NSW Head of Operations and Pathways will liase with the Chair of NSW Tennis Country who will do all things necessary to contact a reserve player to fill the spot.

### 1.8. Appealing Country Representative Selection.

- A. Any person or body who is dissatisfied with the decision of the Chair of NSW Tennis Country in respect to a selection or non-selection or is of the opinion that any clause of this policy has been broken, may lodge an appeal to the NSW Tennis Country Management Committee.
- B. Any appeal lodged under this policy must be done in writing addressed to the NSW Tennis Country Management Committee and filed within 3 days of the selection being announced via social media as outlined with clause 1.4H.
- C. An appeal filed under this clause must at minimum address the following matters.
  - IV. State the reason for the appeal.
  - V. If relevant, outline what section of this policy the applicant asserts were not followed.
  - VI. If relevant, outline what error it is being asserted regional committee made.
- D. A party lodging an appeal may also address any other matter they consider relevant for consideration.
- E. An appeal lodged under this clause must demonstrate on the balance of probabilities that the selection or selections made were made in error due to a departure of a provision or clause of this policy.
- F. Upon receipt of an appeal, 2 or more Tennis NSW Country Directors serving on the NSW Tennis Country Management committee will review the appeal within 7 days and make one of the following determinations.
  - I. Dismiss the appeal.
  - II. Uphold the appeal and make a new selection.
- G. If the Directors reviewing the selection uphold the appeal and makes a new selection, any invitation to an effected player will be withdraw.
- H. A majority of available directors considering the appeal is required for an appeal to succeed.
- I. A decision of the Directors will be communicated to the NSW Head of Operations and Pathways or their delegate within 4 hours of the determination of the appeal.
- J. A decision of the Directors is to be implemented by all necessary persons within 24 hours of the determination and a decision of the Directors is final and may not be appealed.
- K. The Directors reviewing the decision are not required to provide or publish reasons for their determination but may choose to do so if they form the view that doing so is appropriate under the circumstances.

### 1.9. Country and Regional Team Manager Appointments.

- A. Each Regional Committee along with NSW Tennis Country may appoint team managers for any representative team or singles event that requires player selections under this policy.
- B. To be eligible to act or serve as a team manager a person must hold one of the following positions or qualifications.
  - i. Current Tennis Australia Coach Member or
  - ii. Third Party provider coach membership, subject to providing to NSW Tennis Country evidence of a cleared working with children check.

- iii. Be a Tennis NSW Director
  - iv. Be a Member of NSW Tennis Country Management Committee
  - v. Be a Regional Committee Member
  - vi. Be a Tennis NSW Staff Member
- C. A Regional Committee may appoint a person outside of the above with the permission of the NSW Tennis Country Management Committee Chair if it is satisfied that no other suitable or qualified person is available.
- D. An appointment under Clause 1.9C requires that the proposed person provides a cleared working with children check and national crime check before appointment.
- E. For the avoidance of double a parent who holds or meets the requirement of Clause 1.9B and who has a child or student participating in the representative team may serve as a team manager.
- F. The committee responsible for the appointment of a team manager is also responsible for facilitating the remuneration of a team manager in line with the below table.

	Minimum	Maximum
Daily Managing Rate	\$150.00	\$300.00
Accommodation Allowance (Per Night)	\$100.00	\$250.00
Meal Allowance (Per Day)	\$0.00	\$100.00
Fuel & Travel	\$0.00	\$150.00

 If a committee wishes to depart from the table above it may only do so with the permission of the NSW Tennis Country Chair

- G. If the team manager is a qualified coach with a current ABN, they must provide an invoice addressed to the relevant regional committee or NSW Tennis Country in the amount agreed to by the committee for payment.
- H. If the team manager is not a qualified coach and does not hold a current ABN, then the team manager can request from the Regional Pathway Coordinator a Per Diem form to complete for payment which must be returned along with an "Statement by Supplier ABN Withheld" document. (A copy of the per diem form can be found as an appendix to this policy)
- I. The Tennis Country Management Committee may veto the appointment of a team manager by a Regional Committee for any reason if in their opinion the person is unsuitable for such a position.
- J. Once appointed, the Team Manager of a regional team or player will be responsible for the Day-to-Day Management, training or mentoring of the team or player while at the respective event.
- K. The Team Manager will not provide technical feedback to players on tour without prior consent from the players private coach however such feedback may be provided directly to the players' private coach.



## Representative Selection

### Notice of Appeal

Applicant Name:	Date
Email:	Phone:
Event Subject to Appeal:	

**Ground/s of appeal: (Please check the relevant Box or Boxes)**

- The decision maker made an error in the application or interpretation of this policy.
- The decision maker relied upon incorrect or inaccurate information.
- The decision maker denied the player due process or procedural fairness.
- The decision maker was conflicted in the determination of a selection.
- The decision maker made a determination that is unsupported by objective assessment or fact.

Please provide details and submissions in support of this appeal.

A person may provide additional material or pages attached to this form as an appendix.



1.11. Team Manager Per Diem Form

### Team Manager Per Diem

<b>Name:</b>	<b>D.O.B</b>	
<b>Email:</b>	<b>Phone:</b>	
<b>Address:</b>	<b>WWCC #:</b>	

<b><u>Event Attended:</u></b>
<b><u>Dates Managed:</u></b>

**Payment Claim Breakdown:**

Daily Rate	\$
Accommodation Allowance	\$
Meal Allowance	\$
Fuel or Travel Allowance	\$
<b>Total Per Diem Claim</b>	\$

- ✚ By signing below, I acknowledge and agree that the information provided above is true and correct and further confirm that I have undertaken this team manager activity in the course or furtherance of an activity done as a private recreational pursuit or hobby.
- ✚ By signing below, I acknowledge and agree that I will not be provided payment of this per diem until I also submit my Statement by Supplier not quoting an ABN.
- ✚ By signing below, I acknowledge and agree that I am entitled to submit a Statement by Supplier ABN not quoted and that I do not perform any tennis related activities as a staff member, sole trader or enterprise within Australia.
- ✚ By signing below, I acknowledge and agree that I am not aware of any matter which would otherwise prevent me from interacting with or engage with any person under the age of 18 years of age.

<b>Signature:</b>	<b>Date:</b>
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