



## **ROYAL PARK TENNIS CLUB (Inc)**

### **POLICY DOCUMENT**

(April 2017)

#### **COMPETITION TENNIS**

Policies for team selection and management as outlined below have been developed by the Match and Team Committee, and ratified by the Management Committee. They provide an operational reference point and guideline for the Match and Team Committee comprising:

**Match and Team Co-Ordinator (Chair)**  
**Four (4) player representatives**  
**President Ex Officio member**

Other parties shall be involved on a selected basis: e.g. Chair, Junior Sub-Committee and relevant team Captains.

#### **TEAM SELECTION POLICIES**

##### **1. GENERAL**

Teams will be selected by the Match and Team Committee and entered into nominated competitions with a view to giving interested players competitive tennis opportunities commensurate with their ability that will provide enjoyable social interaction.

Nominated competitions may include NSTA, NSNTA, NSLTA, VTA Pennant.

##### **2. OVERSIGHT OF TEAM MANAGEMENT BY COMMITTEE**

In order to keep in close contact with captains and their teams, the Match and Team Committee will hold a series of meetings with team Captains each season which will enable progress, grievances or problems of any kind to be discussed. During those meetings, player participation and results will be reviewed.

The meetings may be scheduled as follows:

- i. Meeting prior to start of season for briefing Captains;
- ii. Meeting at the end of the first round;
- iii. Meeting prior to third last “home and away” match to discuss team process for major rounds (semi-finals, finals etc.). Captains may seek advice/guidance if required.
- iv. Plus optional extra meetings as required.

##### **3. MAJOR ROUND SELECTION POLICY**

Team members to play in major rounds (semi-finals, finals etc) will be selected by a preferential vote of the eligible players; in the event of a deadlock, the team will re-vote in regard to the players involved. Preference should be given to full-time, regular players where all else is equal. Team Captain can request the assistance of a Match and Team Committee member with vote counting etc if preferred.

#### **4. FAMILY/PARTNER COMBINATIONS**

Where possible, such combinations will be permitted to play together where they are approximately of the team standard and the team balance is not affected. The final say will be with the Match and Team Committee.

#### **5. TEAM SELECTION PROCEDURES**

##### **A. Player Registration Procedures**

Players wishing to play in competition matches must fill in a standard application form and make payment at the time of lodgement. Application forms and payment **MUST** be in the hands of the Match and Team Chair (or nominee) by the specified closing date (usually 4 WEEKS PRIOR to the closing date for team nominations to the relevant Association). Acceptance of late entries will be at the discretion of the Match and Team Committee Chair. In the event of insufficient entries to give balanced teams or to complete a team, the Chair may approach potential players if necessary in order to field balanced, viable teams in the competition.

Team lists will be posted on the Club noticeboards, emailed and/or listed on the Club's Website at least **TEN DAYS** prior to the closing date for team nominations to the relevant Association to allow time for any grievances to be heard (see Section 8).

##### **B. Selection and Grading Procedures**

This is to clarify the most difficult and sensitive policy area. The Club has endeavoured 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 Match and Team Committee Chair, with a copy to the Club Secretary, for consideration in accordance with Grievance Procedures (see Section 8).

Players will be selected in accordance with the Guidelines at Attachment A, with reference to records of individual and team results from previous seasons and the following principles:

- i. The player must be available on most relevant competition match dates to be considered a full time player for a team;
- ii. New players will be graded against players of a known standard, and note will be taken of competitive or NSTA/NSNTA experience or lack thereof;
- iii. Players will be graded between and within teams primarily on their doubles playing ability for doubles based competitions. Singles playing ability will be considered for relevant competitions e.g. VTA Pennant.
- iv. For both individual player placement and team grading submitted, cognisance will be given to Association grading procedures.
- v. Any special request submitted to the Match and Team Committee.
- vi. If a player cannot be accommodated in any team then the Match and Team Committee is to advise the player at the earliest opportunity and return their Competition application money forthwith. This advice should be provided prior to the teams being posted on the noticeboard, emailed and/or reported on the web site.
- vii. Teams coming to the club as a complete set will be kept together, however, after 12 months, as appropriate, other members may be added to the team.
- viii. If teams request to be kept together and this is unanimous with all team members, then the Match and Team Committee will give reasonable consideration to accommodate such request.

##### **C. 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.

## **D. Number of Players per Team.**

Each team will consist of a minimum of players;

- i. NSTA to have sufficient committed players to meet the competition team size requirement.
- ii. NSNTA – 5 to a maximum of 6 full time players (mixed to have a minimum of 6 full time players); 5 to 6 players (men's & ladies).
- iii. VTA pennant – to have sufficient committed players to meet the competition team size requirements.
- iv. For other competitions, to have sufficient committed players to meet the competition team size requirement.

Additional nominated reserves will be available to the team to cover matches where regular team members are unavailable. The Match and Team Committee reserves the right to vary this policy if there are special circumstances.

## **E. Captain and Team Responsibilities**

Following the announcement of the teams, guidelines will be prepared which outline the responsibilities of captains and players during the coming season. This document will be distributed by the Captains prior to the season's commencement.

## **6. CAPTAINS.**

For each competition, a group of team Captains will be appointed by the Match and Team Committee. The endorsed Captains will then be nominated with the teams for team members' confirmation. Should a team wish to review the choice of Captain, the team will discuss alternatives with the Match and Team Committee Chair.

Team Captains should be selected by the Match and Team Committee with due regard to:

- i. Tennis experience (but does not have to be No 1 in the team);
- ii. Organising and people management capability;
- iii. Personality;
- iv. General behaviour, both on and off the court;
- v. Sense of responsibility
- vi. Accessibility, availability and interest.

Appointment to Captains' positions will not be automatically continued; the policy will be to provide opportunity for new Captains to gain experience and, where practical, Captains will be rotated to provide relief.

If a Captain is not to be reappointed and has expressed an interest in being Captain again, then the Chair, Match & Team will speak to the member who was a Captain to explain the reasons for non-reappointment prior to publishing the proposed teams. (added December 2015)

## **7. TEAM MANAGEMENT PROCEDURES**

### **Substitute/Emergency Players**

When a team is short of registered players for a match, the Captain should advise the Match and Team Committee Chair or nominee and jointly determine which option to follow:

- (a) to bring up a lower team member;
- (b) arrange a substitute from the emergency list;
- (c) find a substitute from general club members.

Co-ordinated arrangements are necessary to ensure all teams' needs are appropriately met in a balanced way.

With **Option (a)**, the arrangement must be mutually agreed by the Captains involved, and fit with the lower team's roster and availability of "rostered out" team members. Other factors to be considered:

- i. player's previous instances of filling in for higher teams (limits generally apply);
- ii. each team's relative ladder position and strength of opposition team for the day in question (particularly in the second round);
- iii. player's relative ranking in the lower team.

Generally, for practical "reasonableness" and player adaptability/"comfort", the range for Option (a) should be limited to 2 teams below the team requiring a player.

With **Option (b)**, players on the list are those who formally nominated/agreed to be Emergency for the season.

With **Option ©**, players should be *bona fide* club members. Substitute/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 Captains on substitute/emergency player arrangements, the Match and Team Committee Chair will be the final arbitrator.

### **Emergency permits:**

Where required, these will be co-ordinated on a weekly basis by the Match and Team Committee Chair (or nominated representative). This arrangement will enable consolidated records to be kept for checking of any queries and/or fines from the NSTA/NSNTA etc.

## **8. GRIEVANCE PROCEDURES**

### **Lodgement of Requests for Reconsideration**

1. Request for reconsideration against Match and Team selection decisions shall be in writing and are to be lodged with the Match and Team Chair, with a copy to the Club Secretary, within the time period prescribed following notification of the team selections.
2. Request for Reconsideration against Match and Team selection decisions, having been put in writing and lodged with the Club Secretary, shall be treated with confidentiality by the Management Committee and the Match and Team Committee.
3. The Match and Team Committee shall review the Request for Reconsideration and respond in writing with a copy to the Club Secretary. The Chair of Match and Team will consult with the President and/or Secretary before despatching the response.
4. If the Request for Reconsideration response is appealed by a player then that Appeal must be submitted in writing to the Club Secretary who will provide a copy to the Match and Team Chair. The Appeal will be referred to the Management Committee for deliberation.
5. The Club Secretary shall consult with the Match and Team Chair and President on receipt of an Appeal and jointly determine the date for the Appeal to be heard. The Club Secretary shall inform the aggrieved member of the date and relevant arrangements.
6. Members of the Match and Team and/or Management Committee must not be biased against or in favour of the member concerned in either the Request for Reconsideration or Appeal processes.

### **Composition of Hearing Committee**

1. A specially convened meeting of the Management Committee shall take place to hear the Appeal.
2. Members of the Match and Team Committee involved in the selection decision in dispute may be invited to attend, but shall have no voting rights at the meeting.

## **Meeting Procedure**

1. The meeting shall be chaired by the President.
2. A preliminary briefing shall be presented by the Match and Team Committee Chair on the selection decision in dispute before the hearing commences.
3. The aggrieved member 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.
4. Following presentation of the Appeal by the aggrieved member, the Chair of the Match and Team Committee shall report on the Committee selection decision. The Match and Team Chair may table any facts and evidence and seek the assistance of members of the Match and Team Committee presenting the case for the selection decision.
5. Members of the hearing Committee may address questions through the Chair to either the aggrieved member, or the Chair, Match and Team Committee in satisfying themselves on any points arising in the course of the hearing.
6. At the conclusion of the Match and Team Chair's report, the aggrieved member shall be asked whether they now wish to continue with, or withdraw their Appeal, given the evidence presented for the selection decision.
7. If the Appeal is not withdrawn, the aggrieved member and all non members of the Management Committee, together with the Match and Team Chair and Committee members shall leave the meeting and the Management Committee shall then vote on whether the Appeal shall be upheld or dismissed. If the selection decision is over-ruled, the meeting shall formulate a solution to the selection decision for implementation by the Match and Team Committee.
8. The decision of the Management Committee is to be advised to the aggrieved member as soon as practical and prior to team entries being forwarded to the Association.

## **Record of Committee Decision**

1. A record of the meeting is to be maintained by the Club Secretary or other Management Committee member nominated at the meeting.
2. A letter outlining the decision of the Management Committee shall be forwarded within seven (7) days to the aggrieved member.

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## **ATTACHMENT A**

### **GUIDELINES FOR GRADING AND SELECTION**

#### **Statistics**

Relevant details of player and team results per match are to be recorded progressively by team Captains during the season for reference by the Match and Team Committee.

Team Captains are to check the collated statistics for each respective season against their team's record book prior to the Match and Team Committee ranking of players for competition grading.

All statistics available from all Association, Tennis Victoria Pennant or other competitions will be taken into account when ranking players.

1. Each player is to be ranked according to their previous results.  
**Factors to consider:**
    - i. A player's results higher than the team average should have a positive influence on their ranking;
    - ii. If a player who played all/most 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 results of a third position player whose results are marginally greater than the team average.
    - iii. 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 advised by the team Captains.
  2. Relevant team Captains are to be consulted for input/comment on the rankings proposed for players from their teams.
  3. These rankings should stand as the master rankings for the season and be the base for the next season.
  4. Ranked players should then be placed into draft teams according to rankings.  
**Factors to consider:**
    - i. Reasonable efforts to accommodate all special requests of players such as family or friends who wish to play together, or do not wish to play together, should be made, with due regard to reasonableness and equity. Where different playing standards are involved, a player with higher ranking may be required to play in a lower grade.
    - ii. Team members compatibility and team balance should be considered and any necessary adjustments made.
    - iii. The resultant team ranking of players is produced only for the purposes of the immediate team allocation and competition season.
  5. Proposed grades are placed against each team.  
**Factor to consider**

The previous grade, and the final previous corresponding season's results of each player's team are cross-checked against each player to ensure that a player whose team finished high on the ladder is not playing in a lower grade unless special circumstances warrant it.
  6. The proposed teams will be placed on the Notice Board and/or listed on the Club's website and emailed at least 10 days prior to being lodged with the respective Association.
  7. Any Requests for Reconsideration or Appeals by players should be dealt with forthwith in accordance with Section 8 of the Competition Tennis Policy Document, and the grading and reasons therefore will be made available to the player upon request.
  8. Any adjustments to grading and teams should be incorporated into the listings forthwith and recirculated as the Final teams, placed on the Notice Board and emailed to all registered players asap.
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