



OCEANIA TENNIS FEDERATION

Davis Cup and Billie Jean King Cup Selection Process

Team Captain Appointment.

The Selection Committee for appointing the Team Captains for Billie Jean King Cup and Davis Cup will consist of three selectors endorsed by the OTF Board and will represent each of the following categories within the organization:-

- One selector will be either the OTF President or Vice President.
- One selector will be one of the OTF Executive Officers.
- One selector will be an OTF Board Member.

Upon endorsing the three selectors the OTF Board will make recommendations as to who the Chair of the Captains selection committee will be. Each selector will be appointed for a term of four (4) years and the following process will guide the selectors in their role.

In September, the OTF Executive Officer will email National Federations advising them that nominations for the role of Captains are open. (This should be open within a reasonably close time frame after the current Tie finishes so the teams, the results and interest for the roles of Captain will be relevant at that time which may result in more nominees for the captain's positions).

As an approximate guideline the selection of a team captain should be open for approximately two months but in this case until 31st October. If the team captain selection committee feels a suitable candidate has not applied, they have the right to contact those individuals through their National Federations to determine their interest and facilitate an application submission.

Irrespective of applicants, at the end of September, reminders shall go out reminding each National Federation that applications for Captains close on the 31st October.

Deliberations by the selectors for team Captains can then take place during November and must be done within the OTF Conflict of interest policy guidelines. The Board shall be notified of the successful candidate at the end of November prior to the announcement of the successful candidates on the 1st of December. The team captain will therefore be appointed with ample time for player selection decisions to be made.

The Davis and Billie Jean King Cups are the highest representative team competitions available and as such the OTF is committed to selecting team captains capable of performing at the highest level on the ITF world stage.



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Player selection

The selection committee for choosing players to represent the Pacific Oceania Davis Cup and Pacific Oceania Billie Jean King Cup teams will comprise of 4 selectors from the following categories within the Oceania Tennis Federation. Ideally, at least 2 selectors should be of the same sex as the playing team.

- One selector should be an OTF Executive Officer
- One selector should be an OTF Board Member
- One selector should be either a former Captain or Player
- One selector should be the current Team Captain

(By being a Team Captain selector, this does not exclude you from being appointed to the player selection committee).

Upon endorsing the four selectors the OTF Board will make recommendations as to who the Chair of the player selection committee should be. Each selector, other than the team captain, will be appointed for a term of four (4) years. The team captain will only be appointed a selector during his/her tenure as team captain, after which he/she will be replaced by the new team captain. The following process will guide the selectors in their role:-

Applications from National Federation for their players will open on the 1st December for the following year and will close within ten (10) days of the OTF being advised by the ITF of the week and location of the Tie. If the selectors have not received adequate player nominations by this date and the selectors believe there are suitable individuals that should be considered, a letter can also be sent out to the specific National Federations asking them to nominate that particular player.

In exceptional circumstances three (3) selectors can decide on the team composition however one of these selectors must include the team captain and a fourth selector must be appointed in earnest.

Selection Philosophy

The Davis and Billie Jean King Cups are the highest representative team competitions available for players to compete in at the world level under the control of the International Tennis Federation (ITF). The Oceania Tennis Federation (OTF) is able to select players from any of the Class C Full Member Nations or Associate Member Nation, provided they meet the **eligibility** requirements as listed in these guidelines – the team is listed as the Pacific Oceania Davis/Billie Jean King Cup Team. There can be up to a maximum of 1 player selected from any Associate Member Nation unless there are insufficient applications from Class C Full Member Nations.

The OTF is committed to selecting players whose current results and/or previous major event results indicate that the player is capable of performing at the ITF Group 1 - 5 Events Asia/Oceania level taking into consideration the playing format of the competition and the playing surface on which the competition will be played. It is preferable that players selected should have competed in the Pacific



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Games, Pacific Mini Games, Pacific Nations Cup or the Oceania Championships representing their respective Nation at one of these events prior to the selection of the DC/ BJK Teams. It is recognized that the playing schedule of Professional Players and other factors may prevent this.

Consideration will be given to players who do compete in one or more of these events if all other considerations are considered to be equal and although this needs to apply to the majority of players selected, it is not considered a pre-requisite for all players as the selectors have the opportunity for one wild card player (who may not have met all the selection criteria but is seen as a future developmental player and/ or talented player) to be selected assuming they meet the ITF eligibility criteria. All selections must be conducted within the OTF Conflict of interest policy guidelines.

Team Composition

Where possible the teams selected for both Davis and Billie Jean King Cups should comprise five (5) players with a non-playing team captain with selection aimed to maximise the performance of each team within the designated ITF competition structure.

To be **eligible** for Pacific Oceania Davis Cup/ Billie Jean King Cup selection players must:

- a) Complete and sign the application and declaration form including the approval section from their National Federation (Appendix 2) and return it to the OTF no later than the date specified;
- b) Meet all eligibility requirements as prescribed by the ITF including nationality and citizenship requirements;
- c) Meet the eligibility requirements of Davis Cup and Billie Jean King Cup, having not represented any other Nation (excluding Junior Davis or Billie Jean King Cup); is a citizen of eligible Pacific Oceania Nations and has held a current valid passport of such Nation for a minimum of 2 years as determined by the ITF Eligibility criteria.
- d) This relevant passport must have at least 6 months to the expiry date of the passport;
- e) Be able to meet all travel, training and playing requirements as determined by the Davis Cup/Billie Jean King Cup captain;
- f) Be of good standing with their National Federation.

To be considered for **selection** for Pacific Oceania DC/BJKC teams, representatives will be determined by any or all of the following:

- a) ATP / WTA ranking;
- b) WTN Ranking
- b) Other considerations, including but not limited to, and not in any order of preference:
 - i) Player has represented his/her Country in the latest Pacific Games and/or Pacific Mini Games;
 - ii) Player has represented his/her Country in the latest Pacific Nations Cup and/or Oceania Championships;
 - iii) Players' records versus other players in recent matches;
 - iv) Players' ITF Junior ranking;
 - v) Players' NCAA/NAIA/JC record;



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- vi) Players' Australian ranking;
- vii) Players' record, performance and behaviour in previous Davis Cup/Billie Jean King Cup Teams;
- viii) Any player selected may be selected as a doubles' specialist.

In exercising their discretion, the selectors may consider any factor, or combination of factors that is, in the opinion of the selectors, relevant for consideration when selecting the best possible team to represent the Pacific Oceania Davis or Billie Jean King Cup team.

Players who consider that **extenuating circumstances** have prevented them from displaying satisfactory performances that they consider impacts their selection possibility should detail the circumstances and provide a written explanation for injury or illness, bereavement or personal misfortune or other reason and if possible, provide supportive documentation, like medical certificates.

Requirements after selection

During the period between the announcement of the team and the date of departure, players must demonstrate that they are physically fit, performing well and likely to compete at a level appropriate to the competition.

If at any time prior to departure for the Davis or Billie Jean King Cup any team member is assessed as injured, ill or unfit, that player may be withdrawn from the team at the discretion of the non-playing captain in consultation with the Selections' Committee.

All team members are expected to meet minimum standards of behavior for team members while assembled, travelling or training as part of the team. Any player who does not meet that minimum standard of behavior in the assessment of the non-playing captain may be dismissed from the team after consultation with the Selections Committee.

Appeals

1. Right of appeal

- a) An eligible player and/or captain who fails to be selected for the team pursuant to the process and criteria set out in these guidelines may appeal against omission for the team as set out in this section.
- b) The sole grounds of any appeal are that:
 - i. The player's omission from the team was as a result of a failure by the selection committee to properly apply the selection criteria set out in this policy, or
 - ii. There was material (not provided with the National Federation Nomination) on which the selection discussion could reasonably be based.
 - iii. Any appeal under this clause will proceed in accordance with the procedure set out below.



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2. Notice of appeal

- a) Any eligible player wishing to appeal against their omission from the team must lodge a notice of appeal in writing in the form set out (Appendix 2) to this policy to be received by the OTF by 5.00pm (NZ Time) on the third (3rd) business day following notice of non-selection. The notice of appeal must set out the grounds on which the appeal is made.
- b) This appeal must be accompanied by an AUD\$200 appeal fee from the National Federation, which must be received simultaneously with the appeal. No appeal will be instituted unless accompanied by an appeal fee received by the OTF within the prescribed time limits detailed below
- c) After lodging the notice of appeal as set out in sub clause 2(a) above, the player must file a summary of all the arguments and/or submissions that the player wishes to be considered in support of their appeal together with an outline of all the evidence that will be relied on in support of those arguments and/or submissions. The document must be received by the OTF by 5.00pm (NZ Time) on the fifth (5th) clear day following the announcement of the team.
- d) The player can withdraw an appeal at any time.
- e) The time limits for lodging the notice of appeal, summary of arguments and submissions and the appeal fee are mandatory. Failure to comply with these time limits will, at the absolute discretion of the appeals tribunal, result in the appeal being dismissed without consideration on the merits.

3 Constitution of appeals tribunal

- a. The appeals tribunal, appointed by the Board of the OTF, shall be constituted by any three (3) persons available to hear the appeal, which must include the following:
 - i. a person with a thorough knowledge of the sport and who preferably has had recent international competition experience in the sport
 - ii. another person of experience and skills suitable to the function of the appeals tribunal
 - iii. a member of the OTF Board who is not a selector who will chair the appeals tribunal.
 - iv. The appeals tribunal panel of 3 should ideally comprise a member from Micronesia, Melanesia and Polynesia
- b) No member of the appeals tribunal, who may can be perceived to have a conflict of interest, may be a party to or directly interested in the matter under consideration.

4 Functions of the appeals tribunal

The appeals tribunal has no power of selection or re-selection. The appeals tribunal may review the matter/s set out in the appeal and may (as appropriate) refer the matter back to the selection committee for consideration. The decision of the appeals tribunal will be binding on the parties and



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neither party may institute or maintain proceedings in any court or tribunal other than the Court of Arbitration for Sport.

5 Hearing of the appeal

- a) The appeals tribunal shall, within 48 hours after receiving the appeal documents, investigate and consider the matter and determine whether:
 - i) the matter should be dismissed because, in the opinion of the appeals tribunal, there is no credible evidence, submission or argument on which the appeals tribunal could be satisfied that a ground of the appeal can be made out, or
 - ii) the appeal should be the subject of a hearing as set below.
- b) If the appeals tribunal determines the matter should be dismissed under clause 5(a, i) above that decision is final and the appeal has failed. If the appeals tribunal determines that the appeal should be dismissed without a hearing, the player's appeal fee, if applicable, is forfeited to the OTF as the costs of the appeal. If the appeals tribunal determines the matter warrants a hearing, the appeals tribunal will advise the player and set the date for such a hearing to be held within 48 hours and having regard to the timing of selection and the proximity of relevant events.
- c) The appeals tribunal must conduct any appeal hearing in accordance with clause 5(b) as follows:
 - i) it must observe the principles of natural justice
 - ii) it is not bound by the rules of evidence and may inform itself as to any matter in such manner as it thinks fit
 - iii) it will conduct its hearings with as little formality and technicality and with as much expedition as the proper consideration of the matter permits
 - iv) hearings may occur in such manner as the chair decides, including telephone or video conferencing
 - v) the player must establish one or more grounds of appeal to the reasonable satisfaction of the appeals tribunal having regard to the importance and gravity of the issue
- d) Following consideration of all information that the appeals tribunal considers relevant, the appeals tribunal shall arrive at a finding. A decision of the appeals tribunal shall be by a majority decision:
 - i) the appeals tribunal shall notify the President of its finding as soon as practicable
 - ii) if the appeals tribunal considers the ground/s alleged by the player to be made out, it shall recommend that selection committee reconsider the selection of the relevant team position
 - iii) where the appeals tribunal considers that a ground of appeal has been made out, it may stipulate that all or part of the appeal fee, if applicable, be refunded to the player



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- iv) the selection committee shall comply with any direction of the appeals tribunal to reconsider the selection of the relevant team position
- v) any further selection decision of the selection committee under the direction of the appeals tribunal shall be final and binding, and no other further appeal shall be available to the player in respect of that selection.

6 Power to amend

This policy can be amended at any time by the OTF if the OTF is of the opinion that such an amendment is necessary as a result of any change in the ITF guidelines, to give effect to the policy following discovery of a drafting error or oversight or for any other reason determined to be in the best interests of OTF by the OTF. The OTF shall not be responsible or liable in any way to anyone as a result of any such amendment.



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Appendix 1

OTF Player Nomination form for representation of the Pacific Oceania Davis/Billie Jean King Cup Team

Player (Full Name)_____

Date of Birth_____

Nationality_____

Recent Performances (players need to detail for consideration by the selection panel)

Player to sign: _____ Date: _____

National Federation Endorsement (Signature):

(Name of National Federation signatory)



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Appendix 2

OTF Player Appeal Form

This form must be completed by the player appealing their non- selection and needs to be lodged with the OTF by 5.00pm (NZ Time) on the second business day following the announcement of the team.

Player

(Name) _____

Grounds of Appeal

Signed: _____ **Date:** _____



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Appendix 3

OTF Conflict of interest policy

- 1 Where, in the opinion of the selection panel, an actual conflict of interest arises for any selector with respect to any athlete under consideration by the selection panel, then the selector to whom that conflict attaches will not take part in any exercise of discretion with respect to that athlete.
- 2
 - a) 'Conflict of interest' is defined as a situation where a selector has a personal interest in any athlete under consideration for selection.
 - b) Where a selector has a potential or actual conflict of interest, the selector must immediately notify the chair of selectors.
 - c) Where a disclosure about a potential or actual conflict of interest is made to the chair of selectors, the chair may:
 - i) in the case of a potential conflict of interest, authorise the selector to continue involvement in the selection process as long as an actual conflict does not materialise
 - ii) require the selector to cease taking part in the selection process, or
 - i) authorise the selector to continue involvement in the selection process but not take part in any exercise of discretion with respect to the relevant athlete.



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Appendix 4

OTF Code of conduct policy

As a member of the OTF, a member association or an affiliated club or a person required to comply with OTF's member protection policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by the OTF, a member association or an affiliated club and in any role you hold within the OTF, a member association or an affiliated club:

- 1 Respect the rights, dignity and worth of others.
- 2 Be fair, considerate and honest in all dealings with others.
- 3 Be professional in, and accept responsibility for, your actions.
- 4 Make a commitment to providing quality service.
- 5 Be aware of, and maintain an uncompromising adherence to, OTF's standards, rules, regulations and policies.
- 6 Operate within the rules of the sport, including national and international guidelines, which govern the OTF, the member associations and the affiliated clubs.
- 7 Do not use your involvement with the OTF, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the OTF, a member association or an affiliated club.
- 8 Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- 9 Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- 10 Refrain from any form of harassment of others.
- 11 Refrain from any behaviour that may bring the OTF, a member association or an affiliated club into disrepute.
- 12 Provide a safe environment for the conduct of the activity.
- 13 Show concern and caution towards others who may be sick or injured.
- 14 Be a positive role model.
- 15 Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.