

SELECTION PROCESS AND COMMUNICATION BILLIE JEAN KING (BJK) CUP AND DAVIS CUP (DC) as @ 28 June 2022

Part A: Outline of selection process steps

1. High Performance Director (HPD) and BJK/DC Captain to compile a bank of player information for all players who are in the frame for DC/BJK selection
2. High Performance Director (HPD) and BJK/DC Captain to establish a list of potential players
3. HPD to submit the list of the players to the CEO for review
4. BJK/DC Captain to contact all the players on that list to check if they are available for the upcoming tie.
5. HP team (including BJK/DC Captain) to compile additional information about these players to feed into the selection process
6. The selection panel to use the information gathered by the HP team to select the DC/BJK short-list
7. The Selection Panel to select their team for the relevant Tie
8. BJK/DC Captain to contact all players in person, to advise them of the selection decision including those who are not selected
9. Nominations to be sent to the ITF.

Part B: Each step of the process set out in detail

1. **HPD and Team Captain (the selection panel can be found <https://tennis.kiwi/perform/selection-policies/>) will compile a bank of player information for all players who are in the frame for DC/BJK selection. This should be an on-going process throughout the year.**

The full selection criteria can be found on the TNZ web site and includes: assessment of ranking, quality of recent results, on-going development, game style, fitness, injury, attendance at TNZ camps, attitude and performance at national camps, communication and engagement with Tennis NZ staff and performance support, and player conduct

2. **HPD and Team Captain (the selection panel) will compile a list of potential players**

Once the Tie dates are announced by the ITF (could be as soon as the previous tie has been played), the HPD and team Captain approximately 12 weeks before the Tie compile a list of potential players. This list needs to include all players who played the previous tie as well as those who are 'potential players'.

The selection panel shall be fair and even-handed in its communications with players on the potential player list.

4. The list of the potential players will then be submitted to the CEO for sign off

The HPD will submit the list to the CEO for review. Review by the CEO shall be completed within one week from receipt of the list.

The CEO will ensure all potential candidates are on the list and may add any players deemed suitable who are not already on the list. The CEO will consider whether the players on the list are in line with the Tennis NZ culture and are suitable for selection. This will include ensuring players are in good standing with the National body. If not, the CEO has the right to remove a player from the potential player list at this point. Beyond these two points, the CEO shall have no further input in to selection or otherwise of players.

Further players may be added to the potential player list for consideration at any point preceding selection of the team to play the Tie. This may be due to circumstances which include return from injury or a player becoming available through any other change of circumstances. The CEO will be notified of any such addition of a player and the reasons for it. The CEO will again be required to review any player who has been added since Step 2 above.

Once the CEO has reviewed all the players the list shall be considered finalised.

5. Captain or HPD to contact all the DC/BJK players on the Potential Player List

Once the CEO has reviewed the list, the DC/BJK Captain or HPD will contact all potential players in writing (via email first and follow up by WhatsApp) to check their availability for the Tie and to ensure they meet the eligibility criteria as outlined in the Davis Cup Rules & Regulations & BJK Rules and regulations.

The email to players is to clearly state this is a 'potential player list' and that the team is yet to be selected.

Players are required to respond to the DC/BJK Captain or HPD in writing within seven days, confirming their availability for selection. The response should include that they are available, fit, know of no reason why they cannot play if selected, will agree to sign a contract by the specified date if selected, and will notify TNZ of any relevant change in their circumstances.

The player will also send TNZ a brief summary of their most relevant, recent tennis achievements at the same time as they indicate their availability. (This will ensure that the most up to date information is not overlooked, particularly in the case of players who are based overseas).

Players who do not respond in writing as required above by the specified date will be removed from the potential players' list.

6. Captain or HPD to compile additional information about the potential players on the list to help with the selection decision

This will include new information which has been submitted by the player a part of their response required in step 4.

It will also include information gathered from the HP tool XPS which will be used to monitor all potential players' programmes and interact with them. This software gives information regarding their physical state as well as acting as a useful tool to provide more structure in their professional life.

All eligible potential players will be given access to the software. Between the time players have been contacted for their availability and their possible selection one month before the Tie, TNZ will ask potential players to use this tool and the information will be shared with the captains of the relevant BJK or DC team. The information gathered under this step is in addition to the bank of information referred to in Step 1 and will be collated together with the earlier information compiled on the player

7. Selection of the Team

The HPD/Captain will use the information compiled by the HPD team as the basis for selection.

The HPD/Captain will, at the same time as selecting the playing team, select reserve players in case of injury or other unavailability.

The Captain will select either 4 or 5 players for the team based on who the opposition is, where the Tie is being played and financial circumstances for that Tie (which vary from time to time). The Captain may also select up to two reserves and/or hitting partners if necessary.

8. Notification of selection decision to ALL players on the list

No later than 8 weeks before the Tie, the Captain will contact all the players who are on the 'potential player' list, in person, to advise whether or not they have been selected.

To be clear, all players on the potential player list who have not been selected will be contacted in person to inform them of their non selection. This will occur before the selected players are notified.

No player will be advised as to who else has been selected in the team until all players have been notified. They will only be advised as to their own selection or non-selection.

The selection panel will notify the selected reserve players at the same time as notifying the selected players.

Selected players will be presented with a DC/BJK contract and given a specific deadline

9. Appeals against a selection decision

Any appeal against omission from the team must be lodged in writing to Tennis NZ within three business days of the athlete being advised of non-selection as outlined in the TNZ appeals process. Any appeal against omission from the team must be lodged in writing (notice of appeal) to Tennis NZ within **three days** of the notification of the team selection.

10. The official DC/BJK player list is to be sent to the Tie organisers

The official player list will be sent to the Tie organisers at the latest possible date to give the HP team the opportunity to add a late appointment (if only 4 have been selected) or replace players who may become unavailable. The media statement timing will be decided at the discretion of the HPD and CEO.

Timeline for selection process for the Billie Jean King Cup and Davis Cup

What	who	when	Note
ITF notify nations the date of the tie	HPD and Captain		Usually notified months in advance
Compile detailed current information of NZ players who are in the frame	DC/BJK Captain and HPD	On-going	Captain will be working with the HP team, using the data compiled
Draft a list of potential players based on comprehensive current player information	Selection Panel/DC/BJK Captain and HPD	Approximately 12 weeks before the Tie	Draft finalised a week following ITF date announcement/approximately 12 weeks, Tennis NZ to check players meet ITF Teams eligibility
Submit list of players to CEO (sense check only, CEO has no input in to selection of players)	HPD	CEO to respond within 7 days	CEO to respond within 7 days
Contact all players on draft list for availability	HPD/Captain	Following agreement from CEO	Whatsapp/email
Players to respond in writing within 7 days and to provide their most relevant recent performance information	Players	Within 7 days from initial contact	If no response, one follow-up via email/whatsapp/txt, response required within 48 hours
Selection process underway	Captain/HPD	Between 8-12 weeks before Tie	Allows time for notification process and any appeals
Final Team selected	Captain	No later than 8 weeks before the Tie	
Player notification	Captain	No later than 8 weeks before the Tie	Contact all players on the potential player list to advise of success or otherwise. Non-selected players to be notified first. In person phone call Reserve players notified in person.
Signing of player contracts		Contracts issued with 48 hours of notification of selection	Contracts to be returned within 7 days.
Notify ITF of team	HPD	No later than 10 days before the Tie	
PR announcement	Comm's manager	No later than 10 days before the Tie or when ITF confirm approval.	CEO to sign off media announcement

Reviewed 28 June 2022.