

Selection Policy

The following policy first came into effect on 31 March 2024, and the first amendments shall come into effect on 20 Aug 2024.

<p><i>Terms of Reference</i></p>	<p>To evaluate the nominations of, and to select, the players, captains, coaches, team leaders and related officials for:</p> <ul style="list-style-type: none">(a) the formation of the Hong Kong, China representative teams taking part in international / Asian / All China junior and adult tournaments, whether the tournaments are hosted within or outside Hong Kong;(b) player(s) receiving the wild card to participate in tournaments whether hosted in or outside of Hong Kong;(c) the formation of the training squads for training outside of Hong Kong, <p>in each case based on the selection criteria published from time to time.</p>
<p><i>Membership and Quorum</i></p>	<p>Subject to the general requirements on the memberships of committees of the Association, and also subject to ongoing reviews within the Selection Committee on its composition, the Selection Committee shall include members who are:</p> <ul style="list-style-type: none">- Designated representatives from HKCTA for the positions of Chairperson and Vice Chairperson of the Selection Committee- Designated representative from Hong Kong Sports Institute (for so long as Hong Kong tennis is one of the supported sports)- Head Coach of the Association or his/her designated representative who shall be one of the members of the coaching team- The Chairperson of the Tournament Committee- The Chairperson of the Players Development Committee or taskforce- Player or ex-player representative to be selected by the Chairperson of the Selection Committee- Ex officio (President/ Honorary Secretary) <p>Notwithstanding any quorum requirements generally applicable to meetings of committees of the Association, the quorum for any Selection Committee meeting shall, unless otherwise permitted under this Policy, only be constituted with the presence of the following members throughout the meeting:</p> <ul style="list-style-type: none">- Designated representative from Hong Kong Sports Institute (for so long as Hong Kong tennis is one of the supported sports)- Head Coach of the Association or his/her designated representative who shall be one of the members of the coaching team- The Chairperson of the Tournament Committee- The Chairperson of the Players Development Committee- Player or ex-player representative- One of the designated representative from HKCTA and the ex-officials

<i>Expert Group Memberships</i>	<p>Unless otherwise approved by the Selection Committee, the composition of the Expert Group shall include:</p> <ul style="list-style-type: none"> - the CEO of the Association - Senior Coaches of the Association - Coaches at the Hong Kong Sports Institute, for so long as Hong Kong tennis is one of the HKSI supported sports - In case a Captain and/or Coach has been approved by the Selection Committee to be appointed for more than one tournament, such Captain and/or Coach.
<i>Objectives</i>	<p>The objectives for setting up the Selection Committee and the setting out of the selection criteria are:</p> <ul style="list-style-type: none"> (a) to promote best practice and to ensure that all relevant issues are considered in the context of team and officials' selections; (b) to promote equal opportunity, transparency, impartiality and, diversity whereby all interested parties understand and appreciate the criteria and process on selection; (c) specifically for junior players, to offer development opportunities to players with the goal of nurturing them to become future generation of adult team representatives.
<i>Procedures</i>	<ul style="list-style-type: none"> (a) The CEO of the Association shall, not less than 8 weeks prior to the event which requires a decision of the Selection Committee (unless the Association is only aware of the event or the confirmed event dates less than 8 weeks prior, in which case it should be as soon as practicable after the Association has received the information of the event), inform the Selection Committee in writing in order for proper planning of the selection process in advance of the event. (b) The Expert Group shall (i) gather and prepare all relevant information for the selection process and (ii) meet to discuss and come up with the list of nominated persons and recommendations, and (iii) provide such information described in (i) and (ii) above to the Selection Committee members in writing not less than 7 days before the scheduled meeting of the Selection Committee. (c) Any meeting of the Selection Committee may be conducted in person or electronically, with members participating through electronic means, or a combination of both, as deemed appropriate by the Chairman. Moreover, for any urgent matters requiring immediate consideration and approval (or disapproval) due to impending deadlines, the Chairman may decide that discussions and decisions regarding such matters be carried out in writing. If a matter is discussed and resolved in writing, the quorum requirement will be waived, and approval will be determined by a simple majority of all Selection Committee members, but in any case not less than 4 Selection Committee members
<i>Selection Criteria – Captains, Coaches, Team Leaders, Other Officials</i>	<p><u>Selection Criteria</u></p> <ul style="list-style-type: none"> (a) The selection of captains, coaches, team leaders and other officials will be the “Committee’s Pick”, and the Committee shall have the full discretion to select a person to fill any of these roles which the Committee believes will increase the prospect of success of the team in the event.

	<p>(b) In exercising its discretion described in (a) above, the Committee may have regard to the recommendations of the Expert Group and any one or more of the criteria outlined below, in no order of priority, in any selection process:</p> <ol style="list-style-type: none"> i. Whether the candidate has participated in an international tournament as a team player before (for example, an ex-Asian Games player/ ex-Davis Cup player / ex-BJK Cup player, etc). ii. Demonstration of ability/potential ability and attitude to work and communicate with all team members including the players, the coaching staff, team officials and others. iii. Leadership amongst players and positive impact on the team both on and off the court. iv. The impact on the team’s dynamic, spirit and cohesiveness. v. Attention to detail with regard to organisation and preparation. vi. Potentials for coaching staff development. <p>(c) The Committee, with the assistance of the Expert Group, shall endeavor to select the captain(s) and his/her assistant/relief captain(s) as early as possible for regularly scheduled events in the tournament calendar, to ensure better preparation for the events.</p>
<p><i>Selection Criteria – Representative Teams for Asian Games / All China Games /World University Games/ National Student (Youth) Games or other SF&OC-led tennis events</i></p>	<p><u>Basic Eligibility</u></p> <ol style="list-style-type: none"> (a) Players must be eligible to represent Hong Kong, China. (b) Players and at least one of their parents (if the player is a junior) must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by, the HKCTA Representative and Touring Player’s Code of Conduct and (for the parents) the Parent Declaration. <p><u>Selection</u></p> <p>Selection will be based on the selection criteria published by the Sports Federation & Olympic Committee of Hong Kong for the specific event, to the extent applicable.</p>
<p><i>Selection Criteria – Junior Representative Teams for ITF / ATF Events</i></p>	<p><u>Team</u></p> <p>Unless otherwise required by specific tournaments, the junior representative team shall comprise of 3 main players and a 4th reserve player.</p> <p><u>Basic Eligibility</u></p> <ol style="list-style-type: none"> (a) Players must be eligible to represent Hong Kong, China (b) Players must be of the appropriate age at the designated time, as stated by the governing body of the event. (c) Players and at least one of their parents must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by, the HKCTA Representative and Touring Player’s Code of Conduct and (for the parents) the Parent Declaration. <p><u>Selection of 1st position in the team</u></p> <ol style="list-style-type: none"> (a) If the selection process takes place within six (6) months* of the Hong Kong National Junior Championships, then, <ol style="list-style-type: none"> i. The winner of the Hong Kong National Junior Tennis Championships, in the applicable age group, will gain automatic selection in the team. ii. If the winner is ineligible, or is unable to represent in the event, then the selection will be based on the sub-paragraph (b) below.

- (b) If the selection process takes place after six (6) months* since the Hong Kong National Junior Championships, or if the scenario described in (a)(ii) above happens, then,
- i. The highest ranked player** in the applicable age group will gain automatic selection in the team.
 - ii. If the highest ranked player is ineligible, or is unable to represent in the event, then the No.2 ranked player will gain automatic selection.
 - iii. If the No.2 ranked player is ineligible, or is unable to represent in the event, then the No.3 ranked player will gain automatic selection, and so on so forth.

**The six (6) month period is defined as six (6) calendar months from the day of the completed final, to the receipt of the written invitation by the player to the captioned event.*

***The highest ranked player is defined as the No.1 ranked player in the applicable age group, according to the most recent published HKCTA rankings, on the day of receipt of the written invitation by the player to the captioned event.*

Selection of 2nd position in the team

The highest ranked player other than the winner of the Hong Kong National Junior Tennis Championships.

Selection of 3rd position in the team

- (a) This will be the “Committee’s Pick”, i.e. a selection process which is not automatically and solely tied in with the winning record and/or ranking of the invited players.
- (b) The Committee shall have the full discretion to select a player to the team which the Committee believes will increase the prospect of success of the team in the event.
- (c) In exercising its discretion described in (b) above, the Committee may have regard to any one or more of the criteria outlined below, in no order of priority, in any selection process:
 - i. ITF, ATF and/or HKCTA National Rankings at the time of selection.
 - ii. Relevant head-to-head results.
 - iii. Past international success as an individual or when representing Hong Kong.
 - iv. Recent tournament performances with particular focus on the previous six-to-twelve months period including surface type and any relevant head to head individual results.
 - v. Based on the assessments of the captain and the coach of the event supported by the views of the relevant coaching staff of the players under consideration:
 - singles ability and/or doubles ability
 - the player’s current level of physical fitness
 - any current or potential injury or condition which may impair, inhibit or prevent the player’s performance to the requisite level
 - demonstration of the commitment to give best efforts in training and competition, including punctuality, attendance, reliability, effort and resilience
 - demonstration of sportsmanship and competitive spirit on the court in both victory and defeat

	<ul style="list-style-type: none"> - demonstration of a history of self-improvement - demonstration of ability/potential ability and attitude to work and communicate with the coaching staff, team officials and other likely team members - leadership amongst peers and positive impact on the team both on and off the court - the impact of the player on the team’s dynamic, spirit and cohesiveness <p>(d) In considering the criteria, the Selection Committee may at their discretion give weight to extenuating circumstances. Extenuating circumstances include, but are not limited to, personal bereavement or other known matters.</p> <p>(e) The Selection Committee may, at their absolute discretion, determine to hold a Selection Trial to assist in determining the 3rd and/or the 4th team positions, from between two or more players ranked between 3rd to 12th in the applicable age group according to the most recent published HKCTA rankings being considered by the Selection Committee. Participation in a Selection Trial shall be at the sole invitation of the Selection Committee, and will use a format and be scheduled at a date and venue chosen by the Captain and Vice Captain (if any). For the avoidance of doubt, the Selection Trial shall, unless otherwise stated, be in the format of Playoff in which case the selection will be based on the result of the Playoff. However, if the Selection Trial is stated not as a Playoff, the result of any Selection Trial will not necessarily determine selection into the team, but will be a factor considered within the selection criteria.</p> <p><u>Selection of 4th position in the team</u></p> <p>(a) This will be another “Committee’s Pick” where considerations described in the selection of the 3rd position in the team will apply.</p> <p>(b) The primary purpose of having the 4th position in the team is to be the reserve player being part of the training sessions leading in to the event.</p> <p>(c) The reserve player may also be called upon to replace an injured or unavailable team player, at short notice, in the event.</p>
<p><i>Selection Criteria – Junior Representative Teams for Tournaments other than ITF / ATF Events; and Junior Training Squads outside Hong Kong</i></p>	<p><u>Basic Eligibility</u></p> <p>(a) Players must be eligible to represent Hong Kong, China.</p> <p>(b) Players must be of the appropriate age at the designated time, as stated by the governing body of the event.</p> <p>(c) Players and at least one of their parents must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by, the HKCTA Representative and Touring Player’s Code of Conduct and (for the parents) the Parent Declaration.</p> <p><u>Selection</u></p> <p>Selection will be based on the most recent published HKCTA Junior rankings immediately prior to the commencement of the selection process, as follows:</p> <p>(a) Positions in the team will be offered to the players who rank after the players selected for Junior representative team in the most recent published HKCTA national rankings in the applicable age group.</p> <p>(b) If any player who receives the offer is ineligible or is unavailable for selection, his/her position will be replaced by the next lower ranking player from the same age group, so on so forth.</p>

	<p>(c) As part of the selection criteria, any player who accepted a position in the team will agree to voluntarily and timely withdraw himself / herself from the entry in local tournament which clashes with the tournament on schedule.</p>
<p><i>Wildcard Guidelines for International Junior Tournaments</i></p>	<p><u>Basic Eligibility</u></p> <p>(a) Players must be eligible to represent Hong Kong, China.</p> <p>(b) Players must have entered the relevant tournament, and have signed in (where appropriate).</p> <p>(c) Players and at least one of their parents must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by. the HKCTA Representative and Touring Player’s Code of Conduct and (for the parents) the Parent Declaration.</p> <p><u>Selection</u></p> <p>For junior events whether hosted in Hong Kong, the order of priority for awarding the wildcards is as follows:</p> <p>(a) Wildcards for singles events (for main draw and qualifying) will be awarded after taking into account, in the order of importance, (i) the HKCTA Junior ranking; (ii) the recommendations of the Expert Group; and (iii) other considerations as described below.</p> <p>(b) Wildcards for doubles events will be awarded, firstly, to the pairs that include two players from Hong Kong and are eligible to represent Hong Kong, China. The selection shall take into account, in the order of importance, (i) the combined HKCTA Junior ranking of the pair; (ii) the recommendations of the Expert Group; and (iii) other considerations as described below.</p> <p>(c) The Committee may consider the following additional factors (the "Other Considerations"):</p> <ul style="list-style-type: none"> - Wildcard exchange arrangements with other countries. - Strategic directions of the Association, which may include enhancing individual players' doubles rankings to improve seeding in specific international events. - Compelling evidence supporting a highly ranked non-HK player who is expected to become eligible to represent HK in the near future. - Recent outstanding tournament results that have not yet been reflected in the HKCTA ranking. - Players with a history of significant breaches of the ITF code of conduct. - Players with a history of misconduct that has severely damaged or jeopardized the reputation of the Association or HK.
<p><i>Wildcard Guidelines for International Adult Tournaments</i></p>	<p><u>Basic Eligibility</u></p> <p>(a) Players must be eligible to represent Hong Kong, China.</p> <p>(b) Players must have entered the relevant tournament, and have signed in (where appropriate).</p> <p>(c) Players must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by, the HKCTA Representative and Touring Player’s Code of Conduct.</p> <p><u>Selection</u></p> <p>For adult events whether hosted in Hong Kong, the order of priority for awarding the wildcards is as follows:</p>

	<p>(a) Wildcards for singles events (for main draw and qualifying) will be awarded after taking into account, in the order of importance, (i) the HKCTA National ranking; (ii) the recommendations of the Expert Group; and (iii) the Other Considerations.</p> <p>(b) Wildcards for doubles events shall be awarded to the pairs that include two players from Hong Kong and are eligible to represent Hong Kong, China. The selection shall take into account, in the order of importance, (i) the combined HK National ranking of the pair; (ii) the recommendations of the Expert Group; and (iii) the Other Considerations.</p>
<p><i>Selection Criteria – Adult Representative Teams for Tournaments other than Asian Games / All China Games or other SF&OC-led tennis events</i></p>	<p><u>Basic Eligibility</u></p> <p>(a) Players must be eligible to represent Hong Kong, China.</p> <p>(b) Players must be of the appropriate age at the designated time, as stated by the governing body of the event.</p> <p>(c) Players must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by. the HKCTA Representative and Touring Player’s Code of Conduct.</p> <p><u>Selection</u></p> <p>(a) The Committee shall have the full discretion to select a player to the team which the Committee believes will increase the prospect of success of the team in the event.</p> <p>(b) In exercising its discretion described in (a) above, the Committee may have regard to any one or more of the criteria outlined below, in no order of priority, in any selection process:</p> <ol style="list-style-type: none"> i. ATP and WTA and/or HKCTA National Rankings at the time of selection. ii. Relevant head-to-head results. iii. Past international success as an individual or when representing Hong Kong. iv. Recent tournament performances with particular focus on the previous six-to-twelve months period including surface type and any relevant head to head individual results. v. Based on the assessments of the captain and the coach of the event supported by the recommendations of the Expert Group: <ul style="list-style-type: none"> - singles ability and/or doubles ability - the player’s current level of physical fitness - any current or potential injury or condition which may impair, inhibit or prevent the player’s performance to the requisite level - demonstration of the commitment to give best efforts in training and competition, including punctuality, attendance, reliability, effort and resilience - demonstration of sportsmanship and competitive spirit on the court in both victory and defeat - demonstration of ability/potential ability and attitude to work and communicate with the coaching staff, team officials and other likely team members - leadership amongst peers and positive impact on the team both on and off the court - the impact of the player on the team’s dynamic, spirit and cohesiveness - top junior players

	<p>(c) In considering the criteria, the Selection Committee may at their discretion give weight to extenuating circumstances. Extenuating circumstances include, but are not limited to, personal bereavement or other known matters.</p>
<i>Process, Records and Reports</i>	<p>(a) In considering the selection criteria, the Selection Committees may, at their discretion, consult with third parties that they consider may offer useful information.</p> <p>(b) If a consensus position regarding any selection matter cannot be reached by the Selection Committee, then an open vote will take place on the matter with a simple majority (present and voting at the relevant meeting of the Selection Committee) voting system used to reach a decision.</p> <p>(c) All key discussions on a selection process should be properly recorded in writing.</p> <p>(d) A selection report, in the form attached hereto as Appendix A, will be completed and signed as soon as practicable after a selection process is completed.</p>
<i>Removal from Selection/Team</i>	<p>A nominated person for a position of player, captain, coach, team leader and related official shall be removed from the selection process if:</p> <p>(a) the nominated person fails to meet the basic eligibility requirements;</p> <p>(b) fails to comply with the applicable Code of Conducts of HKCTA;</p> <p>(c) fails to observe the HKCTA policies published from time to time;</p> <p>(d) by reason of illness or injury, is unable to perform to the required standard in the opinion of the Selection Committee, following advice from a medical practitioner or similar.</p> <p>Any of the selected players, captains, coaches, team leaders and related officials may be removed from a team by the Selection Committee where the selected player captain, coach, team leader and related official has failed to fulfil all obligations related to selection or otherwise. Players captains, coaches, team leaders and related officials are expected to sustain their performance and attitude to a satisfactory level. Any of the selected players, captains, coaches, team leaders and related officials can be suspended at any time for inappropriate attitude or behaviour.</p> <p>If any of the selected players, captains, coaches, team leaders and related officials is removed from a team by the Selection Committee, the Selection Committee shall have full discretion to nominate and select a replacement based on the selection procedures and criteria set out herein.</p>
<i>Communications</i>	<p>Individuals who are selected by the Selection Committees shall be notified of their selection as soon as practicable, and in any event within 2 business days, in writing after the individual selection or finalisation of the relevant team.</p> <p>Following notification to the selected players, HKCTA may make public announcements of the relevant selected players (e.g. by way of a media release, publication on HKCTA's website or social media or otherwise).</p>
<i>Confidentiality</i>	<p>All players, captains, coaches, team leaders and related officials and any other individuals involved in the selection process must keep all information relating to the selection process confidential and not disclose</p>

	any information regarding the process, the nominated players and the team selected unless authorised to do so by HKCTA.
<i>Amendments</i>	HKCTA reserves the right to amend or vary any of the selection criteria and selection policies where necessary at any time, for meeting the applicable international or regulatory requirements from time to time or otherwise. Any such amendments or variations shall be communicated on HKCTA's website.
<i>Right to Appeal</i>	The Selection Appeals Procedure is attached at <u>Appendix B</u> . No appeals will be allowed against the content of this published selection policy (as amended from time to time).
<i>Periodic Review</i>	The selection policy shall be reviewed by the Selection Committee annually or more frequent if it considers appropriate.
<i>Views and Feedbacks</i>	Any views and feedbacks on the selection policy shall be passed to HKCTA by one of the following methods: (a) Email: info@tennishk.org (b) Fax: (852) 2894-8704 (c) Post: Room 1021, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay (d) Feedback Submission on HKCTA website.

Appendix A – Form of the Selection Report

SELECTION REPORT

Date of Selection Committee meeting:

Selection Committee Members who attended the relevant Selection Committee meeting:

Declaration of Interests:

Name of Event:

Specify if the Event is an adult or junior event:

Location of the Event:

Captain:

Manager:

Coach(es):

Number of Players to be selected:

Players considered in the selection process:

	Name of Player	HKCTA National Ranking	Other Rankings/Considerations	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Players whose HKCTA national rankings as of the date of selection are higher than the above players but have not been selected:

	Name of Player	HKCTA National Ranking	Reasons for not selected	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

Players who are asked to participate a Selection Trial:

Order	Player who participated in Selection Trial	No of match won	No of match lost
1			
2			
3			
4			

Dates and venue of the Selection Trial:

Date of Written Notice to Players Selected:

Date of Written Notice to Players who are asked to participate a Selection Trial:

Special Remarks on Selection Process:

Signed by:

Chairman, Selection Committee
Date:

Captain
Date:

Coach(es)
Date:

Notes:

The following additional information of each player who has been considered in the selection process should, to the extent appropriate, be properly recorded in the report:

1. Fitness Assessment:

- *Cardiovascular fitness level:*
- *Strength and endurance level:*
- *Flexibility level:*

2. Skill Assessment:

- *Technical skills demonstrated:*
- *Tactical understanding and decision-making ability:*

3. Performance Assessment:

- *Performance in recent matches/competitions:*
- *Consistency of performance:*
- *Contribution to team success:*

4. Attitude and Discipline:

- *Professionalism and commitment:*
- *Teamwork and communication:*
- *Sportsmanship and fair play:*

5. Injury History:

- *Previous injuries and current fitness status:*

6. Coach's Specific Evaluation:

- *Coach's assessment of the player's potential and suitability:*

Appendix A (i) – Selection Report for ITF / ATF Junior Events

Date of Selection Committee meeting:

Selection Committee Members who attended the relevant Selection Committee meeting:

Declaration of Interests:

Name of Event:

Specify if the Event is an adult or junior event:

Location of the Event:

Captain:

Manager:

Coach(es):

Number of Players to be selected:

Players considered in the selection process:

	Name of Player	HKCTA National Ranking	Other Rankings/Considerations	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Players whose HKCTA national rankings as of the date of selection are higher than the above players but have not been selected:

	Name of Player	HKCTA National Ranking	Reasons for not selected	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

Players who are asked to participate a Selection Trial:

Order	Player who participated in Selection Trial	No of match won	No of match lost
1			
2			
3			
4			

Dates and venue of the Selection Trial:

Date of Written Notice to Players Selected:

Date of Written Notice to Players who are asked to participate a Selection Trial:

Special Remarks on Selection Process:

Signed by:

Chairman, Selection Committee
Date:

Captain
Date:

Vice Captain (if any)
Date:

Notes:

The following additional information of each player who has been considered in the selection process should, to the extent appropriate, be properly recorded in the report:

1. Fitness Assessment:

- Cardiovascular fitness level:
- Strength and endurance level:
- Flexibility level:

2. Skill Assessment:

- Technical skills demonstrated:
- Tactical understanding and decision-making ability:

3. Performance Assessment:

- Performance in recent matches/competitions:
- Consistency of performance:
- Contribution to team success:

4. Attitude and Discipline:

- Professionalism and commitment:
- Teamwork and communication:
- Sportsmanship and fair play:

5. Injury History:

- Previous injuries and current fitness status:

6. Coach's Specific Evaluation:

- Coach's assessment of the player's potential and suitability:

[Appendix A \(ii\) – Selection Report for Other than ITF / ATF Junior Events](#)

Justification of Captain:

Proposed Selection Criteria:

According to the above selection criteria, please find the proposed team list as below:

Team list:

Team Manager (if applicable):

Vice Captains:

U18 Boys - (pax)			U18 Girls - (pax)		
No.	Name	Ranking	No.	Name	Ranking

Signed by:

Chairman, Selection Committee		Date:
Captain		Date:
Team Manager / Vice Captain (if any)		Date:

Appendix B – Selection Appeals Procedure

Selection Appeals Procedure

<i>Introduction</i>	This document sets out the HKCTA’s appeals procedure for all appeals by players in respect of the HKCTA’s Selection Committee’s decisions to nominate / select players for competitions, wild cards and/or training squads.
<i>Parties and Arbitration Agreement</i>	<ol style="list-style-type: none">1. This Selection Appeals Procedure is binding on HKCTA, and on each player and his/her parent or guardian, as applicable, who is seeking or agreed to be part of the selection process conducted by HKCTA’s Selection Committee.2. The Selection Appeals Procedure forms the entire agreement between each player (and his/her parent or guardian, as applicable), on the one hand, and HKCTA on the other hand (together the Parties) as to how selection decisions are to be challenged. The Parties agree:<ol style="list-style-type: none">(a) to submit any dispute concerning any matter connected with or arising out of the selection;(b) to proceed to binding arbitration in accordance with the provisions of this Procedure;(c) not to commence, continue or maintain any legal or other challenge to any matter falling under the jurisdiction of the Selection Appeals Panel before any court of law, dispute resolution body or other body or proceeding without first following this Procedure;(d) to treat decisions properly made under this Selection Appeals Procedure as final and binding;(e) that this Procedure is an arbitration procedure for the purposes of [Arbitration Ordinance (the “Ordinance”) and the provisions of this clause 2 amount to a binding arbitration agreement within the meaning of the Ordinance. The seat of the arbitration shall be the Hong Kong Special Administrative Region.
<i>Grounds of Appeal</i>	<ol style="list-style-type: none">1. A player may appeal against a selection decision only on the grounds that:<ol style="list-style-type: none">(a) There has been a failure to apply the applicable selection criteria set out in the applicable Selection Policy; and/or(b) there has been a failure to adhere to the procedure set out in the applicable Selection Policy.2. The player does not have a right of appeal against any judgment or discretion exercised in the course of making a selection decision, or against the content of the applicable selection criteria.
<i>How to Appeal</i>	<ol style="list-style-type: none">1. This Appeals Procedure is commenced when a player affected by a selection decision, or the player’s parent or guardian (if the player is a junior), submits a formal written appeal (the Notice of Appeal) to the Chairman of the Selection Committee of HKCTA by email at info@tennishk.org, with a copy to the CEO of HKCTA (Christopher Lai: Chris.Lai@tennishk.org).

	<ol style="list-style-type: none"> 2. The Notice of Appeal must be received by HKCTA within 24 hours of the selection decision being announced or communicated to the player, whichever is later. 3. If the player fails to submit the Notice of Appeal within the time limit set out in this Appeals Process, he or she will have lost their right of appeal. 4. The Notice of Appeal must set out full details of the player’s ground(s) of appeal and include: <ol style="list-style-type: none"> (a) details of the decision which the player is appealing; (b) details of the ground(s) of appeal upon which the player relies, including the precise manner in which the player alleges that the selection criteria set out in the applicable Selection Policy have not been applied or in which the procedure set out in the applicable Selection Policy has not been followed; and (c) any documents or written evidence upon which the player relies in support of his or her appeal. These documents must be relevant specifically to the player’s grounds of appeal.
<i>The Appeal Reviewer</i>	<ol style="list-style-type: none"> 1. The Appeal Reviewer shall be appointed by HKCTA’s Executive Committee and will normally (though not always) be a person with legal qualification or background. 2. In the event that the reviewer has any involvement with, or is related to an appellant or any player who might be affected by the outcome of the appeal, or had any involvement with the selection decision under appeal, or otherwise in a position of conflicting interests in any way with respect to the appeal, he or she shall be disqualified from conducting the review for the appeal and will be replaced by an independent alternate who shall be appointed by HKCTA’s Executive Committee.
<i>Conduct of the Appeal</i>	<ol style="list-style-type: none"> 1. Upon receipt of the Notice of Appeal, the CEO of HKCTA (or his/her nominee) will acknowledge receipt in writing of the Notice of Appeal within 48 hours. 2. HKCTA shall as soon as reasonably practicable after the acknowledgment of the receipt of the Notice of Appeal, and in any case not more than 5 business days from the date of acknowledgment, notify the appellant of the identity of the reviewer for the appeal. 3. A player may object to the reviewer by notifying HKCTA of the objection and setting out the reasons for such an objection (the Objection) no later than 24 hours from the date of the notice of the reviewer. A player may object to the reviewer only on the ground set out in paragraph 2 under “<i>The Appeal Reviewer</i>” above. 4. HKCTA shall within 2 business days from the date of the receipt of an objection, notify the player that either: <ol style="list-style-type: none"> (a) the reviewer has been changed and provide details of the new reviewer; or (b) the reviewer has not changed and give reasons why it has not accepted the Objection. 5. The decision of HKCTA on the selection of the reviewer under this Rule shall be final. 6. The review will conduct the appeal as soon as practical, and in any event within 5 business days of the receipt of the Notice of Appeal by HKCTA, or 5 business days of the receipt of the final decision on the selection of the reviewer at which the reviewer will consider the Notice of Appeal.

	<ol style="list-style-type: none"> 7. The reviewer shall consider whether the interests of any player(s) other than the Appellant (the Interested Party or Interested Parties) may be affected by the nomination decision under consideration and may direct that such Interested Party/ Interested Parties are joined to the Appeal. Where any Interested Parties are so joined, the reviewer will determine the rights of the Interested Parties and they shall be prohibited from raising matters already ruled upon as separate or further appeals. 8. The reviewer shall give such directions as are appropriate for consideration of the matter, in particular: <ol style="list-style-type: none"> (a) the date and place at which the Parties shall meet to determine the Appeal; (b) whether the Appeal will proceed by way of written submission or an oral hearing; and (c) whether the parties and Interested Parties should be required to submit statements of their evidence and/or written submissions prior to the hearing, and if so, a timetable for doing so. 9. The reviewer will consider the grounds set out in the Notice of Appeal and establish to his/her reasonable satisfaction whether or not there has been a failure to apply the applicable selection criteria set out in the applicable Selection Policy and/or that there has been a failure to adhere to the procedure set out in the applicable Selection Policy. 10. The reviewer shall be entitled to: <ol style="list-style-type: none"> (a) confirm the selection decision under appeal and reject the Appeal; or (b) allow the Appeal and quash the selection decision under appeal and remit the matter back to the Selection Committee identifying the errors in the conduct of the selection process and requesting that a new decision is made within 48 hours. 11. HKCTA will inform all Parties in writing and by telephone (or such other method of communication as the Appeal Panel shall decide) about the reviewer's decision to either uphold or reject the Appeal within 24 hours of the hearing.
<i>Minor and Non-Consequential breaches of this Procedure</i>	<p>Save that the time limit for lodging an appeal by the player shall be strictly enforced, where any party deviates from any requirement of this Appeal Procedure, it shall not invalidate the Appeal Procedure or the decision of the Appeal Panel, unless there is a clear and significant risk that the deviation has affected or could affect the decision of the reviewer.</p>
<i>Confidentiality</i>	<ol style="list-style-type: none"> 1. The player (including his/her parent or guardian, as applicable), HKCTA and any Interested Parties are under an obligation of confidentiality in respect of any appeal proceeding under this Procedure. Save as permitted under this Appeal Procedure, none of these parties shall make any public statement or disclosure of the contents of the Notice on any other matter referred to by any of the parties during the course of these proceedings. 2. Notwithstanding paragraph 1 above, HKCTA shall be entitled to publish the decision of the reviewer in such manner and to such extent as is necessary and proper to inform all Parties and Interested Parties of the status of the selection.