



AUSTRALIAN MASTERS TEAM ADMINISTRATORS (TENNIS SENIORS AUSTRALIA & TENNIS AUSTRALIA)

ROLE OVERVIEW

Both Tennis Seniors Australia (TSA) and Tennis Australia (TA) will appoint Administrators for Australian Masters Teams. The TSA and TA Administrators will work together to fulfil the responsibilities listed below, except where otherwise indicated. The Australian Teams Administrators are appointed by the TA/TSA Executives to administer the selection and management of representative teams.

KEY RESPONSIBILITIES

- Annually appointing a Selection Chair for each Selection Committee, with approval from TSA/TA Executives.
- Calling for nominations for Australian team representation, according to a schedule agreed with the TSA/TA Executives.
- Forwarding a list of nominations and supporting information to the Selection Chairs, following closing dates for nominations.
- Conducting background checks on all selected team members (TA).
- Referring the recommended teams to the TSA/TA Executives for approval/confirmation prior to notification of players and publication.
- In conjunction with Selection Chairs, approaching players when there are vacancies in a team due to withdrawals after selection and all reserves and suitable alternative nominees have been exhausted.
- Maintaining communications with nominees and selected players, including notifying all players who nominated of the selection result, publishing selected teams, sending out/receiving back information and processing documentation to/from team members.
- Liaison with the ITF, as required, including to enter teams by the deadline and paying team entry fees (TA).
- Managing appeal processes in relation to non-selection and the administrative process that follows, including convening an Appeal Tribunal if necessary and acting upon the decision of the Appeal Tribunal.
- Arranging and providing uniforms for all team members (TA).
- Providing travel subsidy grants to all team members and the team manager (TA).
- Providing team pennants, as required (TA).



- Checking team results and publishing on TA/TSA website and/or social media, as required.
- Receiving Captains reports, following-up outstanding reports and arranging payment to Captains for their roles (TSA)
- Send congratulatory letters (TSA/TA) and performance bonuses (TA) to players.
- Attending to any disciplinary matters arising from the Captains or Team Manager reports.

Approved by the TA/TSA Executives on 30 May 2023