

Rogers Tennis Academy



Policies and Procedures Code of Conduct Media Release Information

Tennis lessons are educational and fun, however, an important aspect of tennis is developing an attitude of discipline and respect for coaches, Parents/Guardians, and fellow athletes. We want to provide an environment that is a pleasure for everyone concerned so it is important that all students, parents, and extended family members understand and comply with our policies and procedures.

Code of Conduct – Students

- Be respectful and courteous towards coaches, fellow athletes and Parents/Guardians at all times
- Show respect and care for RTA, Mackay Tennis Association property and tennis courts
- Attend all lessons punctually
- Always act in good faith when performing at competitions and treat all other students, peers, competitors, coaches, staff and Parents/Guardians with respect and kindness
- Moderate your language, conversation and behaviour when representing RTA at tournaments

Code of Conduct - Parents/Guardians

- Demonstrate respect for coaches, students, staff, and other parents always
- Remember that your child participates in tennis for their enjoyment, as well as yours
- Encourage and support your child to show commitment and positivity whilst working to the best of their own ability
- Remember that your child will best learn by example so applaud good efforts by all participants
- RTA Staff are not responsible for the supervision of your child outside of their timetabled class time
- Take responsibility to read email communications to keep up to date with important information
- Notify the office of any absences in advance, wherever possible
- Never ridicule or yell at your child, or any other student or other members including RTA staff
- Never send abusive or inappropriate emails or text messages to any other student parent or RTA Staff
- Refrain from making any disparaging comments related to RTA, RTA Staff, another parent, or student

Disciplinary Actions

- Inappropriate, disrespectful or aggressive behaviour by students, parents or guardians will not be tolerated and may result in immediate cancellation of enrolment with no refund of fees paid in advance or further discussion
- A breach of the Code of Conduct will result in a written warning and any further breaches may result in immediate expulsion with no refund of fees paid or further discussion

Agreement for Participation (by parent/guardian for students under 18 years)

- I agree to be responsible for reading RTA correspondence (emails and newsletters) and respecting deadlines, where applicable.
- I understand that tennis is a strenuous activity and bodily injuries could arise. RTA and its coaches and staff are not liable for any personal injuries or loss of or damage to personal property.
- I understand that I/my student may decline to participate in any activity.
- I acknowledge that I am responsible for notifying RTA of any physical limitations, illness or injuries of any student and if I have any doubts relating to my student's physical abilities, I will seek medical advice before allowing them to participate.
- In the event that my child is injured or becomes ill during class, I consent to RTA coaching staff providing first aid or seeking urgent medical attention if required until such time as I am able to be contacted and arrive or arrange another responsible adult to arrive to assist my child.

Occupational Health & Safety Policy

Aim: Rogers Tennis Academy in conjunction with Occupational Health and Safety of Tennis Australia focuses on providing a safe tennis environment, providing effective lesson planning and coaching methods. We will ensure all programs and services are provided safely and effectively, with our main concern being the safety of the students and parents of Rogers Tennis Academy.

Safety in the Tennis Environment: Rogers Tennis Academy venues are hired courts from Mackay Tennis Association. Rogers Tennis Academy complies with guidelines and rules of Mackay Tennis Association to uphold the framework of OH&S. Rogers Tennis Academy relies on this association to ensure that the venues provided are OH&S compliant.

Rogers Tennis Academy ensures that the venues being hired are safe venues for students and comply with OH&S. The venues must include:

- Appropriate court size, relative to class size
- Toilet facilities
- Appropriate lighting in the venue
- Appropriate floor surface
- Suitable waiting area

- Rogers Tennis Academy asks that students being collected after their lessons wait inside the student waiting area

Effective and Safe Teaching: Rogers Tennis Academy ensures that all staff members are educated with effective and safe teaching methods that benefit the student no matter what age or level of tuition. Rogers Tennis Academy embrace the following effective and safe teaching methods to ensure all levels of students are met:

- Encourage students to wear appropriate tennis attire to prevent them from unnecessary injury Provide tuition of correct knowledge to ensure students are aware of what to do and what not to do.
- Advise students of any precautions that are in place during lesson's and how to avoid injury to themselves or others.
- Rogers Tennis Academy instructs students to comply with all rules in the lesson's, directed by the coach, to ensure no unnecessary injury occurs.
- Analysis of students' movements to correct any improper alignment or incorrect execution of movement.
- Providing different levels of movement for varying levels of ability to maximise the safety of students.
- Ensure that the number of students per class is appropriate for both coaches and students.
- Providing structured lessons.
- Coaches encourage students, parents/guardians to raise any injury that has occurred either prior to or during the class.
- Emphasise that it is the student's responsibility not to push their body beyond its safe limits. Students are warned about the danger of this.

Injury Prevention: Rogers Tennis Academy concentrates on prevention of injury in tennis by:

- It is the responsibility of the students (Beginner to Advanced levels) to ensure they are warm-up prior to the commencement of their lesson.
- Clearly informing students of common injuries and accidents related to specific movements.
- Incorporating stretching and strengthening exercises in classes.
- Ensuring that students are appropriately dressed for the activities included in the lesson.
- The coach of the lesson must provide advice as to what the student should do if they are injured during or prior to a lesson. This should assist with the recovery and rehabilitation of the injury.

The coach must:

- Advise the student on seeking expert medical or other advice
- Provide safe stretching methods for the student (assuming that the injury is not critical)
- Encourage the student to share with the coach any professional medical or other advice given to the student regarding the injury.

Safety Precautions: Rogers Tennis Academy provides a First Aid Kit for all students' use (with consent from their Parent/ Guardian).

Media Release Policy

Media Release Consent (by parent/guardian for students under 18 years)

- I authorise RTA and/or its coaches and staff to take and use any photographs, video or sound recordings of either myself or my student.
- I authorise any other reproductions or adaptations of the material, either in full or part, in conjunction with any wording or drawings in any newsletter, poster and program, including online and social networking sites.
- I understand that this material will be used for the purposes of advertising, promotion, publicity, media, publication, display or website in whole or in part.
- I understand that neither I nor my student has any interest in the copyright to the material and nor shall we receive any payment for these images, video or sound recordings.
- I understand that copies of these images, video or sound recordings may be provided upon request.

Social Media Policy

1.PURPOSE

The purpose of this Policy is to establish and communicate all principles and processes for the use of social media for coaching, learning and communication purposes.

Rogers Tennis Academy acknowledges the importance of social media in the lives of its students, staff and parents/guardians. Social media also plays a role in the business of Rogers Tennis Academy to notify and educate the community of upcoming and recent events. Social media can be especially useful in teaching and learning to enable students to communicate and collaborate with each other in new ways and to create, share and use information to develop new understanding and relevant knowledge.

In supporting the responsible use of social media, Rogers Tennis Academy must address all rules and regulations and fulfil all legal obligations and duties of care by ensuring that all students, staff and parents/guardians are aware of the policies of using social media in connection with Rogers Tennis Academy.

2.SCOPE

This Policy applies to all students, staff and parents/guardians of students enrolled at Rogers Tennis Academy

social media includes (and is not limited to) social networking sites, micro-blogging sites, video and photo sharing websites, online communities, and electronic communications - such as websites, Facebook, Twitter, Instagram, YouTube, Flickr etc.

3.POLICY

3.1. The following guidelines must be adhered to by all students, staff and parents/guardians when using social media for communication, marketing, coaching, and learning purposes in connection with Rogers Tennis Academy

3.1.1. Behave appropriately – no negative, offensive, slanderous or hate comments, nudity or inappropriate photos or language will be tolerated

3.1.2. Respect the privacy of other individuals

3.1.3. Users must familiarise themselves with and respect the terms and conditions of the relevant social media provider (i.e., Facebook, Instagram etc.)

3.1.5. Comply with all rules and regulations of Rogers Tennis Academy, including the Code of Conduct for Students and Parents/Guardians and Media Release terms and conditions

3.2. The posting of any material by students, staff or parents/ guardians on any website or social media platform hosted by Rogers Tennis Academy (e.g., Rogers Tennis Academy website, Twitter account or Facebook page) shall constitute representation of Rogers Tennis Academy. Rogers Tennis Academy reserves the right to remove any comment, photograph or other material it considers inappropriate.

3.3. Any video or photography taken during lessons belongs exclusively to Rogers Tennis Academy and is not permitted to be uploaded or posted to the internet or any website or social media sites without the prior express written consent of the Head Coach of Rogers Tennis Academy as well as a signed media release consent from other students and/or parents/guardians.

3.4. Any video recording or photography featuring any student of Rogers Tennis Academy training or playing tennis in public is not permitted to be released on social media or uploaded on the internet without the prior express written consent of the Head Coach of Rogers Tennis Academy and the parents/guardians of the students appearing in the material.

3.5. A user must not use any website or social media site conducted by Rogers Tennis Academy for or on behalf of any party for the purpose of profitable or commercial activities, without the prior express written consent of the Head Coach of Rogers Tennis Academy.

3.6. Any form of harassment, bullying or discrimination on any social media towards any student, staff member or parent/guardian will not be tolerated as not only is it in breach of the Rogers Tennis Academy Code of Conduct but may also expose you to personal liability to an offended person for defamation or other civil action.

3.7. If you are concerned about the behaviour of a student, coach or parent/guardian, you are not permitted to express that concern by social media. All concerns must be directed to the Head Coach, Rogers Tennis Academy.

3.8. Breach of this policy is regarded as a serious issue and may result in suspension, expulsion or legal action being taken.

Photography & Video Policy

- Prior permission from the coach must be obtained prior to photographing or videoing any class
- Any recording or photography is for personal use only and not for commercial sale
- Any recording or photography is not be uploaded to the internet, social networking sites or video/photo sharing sites without the express written consent of the Head Coach