

A GUIDE TO EVERYTHING RTA 2022



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Meet the Team

Ken Rogers
Head Coach



- Tennis Australia Accredited – Club Professional Advanced Coach
- 17 Years Tennis Coaching Experience in Australia
- Proven track record in helping players reach their full potential
- Wealth of Expertise Coaching Players of all Ages

The Rogers family have been in the region for many generations. Ken has spent over 35 years involved in tennis, from playing competitively to developing top, nationally ranked Juniors. Ken enjoys helping players of all ages harness their full potential while cultivating an enjoyable, safe, and supportive environment that fosters life-long involvement in the sport. Ken and the Rogers family are looking forward to furthering the development of tennis and tennis players here in the Mackay region.

Natalie Rogers
Assistant Coach



- Tennis Australia Accredited Coach – Junior Development
- Master of Nutrition and Dietetic Practice – Bond University
- Bachelor of Exercise Science and Nutrition Science – University of QLD
- Accredited Practising Dietician (APD) and Nutritionist
- 2 Years Tennis Coaching Experience – University of QLD - Development Coach
- Queensland Academy of Sport Representative
- Captain of Queensland Tennis Team 2015
- Representative Australian Merit Tennis Team 2015

From the age of 5, Natalie has enjoyed playing tennis and competing on the court. Under the coaching and guidance of her father, at the age of 14, Natalie rose to No. 5 in the Nation. Natalie has been fortunate to represent her State and Country on numerous occasions and has several Open Tennis Titles to her name. Natalie's close friends still play professionally and compete in Grand Slam events, giving her great insight into what it takes to become a professional athlete. Having recently returned to Mackay after completing her Masters in Dietetics at Bond University, she is eager to share her love for the sport with those in her hometown.

A MESSAGE FROM OUR HEAD COACH

KEN ROGERS

Welcome to the Rogers Tennis Academy

Our qualified and professional staff ensure that each and every student receives personalized attention to enable them to achieve their goals – whether they play for fun, fitness or to help embark on a professional career.

Tennis is a sport that develops agility, dynamic balance, core strength flexibility, complex coordination, footwork, multi directional speed, increases aerobic capacity and self-discipline.

Many of our past and present students have developed lifelong friendships and had a lot of fun creating wonderful memories at Rogers Tennis Academy.

I sincerely hope you make the decision to join the Rogers Tennis Academy and share in our passion for tennis.

Warmest Regards

Ken Rogers

ENROLMENTS

Enrolments for 2022 are now open! By enrolling at RTA, you agree with our Policies and Procedures and Code of Conduct. Please fill out the Enrolment Form and Mackay Tennis Association Application and return to kpajrogers@bigpond.com or phone Ken directly on 0438 748 292 and we will enroll your player for the 2022 year. One of our staff will review your enrolment and you will receive a conformation email once it has been processed and accepted.

Placement into a class is at the discretion of the coaching staff. All newly enrolled students are provisionally placed into a class based on the information provided, however, this may change to cater to the student's individual needs and ability.

COMMUNICATION

Much of our communication with parents is via email (kpajrogers@bigpond.com) or SMS (0438 748 292). This ensures everyone receives information quickly and conveniently. However, we are always happy to be contacted by phone or meet with parents face to face to answer any queries or discuss any concerns.

TERM STRUCTURE

Our term dates are in line with Queensland School Term dates, with the exception of term 1 week commencing after, and term 4 final week.

Term 1 9 Weeks Monday 31st January 2022 – Saturday 2nd April 2022

Term 2 10 Weeks Tuesday 19th April 2022 – Saturday 25th June 2022

Term 3 10 Weeks Monday 11th July 2022 – Saturday 17th Sept 2022

Term 4 9 Weeks Monday 4th Oct 2022 – Saturday 3rd Dec 2022

- Lessons are held as normal on all pupil free days.
- There are NO lessons on public holidays, including the Mackay Show Holiday.

2022 Public Holidays – No Tennis

Friday 15th April 2022 – EASTER

Monday 2nd May 2022 – LABOUR DAY

Saturday 16th April 2022 – EASTER

Monday 3rd October 2022 – QUEENS BIRTHDAY

Sunday 17th April 2022 – EASTER

Monday 18th April 2022 – EASTER

Monday 25th April 2022 – ANZAC DAY

LESSON FEES

GROUP LESSONS	
30 MINUTES	\$13.00
45 MINUTES	\$17.00
1 HOUR	\$22.00

SQUADS	
2 HOURS	\$30.00

PRIVATE – Maximum of 2 persons per lesson	
30 MINUTES	\$40.00
1 HOUR	\$80.00

INVOICING TERMS

Fees are calculated according to lesson duration and the number of lessons per term. Invoices will be issued for all enrolled lessons in the first week of each term, with payment due by the start of the third week of each term. Monthly late fee of 10% of your outstanding balance will be charged to all accounts which are not paid by the due date. If you wish to pay your account in installments, please contact Ken Rogers on 0438 748 292 or email at kpajrogers@bigpond.com. Refunds will be considered where a student is absent from lesson for any period longer than two weeks due to illness or injury, provided Ken has been notified at the time and a medical certificate is provided. No refunds or credits will be offered where students miss a lesson due to other commitments, absences for family holidays or school camps or other reasons.

No refunds will be given for students who do not complete a full term of lessons. If a student wishes to withdraw from an enrolled lesson during the year, the office must be notified prior to the commencement of the next term. Once invoices have been issued for the next term, an administration fee of 10% of the full-term fees will be charged for any withdrawals. In the case of scheduled lesson being cancelled, parents will be notified of the new time for the makeup lesson. Lessons cancelled due to natural disasters or other uncontrollable circumstances will be made up where possible. RTA cannot guarantee all lessons or events will be rescheduled in these uncontrollable circumstances. A credit or refund will be offered under these circumstances.

PAYMENT METHODS

- Cash
- Internet Banking

Account Name: Kenneth Paul Rogers BSB: 124-049 Account Number: 23142824

For fees paid via internet banking. Please include Invoice number and Surname.

CONTACT DETAILS

Rogers Academy

Tel: 0438 748292

Email: kpajrogers@bigpond.com

Mailing Address: 1830 Maraju-Yakapari Rd Balnagowan QLD 4740

Rogers Tennis Academy

Enrolment Form



Player Details

Player 1	
Full Name:	
DOB:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Player 2	
Full Name:	
DOB:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

Contact Details

Primary Parent/Guardian Contact Details		
Full Name:		Signature of consent:
Mobile Phone:	Work Phone:	Email:
Relationship to child:		
Address:		
Secondary Parent/Guardian Contact Details		
Full Name:		
Mobile Phone:	Work Phone:	Email:
Relationship to child:		
Address:		
Emergency Contact Details		
Full Name:		
Mobile Phone:	Work Phone:	Email:
Relationship to child:		
Address:		
Applicant's signature or parent/guardian if under 18 years:		Date:

<i>FOR OFFICE USE ONLY</i>		
	Lesson Day	Lesson Time
Player 1		
Player 2		

Rogers Tennis Academy

Medical Information



Family Doctor Name: _____
Medical Centre Name: _____
Phone: _____

Does your child have any allergies, medical conditions, anaphylaxis, medical emergency requirements or take regular medication that we should know about? If yes, please list:

General Information

Does your child have any other additional needs/requirements that we should know about? Yes / No
If yes, please specify:

Does your child have any additional dietary needs? Yes / No
If yes, please specify:

Any other information you would like us to know about your child and their family?
Please specify:

All enrolled families will need to accept the 2022 Policies and Procedures and Code of Conduct. A copy of these forms along with our Media Release Policy are listed online.

(*) Mandatory Field

By enrolling at RTA, you are in agreeance with our Policies and Procedures and Code of Conduct.

* I agree to all Term and Conditions and Code of Conduct information set out by Rogers Tennis Academy.

I Agree

* Do you consent to all Media Release Information set out by Rogers Tennis Academy.

I Agree

I Disagree



Membership Application Form

Mackay Tennis Association Inc

ABN: 52 070 010 858

125 Kippen Street | PO BOX 878, Mackay

mackaytennis@hotmail.com www.mackaytennis.com

Name *		Date of Birth *	
Address *		Suburb	Postcode
Postal address		Suburb	Postcode
Phone *		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Email *			
Is there any way you can assist the club as a volunteer? Yes / No			
Applicant's signature or parent/guardian if under 18 years:		Date:	

(*) Mandatory Field

Membership:

Become a member of **Mackay Tennis Association Inc** and access a great range of benefits including:

- Discounted Court Hire @ Club Rates Personal Accident Insurance
- Access to set discounted court hire "specials" Access to friendly organised & social fixtures

Category	Fee	Tick	What you get
Club Member	\$120 / year or \$100 / 6 mths	<input type="checkbox"/>	All club and Tennis Queensland benefits including personal accident insurance. You will receive discounted "Club" court hire, special court hire and organised club fixtures.
Social Member	\$50	<input type="checkbox"/>	All club and Tennis Queensland benefits including personal accident insurance. You will receive discounted "Social" court hire, access to social fixtures and social fun days.
Junior Member (Under 18 years)	\$20	<input type="checkbox"/>	All club and Tennis Queensland benefits including personal accident insurance & discounted "Club" court hire and special court hire.

Please note as a member of Mackay Tennis Association Inc. you are bound by several policies that protect our club, the game, and its stakeholders. By joining this tennis club, you agree to all conditions.

Payment:

Payment methods include cash & cheque or EFT details below.

Direct deposit details

Account name: Mackay Tennis Association / Westpac BSB: 034-195 / Account No: 626 120

Description: Please include your **surname** and use the abbreviation "MSHIP" so your payment is traceable.

Please also send an email to mackaytennis@hotmail.com and advise of your payment.

Please make cheques payable to **Mackay Tennis Association**

Please forward completed membership application forms to:

Mackay Tennis Association Inc

PO BOX 878, Mackay QLD 4740

Or alternatively, visit our complex.

Office use only

Date paid:	TQ Reg No:	Receipt No:
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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 participant 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