



## Alamanda Coaching Program Policies 2025

### **Enrolment**

All enrolments are per 8 lesson program and must be completed via an online registration form on our academy website. During school hour lessons will have the day and time confirmed once registrations close as the timetable will then be created to fit in with the school specialist timetable and coach:student ratios. This schedule will be emailed to parents in the final days before the start of term. Outside school hours lessons will be held on the day and time selected during the registrations process.

Please note that no refunds or makeup lessons are available for change of mind or personal travel. A credit voucher for the following term can be provided if a medical certificate indicates the child is not able to participate in tennis lessons (i.e. broken bone, severe illness, etc).

Re-enrolment for the following term: All existing students will be given the opportunity to re-enrol into the same class for the following term prior to registrations opening to new students. A pre-registration link will be emailed out prior to normal registration opening.

### **Getting to the session & Child Supervision**

Children will only be collected from their classroom for lessons held during school hours. All before school, after school and Saturday lessons will be required to meet the coach at the 2 blue tennis courts near the secondary gym.

Parents are welcome to stay to watch their children for before/after school hours lessons or drop and go. However, it is important to note that coaches are only able to supervise your child during their lesson and cannot take responsibility for your child outside their scheduled lesson time. If you have registered for a during school hours lesson, you are welcome to watch your child's lesson; however, you will be required to sign in as a visitor at the school office prior to coming to watch the lesson.

Parents who decide to watch their child's lesson can do so from outside the court fence and are strongly encouraged to limit interacting with their child to avoid distracting them from their coach. Parents and siblings of players are not permitted on the court during lessons due to insurance and safety purposes.

### **Coach Absence**

In the event that a coach is absent, they will be replaced with another coach from the academy. In the unlikely scenario that a replacement coach is unavailable, you will be contacted to advise that the lesson is cancelled and a makeup lesson will be provided.

### **What to wear/bring to tennis lessons**

Tennis Racquets: We encourage all students to have their own tennis racquet so they can make use of it to practise outside lesson times. However, we do allow racquets to be borrowed from us for each lesson, at no further cost. Please get in contact with us if you would like to purchase a new racquet through the academy. If you have ordered a new tennis racquet, this will be handed to your child at their first lesson.

Footwear & Clothing: All students are required to wear appropriate footwear when on the tennis court; this may include runners or tennis specific footwear but does not include footwear such as sandals, thongs or slippers. Comfortable sun smart exercise clothing is recommended, including a hat.

Drinks: Players should bring along their own drink bottle with water to each coaching session.

## **Missed Sessions & Make-up Lessons**

At the Meehan Tennis Academy we are dedicated to your child's development and strive to ensure that they receive all lessons that they have paid for to maximise their learning. Please take the time to read the information below regarding eligibility for make-up lessons if they miss a lesson throughout the term. We always leave an additional week at the end of each term to incorporate makeup classes for any cancelled classes (i.e we conduct a 8 lesson program to allow makeup lessons to be held in week 9 and/or week 10).

### **Wet Weather Procedure**

Every attempt will be made by the coaches to ensure that lessons run as scheduled and do not need to be cancelled. The majority of times we can proceed with lessons even when the conditions seem uncertain. However, on some occasions the conditions may be unsafe and lessons are cancelled. If this occurs, we will send out a computer generated SMS no later than 30mins before the lesson starting time to inform players of the cancellation (for outside school hours lessons). If you haven't received an SMS or are unsure whether your lesson will be running it is advised that you come to the courts to check with your coach. In the event that a lesson is cancelled it will be automatically rescheduled to the makeup week(s) at the end of term to ensure that all students receive their 8 lessons (i.e the program would extend into week 9 and/or week 10 of term).

*Please note:* The weather is often uncertain and we are required to make a judgment call on whether to run lessons. Occasionally we may get this wrong resulting in you attending the courts and lessons being cancelled upon your arrival if the conditions have worsened. We always endeavour to complete lessons where possible so we appreciate your understanding in uncertain weather conditions.

### **Extreme Heat Policy**

When the temperature at the courts is between 30°C and 35°C, lessons will be modified by the coach, to ensure the health and safety of the players. If the temperature exceeds 35°C, lessons will be cancelled and the same makeup procedures as with wet weather will apply.

### **Student Illness, School Camp/Events or Travel**

Each child is eligible for one makeup lesson per term without a medical certificate (this can be used for illness, travel or school camps/events). Additional make-up lessons will be provided for illness upon receipt of an emailed medical certificate or similar requested medical documents. In all cases notification must be received via email prior to the students lesson time and we will send you a link to register for a makeup lesson. Failure to correctly notify the academy by email before your lesson will result in the lesson being recorded as absent and no make-up lesson will be offered. For travel plans that will require missing more than one lesson, please consider whether to register for that term as additional makeup lessons cannot be offered.

### **Public Holidays & Curriculum Days**

Lessons will not run on public holidays or curriculum days (unless otherwise notified) and makeup lessons will be provided following the same procedure as lessons missed due to wet weather or extreme heat.

### **Private Lesson Cancellation Policy**

A 50% late cancellation fee will be charged for lessons cancelled after 8PM the night before a morning lesson or after 12PM for afternoon/evening lessons. Less than 1 hour notice or a failure to turn up to your lesson without notification will result in the full lesson fee being charged.

## **Organising a Makeup Lesson**

If a lesson is cancelled due to poor weather or public holiday, the makeup lesson is automatically scheduled for the makeup week at the end of term. All eligible makeup lessons due to illness or miscellaneous reasons must be organised via the email address below. No makeups will be transferred between terms and therefore must be arranged to be undertaken in the same term that the lesson was missed.



GLOBAL PROFESSIONAL  
TENNIS COACH ASSOCIATION



**Meehan Tennis Academy**

**E:** [info@meehantennisacademy.com](mailto:info@meehantennisacademy.com)

**W:** [www.meehantennisacademy.com](http://www.meehantennisacademy.com)