

# Enrolment Policy

## Adelaide Table Tennis Club



### New Enrolments

If you are enrolling for the 1<sup>st</sup> time please fully complete the enrolment form and choose your preferred program time and day and we will get back to you as soon as we can to confirm with you. If you would like to claim a Sport Voucher of \$50 for coaching or memberships fees please include the child's medicare number in the comments sections. The ATTC is an approved provider under the Sports Voucher program.

#### Sport Vouchers

*The Sports Vouchers program is a Government of South Australia initiative administered by the Office for Recreation and Sport. The program provides an opportunity for **primary school aged children from Reception to Year 7** to receive up to a **\$50 discount** on sports membership/registration fees. The purpose is to increase the number of children playing organised sport by reducing cost as a barrier to participate in sport.*

**Who is eligible for the program?** All South Australian primary school aged children, meaning if the child is attending or is eligible to attend primary school. It is one voucher for every primary school aged child per calendar year.

If any of your details changes please let us know so we can update our database.

### Annual Re-Enrolment

Current participants are to re-enrol each year so the Club have all participant's details up to date.

### Payments and Refund Policy

Once your payment is received your place is confirmed in the club program and your spot is held for that day/s and time.

Full payment is required by the start of the new term.

No refunds will be given for non-attendance at group or private lessons. A refund or credit may be offered if you have a valid medical reason which prevents attendance for three or more classes in a row.

PAYMENT METHOD - Payment must be by Direct Debit (include name on payment) or cash.

### Privacy Policy

The Club will only store the required information for coaching and billing. For Sports Vouchers and any grants related fee discounts participant's information will need to be shared with the Table Tennis SA, Table Tennis Australia and the Office of Recreation and Sports to be able to receive the discount.

## Child Safe Environment Policy

The Adelaide Table Tennis Club (ATTC) is committed to the safety and well-being of all children and young people accessing ATTC services and the welfare of the children and young people in ATTC care will always be ATTC's first priority. All children and young people who come to ATTC have a right to feel and be safe. Everyone within the club has a role to play in ensuring a safe environment for children and young people. This includes coaches and administration staff working with children and young people or in close proximity to them and those with access to the records of children and young people. The Club has appointed a child safety officer as a first point of contact to provide advice and support to volunteers, employees, children, young people, and parents regarding the safety and well-being of children and young people accessing the Club's services. The child safety officer is also responsible for monitoring the Club's child safety policy and practices, including ongoing training needs relating to child protection issues.

The club abides by Table Tennis SA's Policies found [here](#).

**Complaints** - If you feel that you have been the victim of some unwarranted behaviour or are aware of it being perpetrated on another person and would like to take the matter further, please feel free to contact the Child Safe Officer to discuss the issues who will deal with any issues in the strictest confidence. All Adelaide Table Tennis Club committee members and coaching personnel are mandatory notifies and are obliged to report anything they feel constitutes child abuse to the relevant authorities. KEY CONTACT for complaints is below.

**Child Safe Officer:** Alan Herman

**Phone:** 0431 987 339

## Parents/care takers

We expect all parents, care takers and supporters to abide by the Club's policy of appropriate behaviour. It is not the parent's role to get involved in the coaching in any way, they are there to encourage and support all students of the Club so please refrain from any unnecessary comments or noises, bad language, abuse, intimidating or negative behaviour and let the students train and let the coaches coach the students. We need the parents to support the coaches and volunteers to ensure the students play the game of table tennis without any undue pressure or anxiety so they stay in the sport for life.

Table tennis is an individual sport however to play the game and to improve individuals need a training partner and to train/hit with other players therefore it is in the best interest of the students and parents/care takers to encourage all students in the Club.

## Supervision of Juniors

The Club and it's coaches are responsible for the supervision of the juniors during lesson times and outside those times until they are collected by their parent or carer.

## Cancellation Policy

**GROUP:** After booking in group lessons written notice must be give of decisions not to continue. Fees are payable if notification is not provided.

PRIVATE: Cancellation must be given 24 hours in advance of lesson to have it rescheduled. All classes cancelled by the Club Coaches will be made up at a time mutually agreed between the participant and Club Coaches.

### Late Cancellation

Cancellations made by the participant with less than **24 hours notice** will be charged the full lesson amount. No make-up lesson/s will be given for late cancellations.

### Injury Policy

Club coaches will act according to their best judgement in any emergency. I release the Club coaches from any and all liability for injury or illness and costs, incurred while undertaking a program, session or event.

### Photo and Video Policy

Photographs and videos may be taken for marketing (social media, website, brochures and flyers) and coaching for technical player analysis.

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