

# FOCUS TENNIS ACADEMY

Chris Novic  
Director of Tennis  
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## A Brief Overview of Your Responsibilities

- **Complete Enrolment Information Forms**  
At the beginning of Term 1 these forms are to be completed and handed to the Director of Tennis. If this has passed please contact the Director of Tennis to make other arrangements. Due to legal requirements students are unable to commence tennis lessons until a completed Enrolment Form has been received.
- **Pay all fees**  
At the beginning of each term an invoice will be emailed or mailed to all players for the remainder of the term. Please pay by the due date.
- **Advise of Absences**  
It is essential that the Director of Tennis is advised of any absences. This can occur by contacting Chris on 0421251465.
- **Notify of Changes**  
It is essential that Chris is notified of any changes to your family details, eg change of address, contact numbers, authorised persons, etc.
- **Safety of Children**  
It is the responsibility of the parent/guardian to have their children on time for lessons and to pick up their children promptly at the completion of the lessons within the Tennis Club.
- **Advise of Health Issues**  
You must notify the Director of Tennis if your child has any chronic/intermittent medical conditions, and ensure they do not attend the club if they are suffering from a contagious illness or condition.
- **Notify of medical requirements**  
The Director of Tennis requires written permission to administer any medication to your child while attending the program.