

COVID-19 – RETURN TO PLAY CLUB/COACH CHECKLIST



It is recommended as many of the below items are checked off based on the stage of restrictions in your State/Territory. Refer to your State Government websites.

	TASK	RECOMMENDED REVIEW*
✓	FACILITY / VENUE	
	Up to date signage at venue at every entry point and around the club	Weekly
	Playing Guidelines on display at venue [^]	Weekly
	Hygiene Guidelines/poster on display at venue	Weekly
	Ensure services and utilities (eg electricity, water, gas) are working on site post-shut-down	Weekly
	Conduct facilities check to ensure that any required repairs or upgrades are carried out prior to opening further	Pre-opening club
	Access to Clubhouse restricted in line with Government directives	Weekly
	Clean venue prior to opening and update cleaning roster	Pre-opening club
	Provide hand sanitizer at venue entry and key touch points around the site	Twice weekly
	Provide soap pumps in toilet	Weekly
	Mark out 1.5m gaps spacing in key traffic areas to support social distancing	Monthly
	Keep internal doors open and remove lids from bins (or provide pedal bins) where possible	When appropriate
✓	STAFF / COACHING TEAM	
	Review Government (Federal and State) stimulus packages to support staff and assistant coaches (ie. JobKeeper and JobSeeker) as they return to work and to understand eligibility for funds after reopening	When appropriate
	Engage your coaching team/staff in regular, personal and professional development opportunities	Weekly
	Communicate all relevant hygiene measures, processes and updated policies to key personnel	Weekly or based on restriction changes
	Check in on the well-being of coach team members and recommend accessing the Tennis Australia's wellbeing support service for coaches - Benestar, My Coach and Beyond Blue resources if applicable.	Weekly
	Staff/coaches complete the Australian Government Online COVID-19 Infection Control Training course	Ongoing
	Ensure staff, committees and all key personnel monitor their health closely and self-report if any symptoms are displayed	
	It is recommended all coaches download and use the Aust Govt Dept of Health - Covidsafe app	ASAP

* Review based on capacity of each club / venue as well as government restrictions

[^] Consider your State/Territory stage of restrictions

Note: - Bounce access may require log-in

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✓	CLUB / COUNCIL	
	Connect with your local Development staff for support and more information, eg: Tennis QLD Coach Development staff or Club Development Officers	Ongoing
	Seek information from local government on any support available for community clubs in re-opening venues	Weekly
	Club/council/coach communication regarding plans to safely re-open tennis activities, clearly allocating responsibilities. Inform your Member Association of your plans and re-opening dates .	Monthly
	Investigate and prepare grant applications (LGA/State/Local Government)	Monthly
	Club/council/coach create a shared return to tennis plan in partnership to aid the recovery of tennis in the community, eg: Free Tennis Day via Open Court Sessions	Quarterly
	Promote your local sponsors/businesses to support the local community and engage local stakeholders	Monthly
✓	CUSTOMERS / PLAYERS	
	Update communications and key message on club and coach websites/digital platforms	Weekly
	Link to current set of guidelines for tennis play. This should be circulated via club and coach communication channels, eg: e-newsletters, etc. ^	Weekly
	Write to consumers/players/members around the status of programs (ie. payment policies, cancellations, make ups, credits, etc). Use no cash policy where possible, ensuring availability of EFTPOS or similar	Weekly or based on restriction changes
	Create and share 'Home Court Tennis' initiatives from Tennis on coach digital platforms	Weekly
	Nominate and share a 'hero member' of your club or coaching business doing great things in the community on social media, eg: health care worker, coach volunteering for meals on wheels, etc. Tag in your Member Association as well.	Monthly
	It is recommended all players download and use the Aust Govt Dept of Health - Covidsafe app	ASAP
✓	STRATEGIC PLANNING	
	Create/update/refine Budgets and Cash Flow Forecasts	Monthly
	Update risk register with specific reference to pandemic risks	
	Create/update/refine Business Plans – Seek support from your Development staff contacts	Annually
	Update/refine your digital communication and offerings (website, social media)	Monthly
	Review Business Employment Policies using the Employment Innovations resources	Quarterly
	Review your Child Safe Practices by visiting the Tennis Safeguarding Children and Play by the Rules websites	Quarterly
	Prepare State/Territory Tennis award applications	Annually

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