

CLUB SELF-ASSESSMENT CHECKLIST FOR RE-OPENING





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Stakeholders

Action		Timeline	Review	Link
Has the club committee met to discuss the special conditions/guidelines that they will be operating under limited play?	<input type="checkbox"/>	Now	Weekly	Click Here
Meeting agenda to include: (template created, use link once uploaded)	<input type="checkbox"/>	Now	-	Click Here
Assign roles & responsibilities to committee members/volunteers (Risk Manager - Centre manager - key contact for players & members - hand sanitiser/cleaning product/ essentials purchaser)	<input type="checkbox"/>	Now	Ongoing	
Advise Tennis NSW CDO and Regional Manager of re-opening date. Work with TNSW staff on any assistance required for re-opening	<input type="checkbox"/>	Now	Ongoing	Click Here

Coaches & Staff

Action		Timeline	Review	Link
Notify coaches of club re-opening day and advise in writing of applicable activities under limited play	<input type="checkbox"/>	Now	Weekly	Click Here
* What tennis activities they can and cannot do ?	<input type="checkbox"/>	-	-	
* Hygiene measure in place (who will pick up balls?)	<input type="checkbox"/>	-	-	
* Parents on court during private lessons?	<input type="checkbox"/>	-	-	
* Process to report hours on court	<input type="checkbox"/>	-	-	
* Request player name & contact details to be recorded for every session	<input type="checkbox"/>	-	-	
Complete COVID-19 training with all coaching staff outlining guidelines for limited play	<input type="checkbox"/>	Now	Weekly	Click Here
Ensure that all club staff monitor their health closely and self report if displaying any symptoms	<input type="checkbox"/>	Ongoing	Ongoing	Click Here



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Facility/Venue

Action		Timeline	Review	Link
Carry out facilities check. Complete check of venue identifying repairs or upgrades needed prior to opening	<input type="checkbox"/>	Now	Weekly	
Conduct a facility clean. Complete thorough clean of bathrooms, clubhouse, tables, chairs, court gates and coaching equipment	<input type="checkbox"/>	Now	Weekly	Click Here
Ensure the club displays the COVID-19 hygiene posters throughout the venue	<input type="checkbox"/>	Now	Ongoing	Click Here
Ensure that club patrons can move around the venue and adhere to social distancing requirements:	<input type="checkbox"/>	Now	Ongoing	Click Here
* Establish the maximum number of people permitted at your club at any one time based on Australian Government restrictions (inc. link)	<input type="checkbox"/>	Now	Ongoing	
* Create & clearly display signage promoting max number of people permitted at club	<input type="checkbox"/>	Now	Ongoing	
* Mark out 1.5m social distancing crosses on the floor to help patron ensure safe distance at clubhouse / pro-shop etc.	<input type="checkbox"/>	Now	Ongoing	
* Remove or cover indoor/outdoor seating to discourage patron usage	<input type="checkbox"/>	Now	Ongoing	
* Leaving all gates & doors open to minimise contact (zip-tying/ using sand bags to hold open gates & doors)	<input type="checkbox"/>	Now	Ongoing	
* Clear signage to bathrooms to encourage handwashing	<input type="checkbox"/>	Now	Ongoing	
* Remove lids from bins if applicable	<input type="checkbox"/>	Now	Ongoing	
* Exclude access from high risk, high traffic locations within club	<input type="checkbox"/>	Now	Ongoing	
Has a risk assessment of club been carried out in preparation of re-opening to public?	<input type="checkbox"/>	Now	Weekly	Click Here
Does the club have a cleaning roster outlining regular cleaning duties and responsibilities?	<input type="checkbox"/>	Ongoing	Ongoing	Click Here
Has the club reviewed the current Tennis NSW Community Play Guidelines?	<input type="checkbox"/>	Ongoing	Ongoing	Click Here
Does the club have a communications plan?	<input type="checkbox"/>	Ongoing	Weekly	
Implementation of NO CASH policy:	<input type="checkbox"/>	Now	Ongoing	Click Here
* Ensuring that eftpos terminal is charged & working	<input type="checkbox"/>	-	-	



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Facility/Venue Cont.

Action		Timeline	Review	Link
* Ensuring a safe distance can be maintained throughout transaction	<input type="checkbox"/>	-	-	
* Hand sanitiser wipes available to clean devices	<input type="checkbox"/>	-	-	
* Phone payment - Is there someone at the club that can deliver this method?	<input type="checkbox"/>	-	-	
* Direct debit - Providing BSB & acc details to players to pay via direct debit	<input type="checkbox"/>	-	-	
Does the club have a hand sanitiser station upon entering the venue along with subsequent locations ?	<input type="checkbox"/>	Now	Ongoing	Click Here

Let us know how you go!

Once you've completed the Club Assessment Checklist, please forward to your relevant Regional Tennis Manager (see below). Alternatively, if you have any further questions on getting your club up and running please let the team know!

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