

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? (Phone conference recommended)	<input type="checkbox"/>	Now	Weekly	Click Here
Meeting agenda	<input type="checkbox"/>	Now	-	Click Here
Assign roles & responsibilities to committee members/volunteers including COVID Safe Coordinator / Risk Manager as per Industry Safe COVID Plan for Outdoor Sport, page 19.	<input type="checkbox"/>	Now	Ongoing	Click Here
Advise Tennis Queensland CDO and Regional Manager of re-opening date. Work with TQ staff on any assistance required for re-opening	<input type="checkbox"/>	Now	Ongoing	Click Here
Advise participants & members of your clubs intention to open	<input type="checkbox"/>	Now	-	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"/>	-	-	Click Here
* Hygiene measure in place (who will pick up balls?)	<input type="checkbox"/>	-	-	Click Here
* Parents on court during private lessons?	<input type="checkbox"/>	-	-	Click Here
* Process to report hours on court	<input type="checkbox"/>	-	-	Click Here
* Request player name & contact details to be recorded for every session	<input type="checkbox"/>	-	-	Click Here
Complete COVID-19 training with all staff and volunteers outlining guidelines for limited play (New link to COVID Safety Officer Training now included)	<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
Complete facilities check of venue identifying repairs or upgrades needed prior to opening. Include courts, clubhouse, restrooms, gates, carpark, outdoor areas.	<input type="checkbox"/>	Now	Weekly	Click Here
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 physical 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	<input type="checkbox"/>	Now	Ongoing	Click Here
* Create & clearly display signage promoting max number of people permitted at club	<input type="checkbox"/>	Now	Ongoing	Click Here
* Mark out 1.5m physical distancing crosses on the floor to help patrons ensure safe distance at clubhouse / pro-shop etc.	<input type="checkbox"/>	Now	Ongoing	Click Here
* Consider placement of indoor/outdoor seating	<input type="checkbox"/>	Now	Ongoing	Click Here
* Leaving all gates & doors open to minimise contact (zip-tying/ using sand bags to hold open gates & doors)	<input type="checkbox"/>	Now	Ongoing	Click Here
* Clear signage to bathrooms to encourage handwashing	<input type="checkbox"/>	Now	Ongoing	Click Here
* Remove lids from bins if applicable	<input type="checkbox"/>	Now	Ongoing	Click Here
* Exclude access from high risk, high traffic locations within club	<input type="checkbox"/>	Now	Ongoing	Click Here
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 Queensland recommendations?	<input type="checkbox"/>	Ongoing	Ongoing	Click Here
Does the club have a communications plan?	<input type="checkbox"/>	Ongoing	Weekly	Click Here
Consideration of payment procedures such as implementing a NO CASH policy if relevant:	<input type="checkbox"/>	Now	Ongoing	Click Here
* Ensuring that eftpos terminal is charged & working	<input type="checkbox"/>	-	-	Click Here



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Facility/Venue Cont.

Action		Timeline	Review	Link
* Ensuring a safe distance can be maintained throughout transaction	<input type="checkbox"/>	-	-	Click Here
* Hand sanitiser wipes nearby machine to clean key pad	<input type="checkbox"/>	-	-	Click Here
* Phone payment - Is there someone at the club that can deliver this method?	<input type="checkbox"/>	-	-	Click Here
* Direct debit - Providing BSB & acc details to players to pay via direct debit	<input type="checkbox"/>	-	-	Click Here
Does the club have a hand sanitiser station upon entering the venue along with subsequent locations?	<input type="checkbox"/>	Now	Ongoing	Click Here
Clearly display signage promoting reopening of club	<input type="checkbox"/>	Now	Ongoing	Click Here
COVID Safe plan - Club President/venue operator to sign the QLD Government compliance statement and place on display at the venue	<input type="checkbox"/>	Now	-	Click Here

Let us know how you go!

Once you've completed the Club Assessment Checklist, please forward to your relevant Club Development Officer (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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