



# TENNIS TOOLKIT

Community Tennis Checklist: Metropolitan  
Melbourne

**TENNIS VICTORIA**

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## Community Tennis Checklist: Metropolitan Melbourne

The **Community Tennis Checklist: Metropolitan Melbourne** is designed to support anyone involved in delivering or playing tennis to do so within State COVID-19 Restrictions. Tennis has an important role to play in helping people be active in this new phase of the COVID-19 Pandemic, as long as Government restrictions are adhered to and public health and safety is considered a top priority. We hope this Checklist, read in conjunction with our Community Tennis Toolkit Guidelines: Metropolitan Melbourne and other resources, will ensure you can continue playing tennis as safely as possible if you choose to.

This is a rapidly evolving situation, please refer to the [Tennis Victoria website](#) regularly for the latest recommendations and guidance on dealing with COVID-19 for tennis in Melbourne.

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On Sunday 8 November, the Victorian State Government announced the easing of restrictions in Metropolitan Melbourne that came into effect at 11.59pm on Sunday 8 November. The below information is in line with the DHHS published [Restricted Activities Directions](#).

### **The directions of the Victorian Government for Metropolitan Melbourne as relating to tennis are:**

- Facilities and Clubhouses can now open, subject to 1 person per 8sq metre for a Clubhouse attached to a court (ie. An Indoor Venue) and 1 person per 4sq metre for a Clubhouse that stands alone from the court.
- No more than 10 participants in a group and not more than 10 in total at the outdoor facility at any one time except where a reasonable distance can be maintained at all times. A reasonable distance has been defined as 10m by State Government in the [Industry Restart Guidelines: Community Sport and Recreation](#) (Pg 2, Facility Use and Access).
- Community tennis competition can restart. For the purposes of competition, you can have as many people present at the venue as required to run the competition.
- One supervisory adult is allowed on site per child. Spectators are not permitted.
- Coaches and staff or volunteers running the facility can be present. Please note, however, the Directions specifically state that these additional people must be "...only the minimum number of employees or agents (of the owner of the facility) necessary to safely operate the facility..."
- Everyone in the facility must practice physical distancing at all times by being 1.5m apart from one another.
- There are no limits on travel distance to attend a tennis competition or club.
- Indoor tennis can return with some restrictions (See Return to Tennis Guidelines: Metropolitan Melbourne).
- Equipment can now be shared provided it is cleaned between users.
- Records must be kept of all members of the public using the facility. You may want to use this [QR Code](#) resource to assist with participant tracking and encourage facility users to download the [COVIDSafe app](#).
- If you operate a canteen, café, restaurant, fast food or cafeteria please refer to the [guidelines for hospitality](#) for how you may be able to operate.
- Participants 12 years and older must wear a face mask, unless an exemption applies. If you are doing strenuous physical exercise you do not need to wear a face mask but you must carry one with you. Strenuous exercise can include playing tennis.



## 1. Clubs/Venues

#	Action	Link
1.1	Has the Club Committee met discussed the Guidelines under which tennis will be delivered at the club?	<a href="#">Meeting Agenda</a>
1.2	Has the club liaised with the Local Government Authority and/or venue owner to agree on facility use arrangements?	
1.3	Has the Club Committee assigned roles and responsibilities to committee members, coaches and volunteers to ensure a safe tennis environment for participants?	
1.4	Has the Club Committee considered the steps/precautions required should a participant who has used the facility test positive for COVID-19?  Has the Club Committee considered how they will maintain a register of participants that enter the facility for contact tracing purposes or having participants download the Federal Government Coronavirus tracking App?	<a href="#">What to do if a participant tests positive</a>  <a href="#">QR Code</a>  <a href="#">COVIDSafe App</a>
1.5	Has the Club Committee developed a court usage plan to manage the potential demand on facilities – balancing the needs of members, coaching and the community	<a href="#">TV Staff List</a>  <a href="#">Court Usage Guide</a>
1.6	Has the Club Committee updated the venue Risk Register or Risk Management Plan to include pandemic risk?	<a href="#">Risk Management Template</a>
1.7	Is the club providing a safe environment for children?	<a href="#">Safeguarding children club resource kit</a>

## 2. Marketing/Communication

#	Action	Link
2.1	Have you developed a communication plan for members, coaching participants and community users <ul style="list-style-type: none"> <li>Ensure this is clearly communicated to all stakeholder groups to manage expectations</li> <li>Have you communicated the latest update to the Return to Tennis Guidelines for participations so they are aware of their obligations when visiting your venue.</li> </ul>	<a href="#">Social Media Policy</a>
2.2	Has the club nominated a COVID-19 Officer should members/non-members have any questions regarding COVID-19?	<a href="#">COVID-19 Officer Roles &amp; Responsibilities</a>



### 3. Facility

#	Action	Link
3.1	Conduct an audit of your facilities to ensure that they are in a safe and playable condition before returning to play. Is the facility accessible and inclusive for ALL community members?	<a href="#">Audit checklist</a>
3.2	Ensure a thorough clean of the facilities, including, but not exclusively, court gates, court and coaching equipment before returning to play <ul style="list-style-type: none"><li>You might want to consider putting a cleaning roster in place to ensure the facility remains clean</li></ul>	<a href="#">Cleaning Principles</a>
3.3	Display COVID-19 hygiene and safe sanitising posters around the venue  If applicable, mark out social distancing (1.5m) crosses on the floor to ensure patrons maintain safe distance <ul style="list-style-type: none"><li>If you feel that you need to provide posters in other languages please see support for translation service to cater for your local community</li></ul>	<a href="#">Hygiene Poster</a>  <a href="#">Translation assistance</a>
3.4	Have you decided venue operating hours and whether court lighting will be available?  If you have Book A Court, have you checked the guides to help you manage and coordinate this service?	<a href="#">BAC Resources</a>
3.5	Where applicable, can you leave doors and gates ajar to minimise contact?	
3.6	Have you thought about best practise for using tennis balls or touching gates and equipment?	