



TENNIS TOOLKIT

Victorian Community Tennis Checklist

TENNIS VICTORIA

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How to use the Victorian Community Tennis Checklist

The **Victorian Community Tennis Checklist** is designed to support anyone involved in delivering or playing tennis, to do so within Victorian COVID-19 Restrictions.

Tennis has an important role to play in helping people be active in this new phase of the COVID-19 Pandemic. This is as long as Victorian Government restrictions are adhered to, and public health and safety is considered a top priority.

All clubs are required to have a COVIDSafe Plan. You can use [this guide](#) to assist in ensuring your Tennis Club is COVIDSafe. Alternatively, applying these guidelines, in conjunction with the [Victorian Community Tennis Guidelines](#), can be your club's COVIDSafe Plan. Please have your COVIDSafe Plan accessible at all times.

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 Victoria.

If you have any questions on behalf of yourself or your club, please e-mail your Tennis Victoria Representative found [here](#).

On Sunday 22 November, the Victorian State Government announced the easing of restrictions that came into effect at 11.59pm on Sunday 22 November. The below information is in line with the DHHS published [Restricted Activities Directions](#).

Follow the COVIDSafe principles:

- Please carry a face mask at all times and wear a face mask for situations when you cannot physically distance yourself from others (1.5m apart).
- Do not play if you are sick or unwell.
- Collect details (Full name and Phone number) for contact tracing purposes.
- Cough or sneeze into your elbow or tissue.
- Use good hand hygiene.



The directions of the Victorian Government for Victoria from Monday 23 November:

- Facilities and Clubhouses are subjected to the density limit of 1 person per 4sq metres.
- Clubhouses should advise how many maximum people are permitted into their venue using [this signage](#).
- For an outdoor facility: No more than 50 people in a group and not more than 500 in total at a venue any one time.
- For an indoor facility: No more than 20 people in a group and not more than 150 in total at a venue any one time.
- Community tennis competition can continue. Attendees should be aligned with the numbers referenced above. Spectators are permitted in the total venue cap numbers listed above.
- Everyone must practice physical distancing at all times by being 1.5m apart from one another.
- Equipment can 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.
- Outdoors: If you are 12 years or older, you must carry a face mask, unless you have a lawful reason. If at any time, you cannot physically distance yourself (1.5m) from others, you must wear your face mask.
- Indoors: If you are 12 years or older, you must wear a face mask when you are indoors, unless you have a lawful reason. Once you begin playing Tennis, you can remove your mask.

Tennis clubs, associations, coaches, operators and local councils across Victoria operate in many different ways and within different surroundings and communities. Therefore, making an assessment of whether tennis can be provided safely will be dependent on a range of factors, varying across each council area and specific to each venue. It is the responsibility of each council, coach, club and operator to work together to make this assessment based on individual circumstances.

Below is a checklist and links to resources to support Clubs, Centres, Coaches and Associations to consider when returning to play, to ensure the safety of all participants and the community:

1. Clubs/Venues

#	Action	Link
1.1	<p>Has the Club Committee met to discuss the guidelines under which tennis will be delivered at the club?</p> <ul style="list-style-type: none"> Tennis Victoria has developed the Community Tennis Guidelines for Victoria to assist you 	Meeting Agenda Community Tennis Guidelines: Victoria
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	<p>Has the Club Committee considered the steps/precautions required should a participant who has used the facility test positive for COVID-19?</p> <p>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?</p>	What to do if a participant tests positive COVIDSafe App QR Code
1.5	<p>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</p> <ul style="list-style-type: none"> Contact your Tennis Victoria Club Development Officer to provide any support you may need around this 	TV Staff List Court Usage Guide
1.6	Has the Club Committee updated the venue Risk Register or Risk Management Plan to include pandemic risk?	Risk Management Template
1.7	Is the club providing a safe environment for children?	Safeguarding children club resource kit

2. Marketing/Communication

#	Action	Link
2.1	<p>Have you developed a communication plan for members, coaching participants and community users</p> <ul style="list-style-type: none"> • Ensure this is clearly communicated to all stakeholder groups to manage expectations • 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. 	Social Media policy
2.2	Have you accessed the marketing resources in the Tennis Toolkit: Victoria	Marketing Resources
2.3	Has the club developed a contact list should members/non-members have any questions regarding COVID-19?	

3. Facility

#	Action	Link
3.1	Have you conducted an audit of your facilities to ensure that they are in a safe and playable condition? Is the facility accessible and inclusive for ALL community members?	Audit checklist
3.2	<p>Have you undertaken a thorough clean of the facilities, including, but not exclusively, court gates, court and coaching equipment,</p> <ul style="list-style-type: none"> • You might want to consider putting a cleaning roster in place to ensure the facility remains clean 	Cleaning Principles
3.3	<p>Have you displayed COVID-19 hygiene and safe sanitising posters around the venue?</p> <p>If applicable, mark out social distancing (1.5m) crosses on the floor to ensure patrons maintain safe distance</p> <ul style="list-style-type: none"> • If you feel that you need to provide posters in other languages please see support for translation service to cater for your local community 	Hygiene Poster Translation assistance
3.4	<p>Have you decided venue operating hours and whether court lighting will be available?</p> <p>If you have Book A Court, have you checked the guides to help you manage and coordinate this service?</p>	BAC Resources
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?	Community Tennis Guidelines: Victoria