

Club Meeting Agenda - COVID 19



Meeting:

Date & Time:

Venue:

Teleconference:

For Approval

1. Confirmation of minutes of the previous General Meeting as of

For Information

2. COVID-19 Tennis Victoria Update

For Decision

3. Decide on opening date and opening hours

4. Assign roles & responsibilities to committee members/volunteers
(Risk Manager – Centre manager – key contact for players & members – hand sanitizers/cleaning product/ essentials purchaser)

5. Cleaning roster (Duties, responsibility, frequency and sign off)

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For Discussion

6. Operating guidelines

- Permitted club activity (court hire and social tennis)
- Permitted coaching activity
- No cash policy
- No equipment loan policy

7. Feasibility of online court hire & online program booking procedures

8. Signage & posters available for display

9. Communication Plan

10. Communication for club coaches highlighting permitted activity as per Tennis Victoria and club guidelines

11. General Business accepted from the floor

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12. Confirmation of action items

NEXT MEETING

MEETING CLOSED