Coronavirus (COVID-19) – April 2020

**TENNIS CLUB & COACH CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TASK** | **TIMELINE** | **REVIEW\*** |
|  | **FACILITY / VENUE** |  |  |
|  | Signage at venue at entry (current) | Now / Ongoing | Weekly |
|  | Communications on website / digital platforms | Now / Ongoing | Weekly |
|  | eDM Communications to customers / participants | Now / Ongoing | Fortnightly |
|  | Link to current Guidelines online / sent eDM^ | Now / Ongoing | Daily / Weekly |
|  | Guidelines on display at venue^ | Now / Ongoing | Daily / Weekly |
|  | Write to Council seeking rent relief | April | Monthly |
|  | Write to utility providers seeking relief (electricity, water, gas, other) | April | Monthly |
|  | Write to coach around support / relief for their lease | April | Monthly |
|  |  |  |  |
|  | **COACHING TEAM** |  |  |
|  | Write to members around membership (payment period extended) | April | Quarterly |
|  | Promote your local sponsors / businesses to support the local community | April | Monthly |
|  | Share ‘tennis at home’ initiatives from Tennis Australia / State Association / Coaches on your digital club platforms | April | Weekly / Fortnightly |
|  | Create / update /refine Business Plans | April / May | Annually |
|  | **CLUB / COUNCIL** |  |  |
|  | Create / update /refine Budgets and Cash Flow Forecasts | April / May | Monthly |
|  | Prepare grant applications (LGA / State Government) | May | Quarterly |
|  |  |  |  |
|  | **CUSTOMERS / PLAYERS** |  |  |
|  | Create your shared return to tennis plan in partnership with your coach (where applicable) for when we start to recover e.g. Free Tennis Day via Open Court Sessions offering | May / June | Annually |
|  | Share and ‘hero a member’ of your club doing great things in the community e.g. health care worker, coach volunteering for meals on wheels, etc. and tag your State Association | May | Fortnightly / Monthly |
|  | Create / update / refine your digital offerings (website, social media) | May / June | Quarterly |
|  | Prepare State / Territory award applications | May / June | Annually |
|  |  |  |  |
|  | **STRATEGIC PLANNING** |  |  |
|  |  |  |  |

\* Review based on capacity of each club / centre / venue

^ Where restricted play / coaching is allowed