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