

Weston Creek Tennis Club
April Committee Meeting Agenda
Tuesday 21st April 2020, 7:30pm, Google Meet Teleconference

1. Present

Stewart Back, Graeme Rossiter, Geoff Kotz, Brian Chauncy, Clair Dupont, Dan Green, Mark Walton, Johnny Swientek, Lorraine Ovington and Maggie King.

2. Apologies

Tony Laudenbach

3. Acceptance of Previous February Minutes 2020

3.1 The WCTC February Minutes 2020 were accepted with the following amendment:

3.1.1 At point 6.3 it should be 'courts 5-8', not 'courts 4-8'.

4. Business Arising from Previous Minutes

4.1 Refer to [Action List](#) as of 3 May 2020.

4.2 **Rebel Sport Credit & Club Back Room:** Lorraine has taken over the Club's Rebel Sport credit account from Stewart. Lorraine advised the Executive that the Club had \$786.89 in credit. Stewart informed the Executive that the Rebel credit should only be used for club activities (pennant, social, competition) and not for private groups. Lorraine to investigate what else Rebel Sport could provide the Club and if the credit has an expiry date. Rebel Sport does not appear to provide court baggers. In addition, Graeme advised that the Club did not need to purchase nets from Rebel (if they do sell them) as Tim brought up two from the Albury Junior Tournament and will order another one at reduced price. In addition to the credit, it appears that the Club's back room has been misused and unlocked on several occasions when it should be locked. Only a select number of people have copy of the key. Stewart, Geoff, Mark and Jo have a copy each. Maggie, Judy and Siti share one key as it depends on who is available to open up on social tennis morning. For all those with a key, please always make sure to lock the back room .

4.3 **Court Resurfacing:** The court resurfacing on courts 5-8 starts on Wednesday 22 April 2020. More information in [Treasurer's Report](#).

- 4.4 **Club Logo:** The discount provided by Tennis ACT is not available anymore. The Executive will decide if a logo is justified after COVID-19 has passed.

5. Correspondence

- 5.1 [ACT Government provides 6 month waiver of rent.](#)
- 5.2 [Tennis ACT – Update on Recommendation for 1:1 Coaching](#)
- 5.3 [Tennis ACT Statement to Temporarily Cease All Tennis Activity Across ACT](#)
- 5.4 [Coronavirus Update from Minister for Sport and Recreation Yvette Berry MLA](#)
- 5.5 [WCTC applied for 10kW solar system to be supplied and installed through the Community Energy Efficiency and Solar Grant 2020.](#)
- 5.6 [ACT Government Extension of time to hold AGM](#)

6. Reports

President / Vice President

- 6.1 Refer to [Limited Singles Play and 1:1 Coaching for Members](#) advice.
- 6.2 Graeme advised the Executive that the limited 1:1 singles play and coaching that the Club is offering due to the Coronavirus (COVID-19) is going very well. Refer to [Evaluation Report](#) for more information. Most days are fully booked. Graeme attends to the texts from members, works out the allocations and sends a confirmation reply. The allocations for tomorrow and the following weeks due to the resurfacing of courts will be a bit more difficult to organise and Graeme will need to move people around. When Graeme is not playing or supervising, he is painting the fences. Everyone is following the rules. It would be preferred if anyone wishing to book a court, could send Graeme a text message, and he will send them a confirmation text.
- 6.3 Graeme has found that there are lots of issues with non-members trying to use the courts. He is advising these people that they must join before he will take a booking. This has long been an issue, and possibly worsened using the Book A Court booking system as it is difficult to police its members and visitors (non-members) and casual users. As Graeme is there every session and he is checking with Brian if they are members or not, they are making sure only members are using the courts, however this has highlighted the issue. For example, two young girls who were non-members walked onto the courts and started playing tennis. They informed Graeme their mother was a member and said they could play whenever they wanted, when in fact they were not members themselves. In another example, a non-member father was playing with his member son. After discussions with Graeme, the father joined the Club. While this has

had some positives as the Club has seen some new memberships, it is still a problem and will become worse again once the Club is back to business as usual and Book A Court is available again. This should be followed up with Tennis ACT and the Book A Court system to see if this issue can be resolved or at least improved.

- 6.4 Mark advised the Executive that he had started 1:1 coaching from last week and he is trying to coincide with club rules. Mark will discuss with Graeme if it would be beneficial to move coaching to other days (Tuesday, Thursday and Sundays) as the court availability is impacted by COVID-19 and court resurfacing. Graeme has currently allocated Court 1 & 2 for coaching. According to the ACT Government, the Club can decide on the days and times when it will hold 1:1 singles and coaching. However, the current system is easy for Mark to police the courts as he is almost always there if Graeme wants a break. **ACTION: Mark and Graeme to decided if the days for 1:1 coaching should be changed.**

Treasurer

- 6.5 Refer to the [Treasurer Report](#).
- 6.6 The payment for court lights remains pending because we have not seen the results of the intensity level tests carried out some time ago.
- 6.7 The balance of the Term Deposit account reinvested on 1 February for 8 months at 1.5% will be used to pay for resurfacing courts 5 - 8. A \$70,000 loan from the ANZ bank will be used to pay the balance of cost of this project, which should start, weather permitting, in 2 -3 weeks. Refer to [Court Surfacing Quote for \\$154,989.34](#). The court resurfacing started on Tuesday 21 April 2020. It should take around 4 weeks, pending rain. Johnny reminded the Executive that if it rains, it should let the new resurfacing completely dry before undertaking any more work as this could cause issues in the future. The Treasurer advised that if the Club does not lose too much income from COVID-19 and membership fees, the Club should be financially viable. The Club has not received the ANZ loan yet due to issues with signatures. This will be resolved soon.
- 6.8 The success of the "Volunteers" Government Grant of \$2,100 is still unknown. A "rushed" application was made for \$12,000 to supply and install 30 solar panels, through the [Community Energy Efficiency and Solar Grant](#).
- 6.9 The ACT Government will be providing sporting clubs with a 6 month waiver due to COVID-19, so the Club should get a reduction in fees of around \$2000-\$3000 this year. The Treasurer advised that he had just paid the rent for 3 months in advance. Geoff will follow up with the ACT Government. **ACTION: Geoff to follow up COVID-19 rent waiver with ACT Government.**
- 6.10 Tim Harris has been hired at \$40 per hour to look after the Club's grass and grounds care.

Membership

- 6.11 Refer to [WCTC Membership for 2020-21 as of 21 April 2020](#). As of 21 April 2020, there are 273 members for 2020-21 with revenue of \$20,467.50. Several members have been moved from the family membership to the adult membership.
- 6.12 The Club is currently trialling a new membership platform in ClubSpark with several other clubs. It is a lot easier to use, although some are still experiencing issues with the system.
- 6.13 Head Coach Mart Walton advised the Executive that as it was the membership renewal season, there is an opportunity to attract children and make it more attractive. The Executive agreed to update the old flyer/brochure to promote membership at the Club. He would also like to offer a FREE coaching lesson for new members who join.
- 6.13.1 **ACTION: Clair to update the website and promote the FREE coaching lessons through the newsletter and social media to new members.**
 - 6.13.2 **ACTION: Mark and Graeme to get the membership flyer/brochure updated with assistance from Stewart and Geoff.**
- 6.14 The Executive discussed the impacts of COVID-19 on membership. The Executive agreed to encourage members to renew in order to support the Club's financial viability. The Treasurer advised that the Club may lose up to \$9000 if we were to give members discounts or waive payments. In addition, membership fees are required in order to make our court resurfacing repayments with ANZ bank of \$18,000 per year. Mark advised that we should also push our position as the largest club in the South and that we are the only Club offering 1:1 singles for members. In addition, he also reminded the Executive that his students are covered for liability. If a member has not renewed by the due date, and no valid reason has been provided (e.g. overseas posting, pregnancy or illness/injury only), membership will be cancelled and the person will still need to pay the full membership fee at any point in the financial year if they decide to renew, however they will not be required to pay the joining fee again. If a member has a valid reason for postponement of membership renewal, the membership secretary can use his/her discretion to reduce the fee if the person decides to renew in that financial year, and they will not be required to pay the joining fee again either.
- 6.15 **ACTION: Clair to draft newsletter/email advising members about membership renewal, the Club's financial viability, court resurfacing and thanks to Graeme for his assistance in producing the club's policy on 1:1 singles during COVID-19 and for Tim's work on the maintenance of the Club. Mark to provide coaching lesson prices in order to promote private lessons.**

Coaching

- 6.16 Mark advised the Executive that student numbers have decreased due to COVID-19. He would normally have around 400 students and currently has around 25 private lessons.
- 6.17 ACT tennis coaches will attend a meeting with Tennis ACT this Thursday.
- 6.18 Junior pennant has been cancelled this season.

Pennant

- 6.19 The pennant Autumn competition was cancelled due to COVID19. It is still unknown when pennant will resume.

Social Tennis

- 6.20 Johnny advised he will not start up Wednesday Night Social Tennis yet.

7. General

- 7.1 Nil

8. Next Meeting

- 8.1 The next meeting will be held on Tuesday 2nd June 2020.

9. Meeting Close

- 9.1 The meeting closed at 8:40pm.

Prepared by WCTC Secretary, Clair Dupont

Action List as of 3 May 2020

Reference #	Item	Actioned By	Comments	Progress
21/04/2020-6.9	Geoff to follow up COVID-19 rent waiver with ACT Government.	Geoff		In Progress
21/04/2020-6.13.2	Mark and Graeme to get the membership flyer/brochure updated with assistance from Stewart and Geoff.	Mark / Graeme		In Progress
04/02/2020-6.1	Committee to investigate alternative items the club can purchase with the Rebel credit like nets and straps.	Lorraine	21/4: Lorraine advised the Executive the Club had \$786.89 in credit. Lorraine to investigate what else Rebel Sport could provide the Club and if the credit has an expiry date. More info in April Minutes 2020.	In Progress
04/02/2020-7.2	Graeme to investigate (1) possible catering options for the 2021 Australian Seniors Teams and Individual Championships including Chris's Bakery and the Raiders Club, (2) what maintenance needs to be undertaken and (3) and what businesses would be interested in promoting the event.	Graeme	21/4: Assuming going ahead in January 2021.	In Progress
08/10/2020-8.2	Brian to investigate chemistry treatment for blackberries as alternative to poisoning or cutting back.	Brian	21/4: In Progress 4/2: Graeme bobcat quote	In Progress
04/12/2018-6.4	Clair and Lorraine to develop a WCTC Survey.	Clair & Lorraine		In Progress
2018	Executive/Graeme to set up coaching brainstorming session. Junior > Adults	Graeme	4/2: Graeme and Mark have had initial discussions. Graeme has put together a draft for Mark's review.	In Progress
10/09/2018-	Graeme will further investigate fencing costs and the clubs needs after the outcome of the grants have been announced.	Graeme	4/2: Geoff put in an expression of interest on behalf of the club. 4/6: Graeme to contact Jake and get feedback on WCTC grant application	In Progress

06/02/2018-	Constitution	Hugh & Graeme	7/8: Hugh Bush and Graeme Rossiter will review the Constitution and recommend any changes if needed.	In Progress
08/04/2018-	Mark Walton to provide a more detailed Business Plan to the Executive.	Mark	7/8: Mark to provide a more detailed business plan (community proposal) to the Club at the October committee meeting. 9/4: Rob has bought a 10% share in Marks business.	In Progress
21/04/2020-6.4	Mark and Graeme to decided if the days for 1:1 coaching should be changed.	Mark / Graeme		Closed
21/04/2020-6.13.1	Clair to update the website and promote the FREE coaching lessons through the newsletter and social media to new members.	Clair	Website updated 23/04/2020	Closed
21/04/2020-6.15	Clair to draft newsletter/email advising members about membership renewal, the Clubs financial viability, court resurfacing and thanks to Graeme for his assistance in producing the clubs policy on 1:1 singles during COVID-19 and for Tim's work on the maintenance of the Club. Mark to provide coaching lesson prices in order to promote private lessons.	Clair	Newsletter/Email sent on 23/04/2020	Closed
04/02/2020-5.2	Clair to add instructions in how to cancel a booking in Book a Court on the website.	Clair	21/4: Will add once Book A Court is available again.	Closed
04/02/2020-6.3	Geoff to get new quotes for the resurfacing of Courts 4-8 and talk with the bank about getting a loan to help fund the resurfacing.	Geoff		Closed

08/10/2020-7.9	Dan Green to respond to Tennis ACT in the affirmative regarding creating a new logo for the club. Clair to see if there are any members who would be interested in working on the design of the new logo or if there were any ideas.	Dan / Clair	<p>21/4: Discount not available anymore. Logo design on hold until after COVID-19</p> <p>4/2: Dan informed Tennis ACT that it is interesting in creating a new logo. Dan/Clair to fill out form and check ownership rights.</p>	Closed
09/04/2019-6.2.4	Geoff to continue to investigate ACTEWAGL LED Light Proposal	Geoff	<p>21/4: Resurfacing starts on 22/2. Johnny advised that the light is still facing up on Courts 2,4 and 8 and it needs to be fixed. Geoff believes it is installed as designed, but still waiting for test to be undertaken so that may change.</p> <p>4/2: ActweAGL will start installation of the LED lights at 8am on Thursday 6th February 2020. It will take a few days to complete. The club house and toilets will also be replaced with LED lights.</p>	Closed
04/02/2020-6.7	Brian to provide proposed membership fees for 2020-21 for the Committees approval.	Brian	Committee agreed to new membership fees for 2020-21 with a 3.5% increase.	Closed
04/02/2020-6.8	Brian and Clair to work with Jake from Tennis ACT to set up WCTC 2020-21 membership on the club's website using the trial ClubSpark membership system.	Brian / Clair	16/2: Brian and Clair to meet with Jake on 17/2 to run through new membership module.	Closed
04/02/2020-6.11	Mark to send Open Day flyer to Clair to promote to members.	Mark		Closed
04/02/2020-7.1	Clair to set up new mail platform.	Clair		Closed

04/02/2020-6.8	Brian and Clair to work with Jake from Tennis ACT to set up WCTC 2020-21 membership on the club's website using the trial ClubSpark membership system.	Brian / Clair	16/2: Brian and Clair to meet with Jake on 17/2 to run through new membership module.	Closed
04/02/2020-6.11	Mark to send Open Day flyer to Clair to promote to members.	Mark		Closed
04/02/2020-7.1	Clair to set up new mail platform.	Clair		Closed
08/10/2020-8.1	Graeme to discuss the grass and grounds care with Geoff.	Graeme	21/4: Tim Harris has been hired at \$40 per hour to look after the Club's grass and grounds care. 4/2: Graeme to get quote from Tim. Currently \$165 per month grass	Closed
08/10/2020-5.5	Tennis ACT to discuss the LED lighting subsidy with the ACT government and provide a list of dangerous products.	Tennis ACT		Closed
08/10/2020-6.4	Revise Coach agreement.	Committee		Closed
08/10/2020-6.5	Dan Green to respond to Paul Rutledge's email about extending the timing of lights for Thursday night pennant.	Dan		Closed
04/06/2019-7.5	Geoff to investigate motion sensitive operation of CCTV / training session.	Geoff	Complete. The CCTC cameras are always on.	Closed
7/8/2019-7.1	Brian/Clair to set up WCTC Facebook Page and Clair to maintain.	Brian / Clair	Mark junior coach to set up	Closed

Treasurer Report

Income/Expense Comparison by Category - YTD			
Category description	1/04/2018- 31/3/2019	1/04/2019 - 31/3/2020	Amount Difference
INCOME			
Court Hire - Casual	3,289.00	2,634.10	-654.90
- Coaching	10,400.00	9,600.00	-800.00
- External	1,492.00	2,572.00	1,080.00
- Social	5,713.00	3,010.96	-2,702.04
- Court usage fees - BookaCourt	10,457.19	11,083.95	626.76
TOTAL Court usage fees	31,351.19	28,901.01	-2,450.18
Insurance Claim	7,100.97	0.00	-7,100.97
Membership - Joining Fees	120.00	0.00	-120.00
- Subscriptions - Stripe	14,816.86	20,302.68	5,485.82
- Subscriptions	21,259.50	14,738.50	-6,521.00
TOTAL Membership	36,196.36	35,041.18	-1,155.18
Pennant player fees	9,160.00	6,880.00	-2,280.00
Sponsorship	1,865.92	12,543.89	10,677.97
Sundry income			
TOTAL INCOME	85,674.44	83,366.08	-2,308.36
EXPENSES			
Administrative expenses - Admiistration	1,204.20	1,421.55	217.35
- Key cutting	0.00	57.00	57.00
- Printing, Postage	29.00	10.15	-18.85
TOTAL Administrative expenses	1,233.20	1,488.70	255.50
Advertising	457.15	0.00	-457.15
Affiliation	5,300.00	5,406.00	106.00
Asset purchases	23,970.92	746.55	-23,224.37
Audit	330.00	550.00	220.00
Clubhouse cleaning & maint	6,464.89	7,448.50	983.61
Consumables - Cleaning materials			
- Club house	66.95	0.00	-66.95
- Tennis balls	176.40	440.75	264.35
	0.00	0.00	0.00
External Court Hire	-240.00	0.00	240.00
Govt. Charges - Land rent	5,688.30	5,665.16	-23.14
- Rates	6,602.30	8,278.12	1,675.82
- Miscellaneous fees	84.00	0.00	-84.00
Grounds Maintenance - Ad-hoc	263.81	2,673.44	2,409.63
- Scheduled	2,145.00	2,057.00	-88.00
- Other	0.00	70.17	70.17
Insurance	1,626.08	1,713.92	87.84
Pennant team fees	8,080.00	3,060.00	-5,020.00
Sundry expenses	1,232.00	0.00	-1,232.00
Utilities - Electricity	6,712.53	6,994.67	282.14
- Waste removal	1,179.75	1,213.85	34.10
- Water & sewerage	1,892.85	2,058.31	165.46
TOTAL EXPENSES	73,266.13	49,865.14	-23,400.99
OVERALL TOTAL	12,408.31	33,500.94	

Financial Report as at 31 March 2020

Cheque Book	Opening Balance 1/4/2019		5,299.92
	Income	83,366.08	
	Expenses	49,865.14	
			<hr/>
			38,800.86
			<hr/>
	Deduct Transfers to Online Saver	0.00	
	Add Transfer to Cheque Account	38,300.00	
	Closing Balance as at 31 March 2020		77,100.86
Online Saver	Opening Balance 1/4/2019		21,304.36
	Interest	40.24	
	Deduct Transfers to Term Dep.	0.00	
	Deduct Transfers to Cheque Acc.	-21300.00	
	Add Transfers from Cheque Acc	0.00	
			<hr/>
	Closing Balance as at 31 March 2020		44.60
Term Deposit	Opening Balance 1/4/2019		102,610.28
	Interest	2,231.78	
	Deduct Transfers to Cheque Acc.	-17,000.00	
			<hr/>
	Closing Balance as at 31 March 2020		87,842.06

The payment for court lights remains pending because we have not seen the results of the intensity level tests carried out some time ago.

The balance of the Term Deposit account reinvested on 1 February for 8 months at 1.5% will be used to pay for resurfacing courts 5 - 8. A \$70,000 loan from the ANZ bank will be used to pay the balance of cost of this project, which should start, weather permitting, in 2 -3 weeks.

The success of the "Volunteers" Govt. Grant of \$2,100 is still unknown. A "rushed" application was made for \$12,000 to supply and install 30 solar panels , through "Community Energy Efficiency and Solar Grant "

ACT Government Extension of time to hold AGM



ACT
Government

Chief Minister, Treasury and
Economic Development

The Public Officer
WESTON CREEK TENNIS CLUB - A00851
PO BOX 3157
WESTON CREEK ACT 2611

Dear Public Officer

Extension of time to hold Annual General Meeting

I am writing to you in your capacity as the public officer of an incorporated association regarding the requirement to hold an Annual General Meeting (AGM) in accordance with section 69 of the *Associations Incorporations Act 1991*.

The spread of COVID-19 is having a profound impact on our way of life in the Territory and it will continue to do so for the foreseeable future. I am aware that some incorporated associations are due to hold their AGM, however, will be unable to do so due to COVID-19 restrictions.

For these entities, I confirm that a 3-month extension to 30 June 2020 is granted should your AGM fall due in this period. If the restrictions continue beyond 30 June 2020 a further extension will be provided.

The extension will be applied **automatically**. You do not need to contact Access Canberra.

Should you have any questions please contact the Community Industry and Trader licensing team on 6207 0562.

Yours sincerely,

David Pryce
Registrar-General
Access Canberra
26 March 2020

Court Resurfacing Quote



Sportszone Group Pty Ltd

PO Box 200, Oyster Bay, NSW 2225

Toll Free: 1300 302 398

P: (02) 8544 0196

M: 0414 558 941

ABN: 24 118 532 406

E: info@sportszonegroup.com.au

W: www.sportszonegroup.com.au

CREATING SAFE, FUN SPORTS AREAS FOR EVERYONE

QUOTE No. Q001063

Date: 19 February 2020

Valid To: 20 March 2020

Attention: Geoff
Weston Creek Tennis Club

Quote Request

Quote Request Resurface 4 courts with Supergrasse Grandslam 19mm synthetic grass

Labor Allowance

Removal of synthetic grass

Pull up and removal of synthetic grass

Synthetic grass installation for tennis courts

installation synthetic grass tennis court grass includes sanding and grooming

Works Include the following allowances

SUPERGRASSE GRAND SLAM (PER LM)

2684.55

Adhesive 226 20L Tub

24 tubs

Seaming tape (per roll) 250m x 400mm

Bulk Sand per tonne

60 tonne of sand

Accommodation

Accommodation allowance per night

travel

10m skip Bin

Subtotal 140,899.40

GST 14,089.94

Total 154,989.34

no allowance for base works

WCTC Membership as of 21 April 2020

Membership	Expires	Applied	Processed	Revenue
2020-21 Family Membership	31/03/21	18	50	\$3,480.00
2020-21 Junior Membership	31/03/21	15	15	\$380.00
2020-21 Life Membership (Non-Playing)	31/03/21	4	4	\$0.00
2020-21 Life Membership (Playing)	31/03/21	7	7	\$0.00
2020-21 Pensioner Membership	31/03/21	50	50	\$3,750.00
2020-21 Student Membership	31/03/21	6	6	\$632.50
2020-21 Adult Membership	31/03/21	144	141	\$12,225.00
TOTAL as of 21 April 2020		244	273	\$20,467.50

Evaluation Covid-19 Restricted Play for members only at Weston Creek Tennis Club

Context

Following discussions with ACT Sport and Recreation the Weston Creek Tennis Club (WCTC) developed a set of Club specific *Guidelines* for supervised and restricted one-on-one play for its members in accordance with strict hygiene and physical distance requirements. Members over 70, aged over 65 with pre-existing condition or Aboriginal and Torres Strait Islander people aged over 50 with pre-existing conditions were advised to stay at home wherever possible for their own protection. The Clubhouse was used only for emergencies and bottles of alcohol sanitiser were left freely in the toilets.

Evaluation period

Play commenced on Friday 10 April. The Club opening times were Monday, Wednesday, Friday and Saturdays during the hours of 10am and 3pm. One-on-one coaching, in accordance with Tennis Australia Coaching Guidelines, commenced on Wednesday 15 April with some additional coaching undertaken on Tuesdays, Thursdays and Sundays. Coaching times were extended to 7pm (under lights) as the coaching became more highly publicised. The Club is currently laying 4 new artificial grass courts requiring up to 8 Sydney-based contractors and their equipment to be on site from Tuesday 14 April. Clubhouse access for these men was managed by the team supervisor.

Numbers of participants

During the period of this evaluation (10 April to 6 May 2020) there were 457 one-on-one singles bookings and over 160 people coached (155 children and 5 adults). Ages ranged from 5 years to 65 years of age with the predominant age group (70%) being in the 17 to 45 year old age bracket.

Risk Management

Throughout the evaluation risk identification around hygiene, separation and age risks was maintained. Supervisors and coaches regularly reminded players of their responsibilities and the need for hand washing, general hygiene and distancing. Players were also reminded to monitor any flu like symptoms and to keep away from the Club should they start to have any flu like symptoms. Procedures on entry to the facility were also modified around gate entry with the gate being left open during the playing periods. This was because supervisors knew exactly which members were coming into the facility and at what time, furthermore, as the *Book-a-Court* system was shut down, and thus there were no casual bookings from non-members accepted, control on hygiene, distancing and any other risks was maintained.

The Evaluation

An ongoing evaluation and risk management process (see above) was implemented by the Vice President of the club. Though not having access to actual clinical data on participants, anecdotally, general club member participant's health was monitored via social questioning and the strong understanding that hygiene, distance and other risk were maintained by participants and were the responsibility of the participants. Above all, if participants felt they had flu-like symptoms they were to clearly stay away from the facility.

The evaluation focused on two criteria:

- Did players maintain physical density (one person per 4m²) and strict physical separation of 1.5 meters at all times, how was this maintained, and were there lessons learnt; and
- Were the measures used to ensure strict hygiene successful, how was this maintained, and were there lessons learnt?

Outcomes

Criteria 1 - Did players maintain physical density (one person per 4m²) and strict physical separation of 1.5 meters at all times, how was this maintained, and any lessons learnt?

Outcome 1:

- Physical separation was maintained due to the nature of tennis play requiring physical separation of the players. Supervisors reported that physical separation before, during and after play was maintained with only two advices/warnings being required after play. Only singles play or hitting against the practice wall was allowed. There was no organised competition play.
- The Weston Creek Tennis Club (WCTC) only used six (6) of its 12 courts - the playing courts were separated by an empty court. Each day the court supervisors reminded players of their responsibilities on entering the facility, and together with text and email reminders and 'on the ground' supervision, maintenance of physical separation was maintained.
- For those adult members in 'households' with children that are members/family members (2 children per session applied). At the discretion of the supervisor when allocating a court to the 'household', the following applied: a) strictly one-on-one play at all times; b) parents stood at either end of the court; c) the strict 4m² squared rule was applied along with the 1.5m separation before, during and after play.
- An interesting positive physical exercise aspect was noted during the evaluation - members who had previously only considered doubles play were now playing singles, and therefore increasing their level of physical exercise.
- Only two occasions did players need to be reminded about distancing, and both these were after their match, and after walking out of the facility gate – they apologised and quickly resumed the required separation distance

Criteria 2 - Were the measures used to ensure strict hygiene successful, how was this maintained, and any lessons learnt?

Outcome 2:

- There were no reported positive COVID-19 occurrences amongst either the members playing one-on-one or amongst the children being coached during the evaluation.

- It appears that all players regularly hitting in week one were still hitting in week four with some playing up to four times per week with no signs of illness – all players were aware of the need to report illness or stay away if they had any flu like symptoms. One member of the Sydney-based artificial grass laying team (see above) got a sore throat over the second weekend and remained in Sydney.
- All WCTC members (adults and juniors) were told via newsletter, email and text that, they could only participate in one-on-one play if they presented to the supervisor at the gate of the WCTC and visually showed the supervisor their personal alcohol wipes or sanitiser – no wipes or sanitiser meant no play. Only on one occasion during the first week was anybody turned away – even then they went home and returned with sanitiser.
- All players arrived with, and took away with them, their own tennis balls. Coaches had buckets of balls that were only used on one court at any one session - these balls also remained on the facility and were locked up every night.
- Members over 70, aged over 65 with pre-existing condition or Aboriginal and Torres Strait Islander people aged over 50 with pre-existing conditions were also reminded to stay at home wherever possible for their own protection. Parents taking children for coaching were responsible for their children’s hygiene and coaches checked hand washing before and after the lesson.
- Children being coached were escorted to and from the courts by the coaches, with parents remaining outside the facility, except those with children with disabilities whereby parents were able to stand at the back of the courts to assist the coach if necessary. The clubhouse was strictly out of bounds except for emergencies only with entry to and from being supervised and sanitiser and hand washing used frequently.
- Spot checks on hygiene (for example, questioning how often players were using sanitisers) were routinely undertaken on court. There was no use of the Clubhouse except for emergencies only – bottles of sanitiser were spread around the clubhouse, especially near the toilet entrances.
- Participants brought their own water containers.
- The gate was routinely sprayed and all participants reminded not to touch the entrance gate. For practical reasons the gate was left opened during playing periods and entry of booked participants was checked off by a list on the gate of players and the courts to which they were allocated. There were no casual non-member bookings accepted.
- The electronic *Book-a-Court* system was not used. Participants texted the court controller and he would confirm their booking and check that they were members. This ensured maximum control over the people playing at the WCTC and ensured that only members were in attendance at the WCTC.
- Play was only permitted on Monday, Wednesday, Friday and Saturday between the hours of 10am and 3pm – this limited play also reduced volunteer hours regarding supervision and court allocation/coordination inputs. Sessions were restricted to 1.5 hours for singles and one hour for coaching.

- All court bookings (including coaching court requirements) were coordinated through the Vice President of WCTC as the court controller and court allocation officer.
- The Vice President also oversaw a small group of supervisors.
- The Club Coach was responsible for coaching supervision of students and was also part of the Club's one-on-one supervision team for WCTC members undertaking one-on-one play.
- Unexpected outcome:
- The implementation of one-on-one play saw a slight rise in memberships and increased renewals of existing memberships – the clubs membership period is 31 May to 1 April.

Unexpected outcome: The WCTC is the largest community-based club on the Southside of Canberra, but it relies heavily on memberships to maintain the facility, and especially for the expanding Molonglo population. During the implementation of one-on-one play at WCTC there was a slight rise in memberships as people previously booking as casuals wanted to join the Club in order to play. There was also acceleration in the rate of renewals of existing memberships – the clubs membership period is 31 May to 1 April.

Outcome and Recommendation

The WCTC's restricted one-on-one tennis 'pilot' was successful for three reasons; 1) good communication with members on their responsibilities in terms of hygiene, distancing, and other risks including age/existing chronic conditions/people of Aboriginal and Torres Strait Islander backgrounds; 2) supervision and coordination of members was centrally controlled and maintained; and 3) no casual non-member bookings were accepted.

With the maintenance of the practical hygiene and distancing provisions (see above) used for one-on-one tennis I believe doubles tennis could also be trialled at WCTC.

For further details please contact Graeme Rossiter, Vice President WCTC on 62882477, Mob 0431 930 710 or via email on *Saturday8@inet.net.au*.

Graeme Rossiter
 Vice President
 Weston Creek Tennis Club
 7 May 2020