



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 the delivery of tennis activities, 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 always have your COVIDSafe Plan accessible.

Follow the COVIDSafe principles:

- Face masks are required for situations when 1.5m physical distancing cannot be maintained.
- Do not play if you are sick or unwell.
- Collect details for contact tracing purposes by using the [Victoria Government QR Code Service](#).
- Cough or sneeze into your elbow or tissue.
- Use good hand hygiene.

Latest News

To view the latest Restrictions for Metro Melbourne & Regional Victoria: [CLICK HERE](#)

COVIDSafe Information:

- **Coronavirus website** - <https://www.coronavirus.vic.gov.au/sport-and-exercise> (**new dedicated sport and exercise page**)
- **Restart guidelines page** - <https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance>
- **QR code information** - <https://www.coronavirus.vic.gov.au/victorian-government-qr-code-service>

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	Has the Club Committee met to discuss the guidelines under which tennis will be delivered at the club?	Meeting Agenda
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	Has the Club Committee considered the steps/precautions required should a participant who has used the facility test positive for COVID-19? 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 Victorian Government Coronavirus tracking App?	Victorian Government QR Code Service
1.5	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 <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 a venue Risk Register or Risk Management Plan to include pandemic risk?	
1.7	Is the club providing a safe environment for children?	Safeguarding children club resource kit

2. Marketing/Communication

#	Action	Link
2.1	Have you developed a communication plan for members, coaching participants and community users <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	Have you undertaken a thorough clean of the facilities, including, but not exclusively, court gates, court and coaching equipment, <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	Have you displayed COVID-19 hygiene and safe sanitising posters around the venue? If applicable, mark out social distancing (1.5m) crosses on the floor to ensure patrons maintain safe distance <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	Have you decided venue operating hours and whether court lighting will be available? If you have Book A Court, have you checked the guides to help you manage and coordinate this service?	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?	