

COVID-19 - Safe Plan - Sports Clubs

Club name: **North Balwyn Tennis Club**

Version number: **4 - V12**

Date submitted: **25 June, 2020 Amended 23 November 2020**

We have **read and understood** the following information:

- The most recent directions from DHHS: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>
- Information from Tennis Victoria <https://www.tennis.com.au/vic/>

Useful general information

- AIS framework for returning to sport: [link](#)
- DHHS: [link](#)

	Restriction in place/guideline	Source	Club information about how the committee will ensure this requirement is met
All sports	Requirement to ensure adequate spacing (1.5m) and maximum groups of 50 people	Directions from the deputy Chief Health Officer Restricted Activity Directions	Adequate social distancing will be achieved by encouraging the “Get in - Play - Get out” rule will apply with inspection by Coaches and Committee members used to monitor adherence. NBTC has eight courts. With all courts in use with 4 players per court the maximum number of players will be 32. A court booking system is in place to minimise waiting. Coaches and Committee members will police the limits. Strict social distancing at all times will be requested and where possible, enforced.
	Contact details (name and number) of participants must be captured, including date and time	Directions from the deputy Chief Health Officer Restricted Activity Directions (no.15)	Electronic card usage to gain entry will be required, and if needed, electronic records of these entries are available through the Council entry logging system. A ‘Sign-In Form’, filled in (with all player names, contact details, date and time) and ‘posted’ into an on-site box located on the ‘Sign-In’ table, will complement this system. Coaches will record coaching client names and contact details for each session.
	Use of indoor facilities restricted to toilets only	Directions from the deputy Chief Health Officer	The NBTC clubhouse will remain closed to all members An external (disabled access) toilet is available equipped with a washbasin and

		Restricted Activity Directions (no.16)	forced-air dryer. It will be regularly cleaned (daily) and stocked with liquid soap dispenser and hand sanitiser. Access to the clubhouse is disabled.
Signage regarding maximum number of users must be installed along with hygiene signage. Please list the signage you intend to install	Directions from the deputy Chief Health Officer Restricted Activity Directions (no.7)		Poster - Return to Tennis Guidelines for Clubs Poster - Hand Washing - 2020-03-13 Poster - Coronavirus Symptoms - 2020-03-13 Poster - Coronavirus-covid-19-keeping-your-distance (health.gov.au) Poster - Do not use bubbler tap/bring you own water bottle Poster - Cover your cough and sneeze Poster - Slowing the spread of Coronavirus
Additional cleaning measures - frequently touched surfaces cleaned twice daily with use of anti viral disinfectants	Directions from the deputy Chief Health Officer Restricted Activity Directions (no.7)		The NBTC cleaning contractor has been contacted and advised of the necessary changes to the cleaning routine. A weekly clubhouse clean will has been replaced with a focus on cleaning the front gate, the sign-in table, and the external toilet (3 times a week). Additional cleaning requirements will be undertaken by the NBTC committee members and coaching staff. This includes handles and surfaces that will be cleaned by the Committee members.
Procedures in place to maximise likelihood of people to 'get in, train and get out'	AIS 'rebooting sport' guidelines (referenced in Restricted Activity Directions no.7)		An emphasis on the 'get in, play, get out' procedure will be communicated to members via all-member email and via signage at the sign-in table. Coaches will be able to enforce these requirements with members directly.
Hand sanitisers on exit and entry to venue	AIS 'rebooting sport' guidelines (referenced in Restricted Activity Directions no.7)		Hand sanitiser will be provided at the sign-in table. Hand sanitiser, hand soap, washbasin and forced air hand dryer will be available in the external toilet.
Process in place to ensure people recovering from COVID-19/those who have been ill no longer pose a risk prior to them entering the facility	AIS 'rebooting sport' guidelines (referenced in Restricted Activity Directions no.7)		Communication to club members (by all-member email and signage at the sign-in table) will encourage that anyone recovering from COVID-19 must have successfully completed the government imposed quarantine measures, and be symptom-free, before contemplating a return to tennis.
Consideration given for managing participants who	AIS 'rebooting sport' guidelines (referenced in		In communication with club members, members with a higher risk from COVID-19. We will reinforce the importance of social distancing and personal hygiene for at-risk players.

	may be at higher risk from COVID-19	Restricted Activity Directions no.7)	
Tennis	Minimise risk of infection by restricting balls to a day of the week, group etc	Tennis Victoria guidelines	Tennis at NBTC will be private coaching (1-10 clients per coach at a time) and casual tennis with players asked to bring their own balls. Coaches will provide all balls for their coaching session and coaches will actively discourage and minimise ball handling by their clients.
	Completion of Tennis Victoria's 'Return to Tennis' checklist	Tennis Victoria guidelines	<i>Inserted in table below with numbering from TV checklist</i>
1.1	Has the Club Committee met to discuss the guidelines under which tennis will be reopened at the club?	Tennis Victoria's 'Return to Tennis' checklist	The COVID-19 sub-committee met on Wed 14 October and minutes were endorsed by general committee by circulation.
1.2	Has the club liaised with the Local Government Authority and/or venue owner to agree on facility use arrangements?	Tennis Victoria's 'Return to Tennis' checklist	Yes, via multiple email and phone conversations. Boroondara CC and Tennis Victoria have provided this template, and the Council on the basis of our included responses in this template will make the final decision relating to facility use arrangements.
1.3	Has the Club Committee assigned roles and responsibilities to committee members, coaches and volunteers to ensure a safe return to tennis for participants?	Tennis Victoria's 'Return to Tennis' checklist	Roles and responsibilities were assigned at NBTC General Committee meeting (including coaches) held on 28 September.
1.4	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	Tennis Victoria's 'Return to Tennis' checklist	A court booking system is in place where coaches are given priority on weekdays between the hours of 4 – 7 pm.
1.5	Has the Club Committee considered the	Tennis Victoria's 'Return to Tennis' checklist	If a participant at NBTC tests positive to COVID-19, tracing to possible contacts can be assisted by:

	steps/precautions required should a participant who has used the facility test positive for COVID-19? Has the Club Committee considered collecting details of participants for contact tracing purposes or having participants download the Federal Government Coronavirus tracking App?		<ul style="list-style-type: none"> - Access to NBTC is via the Council controlled 'access card' system. - 'Sign-In' forms are located on a Sign-In table on the main deck at the front entrance to the clubhouse. Completed forms are kept in a locked letterbox and removed by the Secretary and stored until destruction after 28 days. - "Book-a-Court" booking system records principal player and time <p>In addition, all club members will be encouraged to download and activate the federal government COVID-19 Tracking App.</p>
1.6	Has the Club Committee updated the venue Risk Register or Risk Management Plan to include pandemic risk?	Tennis Victoria's 'Return to Tennis' checklist	A formal update of the NBTC risk management plan has not been completed. However, a site audit relating to player physical and COVID-19 safety was conducted on Monday 19 October.
1.7	Is the club providing a safe environment for children?	Tennis Victoria's 'Return to Tennis' checklist	Casual tennis for children will be allowed, if accompanied by an adult, and as long as all conditions for safe play are adhered to. The Club has a designated Child Protection contact and Child Safety policies http://northbalwyntc.org.au/childsafes.html
2	Communication	Tennis Victoria's 'Return to Tennis' checklist	Primary communication with members is via email with almost all members having an email address registered with the Club. A club web site provides a secondary means of communication. Use of club facilities will be restricted to members under the current restrictions.
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?	Tennis Victoria's 'Return to Tennis' checklist	An audit of club facilities, and work to make the facilities safe and playable as part of 'Return to Play' was conducted on Monday 19 October.
3.2	Have you undertaken a thorough clean of the facilities, including, but not	Tennis Victoria's 'Return to Tennis' checklist	Cleaning is in progress.

	exclusively, court gates, court and coaching equipment, clubrooms, toilets		
3.3	Have you displayed COVID-19 hygiene and safe sanitising posters around the venue?	Tennis Victoria's 'Return to Tennis' checklist	Yes, COVID-19 related posters and signage around the clubhouse from the time of the government imposed Stage 3 lock-down remain in place. New posters have been added with a focus on a signage table at the entry, the external toilet, and on-court drinking taps have been signposted to deter use.
3.4	Have you decided venue operating hours and whether court lighting will be available?	Tennis Victoria's 'Return to Tennis' checklist	Operating hours will be as normal with lights available to members.
3.5	Where applicable, can you leave doors and gates ajar to minimise contact?	Tennis Victoria's 'Return to Tennis' checklist	Front access gate is card activated to restrict access to members only. Entry requires a gentle push with leg, racquet bag etc. once activated. Exit requires a plastic button to be pressed to release the gate. Users will be advised to use a racquet handle or other item to press the release button and use foot or other item to handle gate on exit.
3.6	Have you thought about best practise for using tennis balls or touching gates and equipment?	Tennis Victoria's 'Return to Tennis' checklist	No common use balls will be provided. All users will be required to bring their own balls.
	Have drinking taps/fountains been turned off with signage preventing use	Tennis Victoria guidelines and DHHS	Drinking fountains have signage to discourage use. Club members will be instructed to bring their own full water bottle to each session of play.

Please list any additional control measures the club is putting in place

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OFFICE USE ONLY

Date authorisation to open is given:

Signed: (Sam Taylor, Senior Coordinator Recreation and Wellbeing)

Signed: (Public Health)
