

COVID-19  
Club Guide

Version 9 - 11 December 2020

Table of Contents

[1 Introduction 3](#_Toc56610067)

[2 Current Restrictions 4](#_Toc56610068)

[2.1 Re-Opening Process for Clubs 10](#_Toc56610069)

[2.2 Other helpful returning to sport resources 10](#_Toc56610070)

[3 Communication 10](#_Toc56610071)

[4 Helpful Links 11](#_Toc56610072)

[4.1 Government and State Sporting Associations 11](#_Toc56610073)

[4.2 Financial Support 12](#_Toc56610074)

[4.3 Keeping fit at home 12](#_Toc56610075)

[5 Operations 12](#_Toc56610076)

[5.1 Membership and Registration Payments 12](#_Toc56610077)

[5.2 Annual General Meetings 13](#_Toc56610078)

[5.3 Holding Club Meetings 13](#_Toc56610079)

[5.4 Liquor Licence 14](#_Toc56610080)

[5.5 Player and Member Engagement 14](#_Toc56610081)

[6 Suggestions for Future Planning: 14](#_Toc56610082)

[6.1 Club Health Check 14](#_Toc56610083)

[6.2 Financial Management 15](#_Toc56610084)

[6.3 Club Structure 15](#_Toc56610085)

[6.4 Risk Management 15](#_Toc56610086)

[6.5 Healthy Clubs 15](#_Toc56610087)

[6.6 Marketing 16](#_Toc56610088)

# Introduction

In line with the Victorian Government’s latest directions, Council has developed a COVID-19 Safe Guide for clubs.

Clubs have an important role to play in getting people to return to sport and activity, and protecting the wider community through social distancing and increased hygiene practices.

Below are some suggested tools and general guidance (or information) that is aimed at supporting you and your club.

If you require assistance from Council regarding facility usage or other general club support, please contact:

William Bullock (Leased clubs)

Recreation Officer

Phone: 9278-4783

[William.bullock@boroondara.vic.gov.au](mailto:William.bullock@boroondara.vic.gov.au)

Verity Wignall (Leased clubs)

Recreation Officer

Phone: 03 9278-4797

[Verity.Wignall@Boroondara.vic.gov.au](mailto:Verity.Wignall@Boroondara.vic.gov.au)

Sean Buncle (Seasonal/licenced clubs or groups)

Sports Liaison Officer

Phone: 03 9278-4035

Sean.Buncle@boroondara.vic.gov.au

# Current Restrictions

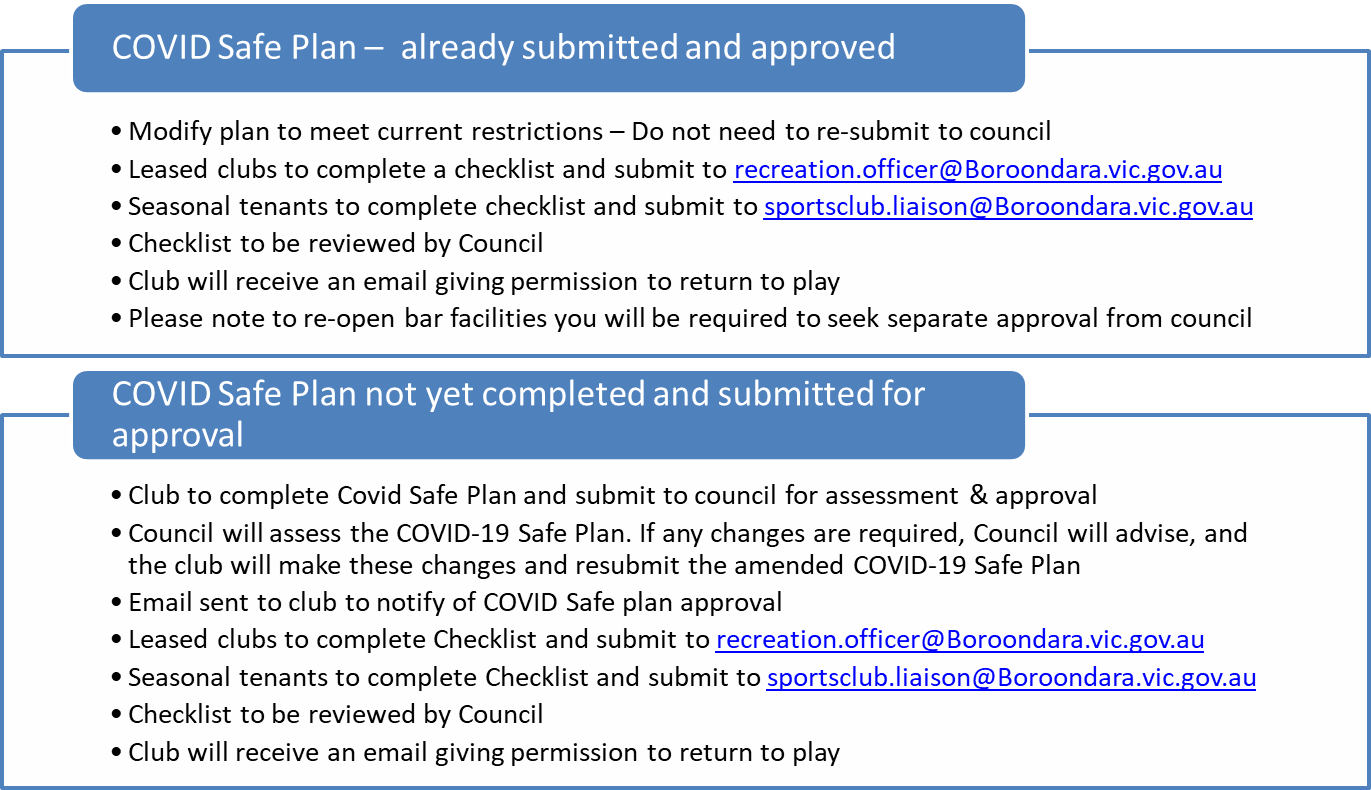
Metropolitan Melbourne is now under the **’COVID Safe Summer’**

Below is the link to the summary of the latest restrictions for the Last Step of Victoria’s roadmap to reopening

<https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance>

|  |  |
| --- | --- |
|  | **From 11.59pm, 6 December 2020** |
| **Pavilions & Club Rooms**  **Kitchens** | **Pavilions and clubrooms can now be accessed under the following restrictions:**   * Patron cap of 1 person per 4 square metres. (or per 2 square metres if electronic contact tracing is in place) * **Separate approval to open bars is required by Council** * Covid-19 Safe Signage - hand hygiene and social distancing signage visible throughout the space * Cleaning protocols in line with your Covid-19 Safe Plan * Hand sanitiser easily accessible for all patrons * Contact tracing in place * Masks are no longer required to be worn * If you wish to access your pavilion, please ensure this is included in your COVID-19 Safe Plan, including the above detail. We do not need to see these plans again. * If you’re-intending to utilise your kitchen, please ensure the following additional measures are completed: * Before the kitchen is used, a full and thorough cleaning and sanitising is conducted, including all benchtops, utensils, equipment, tables, chairs and common touch points. [Factsheet provided to assist with proper cleaning](https://www.business.vic.gov.au/__data/assets/pdf_file/0020/1903601/Fact-sheet-food-business-cleaning-and-sanitising.pdf). * Have sanitiser available at the entrance * Space tables 1.5m apart * Portion the food individually in the kitchen and serve it to the seated diners * If liquor is served, ensure it is compliant with liquor licence and Responsible Service of Alcohol principles * Clean and sanitise all tables, chairs, benchtops, equipment, used utensils and common touch points |
| **Indoor**  **Eg.**  **Weightlifting, Scouts,**  **Dance Groups** | **Indoor sport and recreation, including fitness centres and gyms:**   * Patron cap of 1 per 4 square metres across the whole facility * Group limit of 50 people or 1 per 4 square metres E.g. if the facility had multiple spaces, numerous groups of 50 could participate simultaneously * In the case of indoor community team sport, the minimum number of members of the public required to play the sport is permitted   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |
| **Tennis** | **Outdoor sport and recreation – contact or non-contact:**   * Contact and non-contact sport for all ages is allowed * Patron cap of 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * Group sizes are restricted to the lesser of 100 or 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * A reasonable distance must be maintained between each group, class or session at all times (10m) * In the case of outdoor community team sport, the minimum number of members of the public required to play the sport is permitted * Spectators are now allowed, within the total patron and group size limits. * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |
| **Bowls** | **Outdoor sport and recreation – contact or non-contact:**   * Contact and non-contact sport for all ages is allowed * Patron cap of 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * Group sizes are restricted to the lesser of 100 or 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * A reasonable distance must be maintained between each group, class or session at all times (10m) * In the case of outdoor community team sport, the minimum number of members of the public required to play the sport is permitted * Spectators are now allowed, within the total patron and group size limits. * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home.   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |
| **Hockey** | **Outdoor sport and recreation – contact or non-contact:**   * Contact and non-contact sport for all ages is allowed * Patron cap of 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * Group sizes are restricted to the lesser of 100 or 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * A reasonable distance must be maintained between each group, class or session at all times (10m) * In the case of outdoor community team sport, the minimum number of members of the public required to play the sport is permitted * Spectators are now allowed, within the total patron and group size limits. * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home.   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |
| **Cricket** | **Outdoor sport and recreation – contact or non-contact:**   * Contact and non-contact sport for all ages is allowed * Patron cap of 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * Group sizes are restricted to the lesser of 100 or 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * A reasonable distance must be maintained between each group, class or session at all times (10m) * In the case of outdoor community team sport, the minimum number of members of the public required to play the sport is permitted * Spectators are now allowed, within the total patron and group size limits. * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home.   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |
| **Lacrosse** | **Outdoor sport and recreation – contact or non-contact:**   * Contact and non-contact sport for all ages is allowed * Patron cap of 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * Group sizes are restricted to the lesser of 100 or 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * A reasonable distance must be maintained between each group, class or session at all times (10m) * In the case of outdoor community team sport, the minimum number of members of the public required to play the sport is permitted * Spectators are now allowed, within the total patron and group size limits. * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home.   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |
| **Netball** | **Outdoor sport and recreation – contact or non-contact:**   * Contact and non-contact sport for all ages is allowed * Patron cap of 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * Group sizes are restricted to the lesser of 100 or 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * A reasonable distance must be maintained between each group, class or session at all times * In the case of outdoor community team sport, the minimum number of members of the public required to play the sport is permitted * Spectators are now allowed, within the total patron and group size limits. * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home.   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |
| **Dog Clubs** | * Group sizes are restricted to 1 per 4 square metres (1 per 2 square metres if electronic contact tracing is in place) * A reasonable distance must be maintained between each group, class or session at all times (10m) * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home. |
| **Ultimate Frisbee** | **Outdoor sport and recreation – contact or non-contact:**   * Contact and non-contact sport for all ages is allowed * Patron cap of 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * Group sizes are restricted to the lesser of 100 or 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * A reasonable distance must be maintained between each group, class or session at all times (10m) * In the case of outdoor community team sport, the minimum number of members of the public required to play the sport is permitted * Spectators are now allowed, within the total patron and group size limits. * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home.   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |
| **Soccer** | **Outdoor sport and recreation – contact or non-contact:**   * Contact and non-contact sport for all ages is allowed 100 outdoors, 50 indoors (group size) * Patron cap of 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * Group sizes are restricted to the lesser of 50/100 or 1 per 4 square metres (per 2 square metres if electronic contact tracing in place) * A reasonable distance must be maintained between each group, class or session at all times (10m) * In the case of outdoor community team sport, the minimum number of members of the public required to play the sport is permitted * Spectators are now allowed, within the total patron and group size limits. * Masks are no longer required when you are outdoors and where it is possible to stay more than 1.5 metres away from people. Masks must still be carried when leaving home.   Please note the Victorian Government’s distinction between community sport and physical recreation:  “*Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such country football and netball competitions overseen by AFL Victoria and Netball Victoria. Physical recreation is any other activity that is not associated with competition or training sanctioned by a state sporting association or equivalent governing body, such as fitness and gym classes or activities and social matches*.” |

## Re-Opening Process for Clubs



## Other helpful returning to sport resources

Guidelines for Community Sport and Recreation, Physical Recreation and High Performance and professional sport.

<https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance>

AIS toolkit for returning to sport:

<https://www.sportaus.gov.au/media_centre/news/toolkit-launched-to-help-guide-return-of-community-sport>

Safe Site Register for Clubs - QR Code

<https://www.visitsafe.at/faq>

The Victorian Government launched a new check-in system for [venues and businesses](https://www.coronavirus.vic.gov.au/qrcode) across Victoria.

Clubs can now access the free QR Code Service which will help them to keep records of visitors.

[QR Code Service](https://www.coronavirus.vic.gov.au/qrcode)

Boroondara Volunteer Resource Centre (Volunteer assistance)

[Support for Community Organisations](https://www.boroondara.vic.gov.au/community-support/volunteering/support-community-organisations)

# **Communication**

* It is really important for Clubs to ensure information is available for members and stakeholders during this time and keep them well informed of updates from Council.
* Your state sporting body and or association/league policies and statements may be useful to reference when communicating with members and stakeholders

# **Helpful Links**

## Government and State Sporting Associations

[Sport and Recreation Victoria - State Sporting Associations](https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sporting-associations)

[COVID Safe-App](https://www.health.gov.au/resources/apps-and-tools/covidsafe-app)

[Department of Health and Human Services COVID 19](https://www.dhhs.vic.gov.au/state-emergency)

[AFL Victoria - Return to Play](https://aflvic.com.au/return-to-play/)

[Athletics Victoria](https://athsvic.org.au/covid-19-update-11th-may-2020/)

[Archery Victoria - Return to Play](http://archeryvic.org.au/updated-release-on-return-to-play-requirements/)

[Baseball Victoria - Covid-19 Updates](https://baseballvictoria.com.au/baseball-victoria-covid-19-updates/)

[Bowls Victoria](https://www.bowlsvic.org.au/)

[Croquet Victoria](https://croquetvic.asn.au/documents/200802ReturntoCroquetGuidelines.pdf)

[Football Victoria](https://www.footballvictoria.com.au/return-football)

[Hockey Victoria](https://hockeyvictoria.org.au/)

[Lacrosse Victoria](http://lacrossevictoria.com.au/news/2020/05/return-to-lacrosse-training-conditions/)

[Netball Victoria - COVIC 19 Information](https://vic.netball.com.au/covid-19-information)

[Rugby Victoria - COVID 19 Updates](https://vic.rugby/news/2020/03/20/rugby-victoria-coronavirus-covid-19-ongoing-updates)

[Tennis Victoria](https://www.tennis.com.au/vic/)

## Financial Support

Given the current COVID-19 pandemic, Council has been considering a number of ways to assist community groups that have been impacted.

We are aware that sports clubs within Boroondara have been significantly impacted by COVID-19 for a number of reasons, including lost revenue from reduced membership fees, reduced game day takings (BBQ, canteen sales, club shops etc.) and the loss of sponsorship money. We also understand that clubs will see increased expenses, including for additional cleaning and hygiene practices as you get back up and running.

As you are aware, the City of Boroondara has recently advised that lease and licence payments (sportsground and pavilion fees) for sporting clubs have been waived until December 31 2020. In addition to the above, the Victorian Government’s let’s stay connected’ scheme may be of interest: <https://www.suburbandevelopment.vic.gov.au/grants/lets-stay-connected>

Vic Sport has also compiled a list of a range of grants that clubs can access at the moment. See - [link](https://vicsport.com.au/grants?utm_source=Sportsview&utm_campaign=1267a21549-EMAIL_CAMPAIGN_2018_01_19_COPY_01&utm_medium=email&utm_term=0_e56ae9acd7-1267a21549-422033905)

Please reach out if you want support in submitting grant applications

## Keeping fit at home

Please see below links to some great free workouts provided by The Body Coach TV.

10 Minute Home Chair Workout for Seniors

Link [here](https://www.youtube.com/watch?v=ybVMu31DLQU&t=31s)

5 Minute Move - Kids Workout 1

Link [here](https://www.youtube.com/watch?v=d3LPrhI0v-w)

20 Minute FULL BODY Home HIIT

Link [here](https://www.youtube.com/watch?v=fHfTCd2q-rg)

# Operations

## Membership and Registration Payments

This topic is one of great debate and confusion among Clubs at the moment.

There is no set answer to how this situation should be treated.

The below items may help the Club make an informed decision around financial impacts of registration and membership payments. It will be important to ensure the Club is clear with members around the approach and process you undertake to make these decisions.

Things to consider:

* Consider the length of time members will be without their member benefits.
* Review your membership policy and terms and conditions.
* Is pro rata membership a possibility?
* Consider a special offer to members who do pay their membership this year.
* City of Boroondara Individual Participation Grants to assist people in paying registration/membership fees. For further information or to apply click [here](https://www.boroondara.vic.gov.au/community-support/community-grants/individual-participation-grants).

## Annual General Meetings

The current coronavirus pandemic (COVID-19) has many community clubs and organisations rethinking their Annual General Meeting (AGM) arrangements for 2020.  Below is some helpful information that may assist clubs with AGMs

* Virtual AGMs

A virtual AGM is a meeting that allows members to attend, vote and ask questions at the AGM through an online platform. The Association Incorporation Reform Act 2012 (Vic) permits AGMs to be conducted using technology, providing every person can hear and be heard. This is regardless of what is written in the organisations constitution, or rules about AGM meetings.

* AGM Extensions

In Victoria, Incorporated Associations must hold their AGM within five months of the end of their nominated financial year. Consumer Affairs Victoria may grant three month extensions for holding AGMs in exceptional circumstances, including due to COVID-19. Organisations can apply for an extension through [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/meetings). If organisations are finding it difficult to engage an independent accountant or auditor to review their financial statements due to COVID-19, they can also request an extension to delay the submission of their financial statements via the following [link](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/meetings).

* For information about delaying or hosting AGMS online please click [here](https://www.nfplaw.org.au/covid-19-webinar-agm)
* The Institute of Community Directors Australia has also produced a helpful [guide](https://communitydirectors.com.au/help-sheets/agm-during-covid-19) with answers to some frequently asked questions.

## Holding Club Meetings

* Meetings can be held in clubrooms, however please consider whether phone/Zoom meetings would be simpler/safer.
* Zoom is a free video conference website which can be used for online meetings up to 40 minutes: <https://us04web.zoom.us/>
* There are other platforms also available such as FaceTime, Skype, Teams, phone video chat, Facebook chat, etc.

## Liquor Licence

* VCGLR are offering support to clubs during this period.
* VCGLR are waiving fees and or refunding all 2020 liquor licence payments. Find out more details here: <https://www.vcglr.vic.gov.au/news/2020-liquor-licensing-fees-refunds-and-waivers>

## Player and Member Engagement

Encourage and source ways for members and players to stay engaged. For example use of social media apps: Team App, WhatsApp, Zoom, Facebook chats, closed Facebook groups.

Ideas:

* Player/member interviews: Ask members the same 10 questions, video answers (publish in team chats, or on social media)
* Competition for people to upload funny videos. Always gain permission from members before doing so.
* Visit state/national body website and social media for ideas.
* Ask the members what they would like to see. Obtain their feedback on future events, programs, services, ways to engage, training suggestions etc.
* Home training ideas from State and National sporting bodies:

<https://vicsport.com.au/blog/3530/how-sports-are-handling-covid-19>

# Suggestions for Future Planning:

This could be a great time to start planning and putting in place policies and procedures that may assist your club in the future. A club health check is a great way to start and build on your current position. A club health check should identify ways to improve your Club based on the questionnaire. If you don’t have a business plan and or strategic plan, this should first be developed before moving onto other items.

## Club Health Check

* This is a great time to conduct a Club health check. Many state sporting bodies have these, and there is also one available from Aus Sport. The best option is usually your state body’s health check as they are relevant to your sporting code.
* Included in your Club health check, there should be some key outcomes that the clubs can work towards.
* Before the facilities fully reopen, this could help the club identify gaps in operations to help cement future club success.

Sport AUS Club Health Check: <https://www.sportaus.gov.au/club_development>

## Financial Management

* Not only is it important to figure out the club’s financial status during the closure, it is also important to look into future planning and budgets.
* Most state sporting bodies and associations will be able to assist with this. They can give clubs a good idea of required sinking funds needed and what a healthy budget looks like.

Club help: <https://www.clubhelp.org.au/club-finances>

## Club Structure

* This could be a good time to optimise your club structure. Are you missing key roles? Are people more suited to alternative roles? Do some roles require more support?

Club help: <https://www.clubhelp.org.au/club-management/committee>

## Risk Management

* Have you given much consideration to your risk management? Who looks after this?
* This could be a great time to look into risk management. Some items may not be able to be carried out, however many will still be able to be completed.

Club help: <https://www.clubhelp.org.au/club-resources>

## Healthy Clubs

* Is your club a Healthy Club? This could be in regards to many different items such as; child safety, gender equality, alcohol management, safe sport, etc.
* This could be a good time to review policies and culture within the club.

Club help: <https://www.clubhelp.org.au/healthy-clubs>

## Marketing

* Does your club have a marketing plan? This could be a great time to develop one.
* Consider currently the only way you can connect with your members and stake holders is through marketing. Without a marketing plan it would be hard for a club to work in these current times.
* Marketing is a vital part of club success for both current stakeholder and potential stake holders.

Club help: <https://www.clubhelp.org.au/marketing>