

COVID-19
Club Guide

Version 5 - 21 July 2020

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# Introduction

In line with the State 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

Verity Wignall (Leased clubs)

Recreation Officer

Phone: 03 9278-4797

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

Below is information and advice regarding what you can and cannot do under the current Victorian Government COVID-19 restrictions.

The information is based on the latest information from the Department of Health and Human Services, which can be found via the following link

<https://www.dhhs.vic.gov.au/restrictions-metropolitan-melbourne-and-mitchell-shire-covid-19>

Based on the latest restrictions there are some differences between what is allowed for different sports.

*Licenced/Seasonal clubs (football, soccer, lacrosse, baseball, athletics etc.***)**

No training, matches or use of grounds or pavilions is currently allowed.

*Bowls/Croquet*

* All indoor facilities must close – this includes all clubhouses/rooms, but excludes toilets if allowed under your initial COVID-safe plan
* Community competition must be cancelled until further notice
* Outdoor greens may remain open for casual play (public hire or club members) for up to 2 people per rink with a maximum of 10 people per facility. Note this is for the whole facility, not per green.
* All other programmes and activity must cease until further notice
* Bowls equipment must not be shared and must be cleaned and disinfected before and after use
* Physical distancing of 1.5 meters must be maintained by all participants at all times
* 1.5 metres must be the minimum distance maintained between each rink
* No one from outside a lockdown area may play at a facility within the lockdown area – and vice versa

Please note that you must ensure all the restrictions from your original endorsed COVID-19 Safe plan are followed.

We urge clubs to give serious consideration to whether they can ensure the above guidelines are followed and not to open if they can’t guarantee this.

For further information please see: https://sport.vic.gov.au/our-work/return-to-play/restrictions-for-metropolitan-Melbourne-and-Mitchell-Shire

*Tennis*

* All indoor facilities must close – this includes all indoor courts, club houses/rooms, but excludes toilet if allowed under your initial COVID-safe plan
* Community competition must be cancelled until further notice
* Outdoor courts may remain open for the following:
* Casual play (public court hire or club members) for members of the same household or for 2 people from different households
* Coaching for two participants only
* All other programmes and activity must cease until further notice
* Tennis equipment must not be shared
* No one from outside a lockdown area may play at a facility within the lockdown area – and vice versa

Importantly, clubs must ensure they have no more than 10 people per facility. To be clear this means a maximum of 10 people using the facility at any one time (not 10 per court as was previously the case). We understand this may be difficult for some larger clubs and urge those clubs to consider if they can open under these restrictions. This number is exclusive of coaches.

Please note that you must ensure all the other restrictions from your original endorsed COVID-19 Safe plan are followed.

For further information please see: <https://www.tennis.com.au/vic/news/2020/07/13/tennis-victoria-update-13-july>

If your club is not listed above, please contact your Council liaison officer directly for further information.

## Facemasks

DHHS has recently produced further advice about wearing facemasks, which will be compulsory from midnight on Wednesday 22 July.

See <https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/face-coverings-1159pm-wednesday-22-july>

Of particular relevance to sports clubs is the following wording regarding an exception to wearing masks:

*When the individual is doing any exercise or physical activity where they are out of breath or puffing; examples include jogging or running but not walking. You must have a face covering on you and wear it when you finish exercising*

For clubs these new guidelines mean

* Everyone must wear a mask before and after taking part in a sporting activity
* If your sport does not involve jogging or running you must wear a mask at all times
* If your sport involves running (e.g. tennis) you do not need to wear a mask, but must have one with you

## Future Directions

Sport Australia has provided some principles and information (including some resources) to help clubs prepare for a return to sport. These are important documents, but must be read in conjunction with information from the Victorian Government

AIS framework for re-booting sport:

<https://ais.gov.au/__data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf>

AIS toolkit for returning to sport:

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

FAQs

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

Template - COVID-19 Safe Re-opening Plan

|  |  |
| --- | --- |
| Boroondara Template  | Sport and Recreation Victoria Template |

# **Keeping the Club Environment Safe**

* Only people core to playing or coaching should be at the venue
* Encourage limited usage e.g.1 one hour playing time and quick transition in and out of club.
* Everyone, regardless of their role, must arrive and leave as close as possible to when they need to be at the venue. Get in, train and get out.
* If participants feel unwell, they should not attend.
* Appropriate COVID-19 signage must be placed on gate entry (social distancing, hygiene standards)
* Keep 1.5 metres away from other people and no more than 1 person per 4m² while attending/taking part in any activity.
* Club players and officials are strongly encouraged to download the COVIDSafe App.
* Note the information above about mask wearing and number restrictions.

To protect against infection, everyone should:

* Wash/sterilise your hands before and after you play
* Avoid touching your face while playing.
* Cover your coughs and sneezes with your elbow
* Be aware of what surfaces you touch and ensure you clean them after play.
* Wear masks as outlined above.

# **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. This includes signage in place at your club with regards to social distancing and hygiene (this signage can be obtained from your state sporting body e.g. Tennis Victoria**(*links included below in this document*)**.
* Your state sporting body and or association/league policies and statements may be useful to reference when communicating with members and stakeholders

# **Club Checklist**

The below checklist is to assist Clubs now that restrictions have eased at some sporting facilities

|  |  |  |
| --- | --- | --- |
| **CHECKLIST**  | **Yes** | **No** |
| Have we completed the Council Template Covid-19 Plan for our club or submitted a plan using our own template or the one provided by Sport and Recreation Victoria or our league/association? |  |  |
| Have we received an email from Council with approval to open our club/pavilion and recommence training? |  |  |
| Have we created a tool or register to keep track of members play/training each day and times? |  |  |
| Have we placed statements on our website and social media about the changes to restrictions and obligations to follow Council guidelines? |  |  |
| Have we communicated with our members and stakeholders about the changes to restrictions? |  |  |
| Are we keeping up to date with the government regulations and updates? |  |  |
| Have we contacted our state sporting body and/or local association to discuss financial obligations and the potential return to competition? |  |  |
| Have we made a communication plan to members and stakeholders, including information about masks? |  |  |
| Have we contacted Victorian Commission for Gambling and Liquor Regulation in regards to our liquor licence refund or fee reduction? This is only needed if you have a liquor license. |  |  |
| Have we contacted Consumer Affairs about a potential delayed AGM? |  |  |
| Have we updated our restricted open status and contact details on Google, our website and Facebook? |  |  |

# **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 - Return to Bowls Guidelines](https://www.bowlsvic.org.au/2020/05/12/coronavirus-impact-on-upcoming-events/)

[Croquet Victoria](https://croquetvic.asn.au/index.php)

[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 - Return to Tennis Toolkit](https://www.tennis.com.au/vic/news-and-events/covid-19-community-tennis-return-to-tennis)

## 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 is already assisting clubs by freezing lease and licence payments for a period of time. Winter season allocated clubs have had their 2020 fees waived this season regardless of whether matches and training returns this season. In addition to the above, the Victorian Government has recently announced funding support for clubs [here](https://sport.vic.gov.au/grants-and-funding).

## 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 over the phone and/or via video conference call. Depending on the numbers of people you may need to use online platforms.
* 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>

*We thank you for your understanding during these trying times.*