

COVID-19 Club Guide

Version 11 - 10 June 2021

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1 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)
Club Development 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)
Club Liaison Officer
Phone: 03 9278-4035
Sean.Buncle@boroondara.vic.gov.au

2 Current Restrictions

Metropolitan Melbourne is now under the '**COVIDSafe**' settings.

Below is the link to the summary of the latest restrictions.

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

	From 11:59 pm, 10 June 2021
Pavilions & Club Rooms	<p>Pavilions and clubrooms cannot be accessed except as follows:</p> <ul style="list-style-type: none">• Patrons can enter an indoor space only to access indoor toilets, indoor communal change rooms or to pass through an indoor space to access an outdoor space (if necessary)<ul style="list-style-type: none">○ COVID-19 Mask Sign prominently displayed at all entrances○ Signage must be displayed at the entrance to change rooms, stating the maximum number of people permitted in the space according to the four square metre rule.○ 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○ Electronic record keeping through the Service Victoria application in place○ Masks must be worn at all times
Kitchens	<ul style="list-style-type: none">• Closed

<p>Indoor E.g. Weightlifting, Scouts, Dance Groups</p>	<p>Indoor sport and recreation, including fitness centres and gyms:</p> <ul style="list-style-type: none"> • Closed <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>
<p>Tennis</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Community sport is allowed for training only, subject to density quotients and patron caps • Physical recreation is allowed subject to density quotients and patron caps • Maximum group sizes of 10 people, as long as people can keep at least 1.5 metres distance between each other • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>

<p>Bowls</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Community sport is allowed for training only, subject to density quotients and patron caps • Physical recreation is allowed subject to density quotients and patron caps • Maximum group sizes of 10 people, as long as people can keep at least 1.5 metres distance between each other • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>
<p>Hockey</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Community sport is allowed for training only, subject to density quotients and patron caps, and so long as it is conducted outside and involves only participants from a single sports team • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Group sizes are limited to the minimum number required to participate in and facilitate the activity, including trainers, coaches and umpires • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>

<p>Cricket</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Community sport is allowed for training only, subject to density quotients and patron caps, and so long as it is conducted outside and involves only participants from a single sports team • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Group sizes are limited to the minimum number required to participate in and facilitate the activity, including trainers, coaches and umpires • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>
<p>Lacrosse</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Community sport is allowed for training only, subject to density quotients and patron caps, and so long as it is conducted outside and involves only participants from a single sports team • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Group sizes are limited to the minimum number required to participate in and facilitate the activity, including trainers, coaches and umpires • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>

<p>Netball</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Community sport is allowed for <u>training only</u>, subject to density quotients and patron caps, and so long as it is conducted outside and involves only participants from a single sports team • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Group sizes are limited to the minimum number required to participate in and facilitate the activity, including trainers, coaches and umpires • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>
<p>Dog Clubs</p>	<ul style="list-style-type: none"> • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Maximum group sizes of 10 people as long as people can keep at least 1.5 metres between each other • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously

<p>Ultimate Frisbee</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Community sport is allowed for training only, subject to density quotients and patron caps, and so long as it is conducted outside and involves only participants from a single sports team • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Group sizes are limited to the minimum number required to participate in and facilitate the activity, including trainers, coaches and umpires • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>
<p>Soccer</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Community sport is allowed for training only, subject to density quotients and patron caps, and so long as it is conducted outside and involves only participants from a single sports team • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Group sizes are limited to the minimum number required to participate in and facilitate the activity, including trainers, coaches and umpires • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>

<p>Football (Australian Rules)</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Community sport is allowed for training only, subject to density quotients and patron caps, and so long as it is conducted outside and involves only participants from a single sports team • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Group sizes are limited to the minimum number required to participate in and facilitate the activity, including trainers, coaches and umpires • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>
<p>Rugby Union</p>	<p>Outdoor sport and recreation – contact or non-contact:</p> <ul style="list-style-type: none"> • Community sport is allowed for training only, subject to density quotients and patron caps, and so long as it is conducted outside and involves only participants from a single sports team • Patron cap of 1 person per 4 square metres, to a maximum of 100 people per venue • Group sizes are limited to the minimum number required to participate in and facilitate the activity, including trainers, coaches and umpires • A reasonable distance must be maintained between each group, class or session at all times (10 m) • Electronic record keeping through the Service Victoria application in place • You must wear a fitted face mask outdoors where you cannot maintain a physical distance of 1.5 m from others, unless an exemption applies. You do not need to wear a mask if exercising strenuously <p>Please note the Victorian Government’s distinction between community sport and physical recreation: <i>“Community sport refers to competitions and training sanctioned by a state sporting association or equivalent governing body, such as 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, including non-competitive casual sport and social play, fitness and gym classes.”</i></p>

2.1 Re-Opening Process for Clubs

COVID Safe Plan – already submitted and approved

- Modify plan to meet current restrictions – Do not need to re-submit to council
- Leased clubs to complete a checklist and submit to recreation.officer@Boroondara.vic.gov.au
- Seasonal tenants to complete checklist and submit to sportsclub.liaison@Boroondara.vic.gov.au
- Checklist to be reviewed by Council
- Club will receive an email giving permission to return to play
- Please note to re-open bar facilities you will be required to seek separate approval from council

COVID Safe Plan not yet completed and submitted for approval

- Club to complete Covid Safe Plan and submit to council for assessment & approval
- Council will assess the COVID-19 Safe Plan. If any changes are required, Council will advise, and the club will make these changes and resubmit the amended COVID-19 Safe Plan
- Email sent to club to notify of COVID Safe plan approval
- Leased clubs to complete Checklist and submit to recreation.officer@Boroondara.vic.gov.au
- Seasonal tenants to complete Checklist and submit to sportsclub.liaison@Boroondara.vic.gov.au
- Checklist to be reviewed by Council
- Club will receive an email giving permission to return to play

2.2 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:

[Return to Sport | Sport Australia](#)

The Victorian Government launched a new check-in system for venues and businesses across Victoria.

Clubs can access the free QR Code Service in order to comply with electronic record keeping requirements.

[QR Code Service](#)

Boroondara Volunteer Resource Centre (Volunteer assistance)

[Support for Community Organisations](#)

3 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

4 Helpful Links

4.1 Government and State Sporting Associations

[Sport and Recreation Victoria - State Sporting Associations](#)

[COVID Safe-App](#)

[Coronavirus \(COVID-19\) Victoria | Coronavirus Victoria](#)

[Department of Health and Human Services COVID 19](#)

[Return To Play | AFL Victoria](#)
[Athletics Victoria](#)

[Archery Victoria](#)
[Baseball Victoria - Covid-19 Updates](#)

[Bowls Victoria](#)

[Croquet Victoria](#)

[Football Victoria](#)

[Hockey Victoria](#)

[06 - Lacrosse Victoria](#)

[Netball Victoria - COVID 19 Information](#)

[Rugby Victoria Statement - June 2 | Rugby Victoria](#)

[Tennis Victoria](#)

4.2 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 were waived until December 31 2020.

Vicsport has compiled a list of a range of grants that clubs can access. See - [link](#)

Please reach out if you want support in submitting grant applications

4.3 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](#)

[5 Minute Move - Kids Workout 1](#)

Link [here](#)

[20 Minute FULL BODY Home HIIT](#)

Link [here](#)

You can also find a number of free resources on the Get Active Victoria website

[Get Active Victoria | Move More, Every Day](#)

5 Operations

5.1 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 / were 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 did pay their membership last year.
- City of Boroondara Individual Participation Grants to assist people in paying registration/membership fees. For further information or to apply click [here](#).

The Victorian Government recently launched the Get Active Kids Voucher Program to help eligible families get their children involved in organised sport and recreation activities by reimbursing the cost of membership and registration fees. More information is available [here](#).

5.2 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](#). 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](#).

- The Institute of Community Directors Australia has also produced a helpful [guide](#) with answers to some frequently asked questions.

5.3 Holding Club Meetings

- **Clubrooms cannot currently be used for meetings. Please consider holding phone or online meetings, or postponing if face-to-face is required.**
- 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.

5.4 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>

5.5 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, and 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>

6 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.

6.1 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 Sport Australia. 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 Game Plan: https://www.sportaus.gov.au/club_development

6.2 Financial Management

- Not only is it important to figure out the club's current financial status, 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>

6.3 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>

6.4 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>

6.5 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>

6.6 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>