

COVID-19  
Club Guide

Version 1 - 25 May 2020

Table of Contents

[1 Introduction 3](#_Toc41476381)

[2 Current Restrictions 3](#_Toc41476382)

[2.1 Allowed: 3](#_Toc41476383)

[2.2 Clubs cannot: 5](#_Toc41476384)

[3 Keeping the Club Environment Safe 5](#_Toc41476385)

[4 Communication 5](#_Toc41476386)

[5 Club Checklist 6](#_Toc41476387)

[6 Helpful Links 7](#_Toc41476388)

[6.1 Government and State Sporting Associations 7](#_Toc41476389)

[6.2 Financial support 7](#_Toc41476390)

[6.3 Keeping fit at home 8](#_Toc41476391)

[7 Operations 8](#_Toc41476392)

[7.1 Membership and Registration Payments 8](#_Toc41476393)

[7.2 Annual General Meetings 8](#_Toc41476394)

[7.3 Holding Club Meetings 9](#_Toc41476395)

[7.4 Liquor License 9](#_Toc41476396)

[7.5 Player and Member Engagement 9](#_Toc41476397)

[8 Suggestions for Future Planning: 10](#_Toc41476398)

[8.1 Club Health Check 10](#_Toc41476399)

[8.2 Financial Management 10](#_Toc41476400)

[8.3 Club Structure 11](#_Toc41476401)

[8.4 Risk Management 11](#_Toc41476402)

[8.5 Healthy Clubs 11](#_Toc41476403)

[8.6 Marketing 11](#_Toc41476404)

# Introduction

In line with the State Government’s latest directions, including eased restrictions on sports participation, Council has developed a COVID-19 safe guide for clubs.

Clubs have an important role to play in both 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 9278-4595

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.

## Allowed:

Clubs can now access outdoor sporting facilities with no more than 10 people in a group at one time *only* if they have completed a Council COVID-19 Safe Plan, or equivalent ‘Return To Play Plan’ based on their State Sporting Association guidelines for their club and it has been approved by a council officer. Plans must cover how the club intends to meet all the current restrictions. We suggest using either of the templates included below. Prior to completing your plan you should review the following, alongside information from your State Sporting Association (links later in this document):

Sport Australia has provided some principles and information (including some resources) to help clubs prepare for a return to sport. It’s important to note that 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>

The Victorian Government has recently released the following update which outlines key restrictions relevant to sports clubs, which has been summarised by VicSport

VicSport - Resumption of Sporting Activities

<https://sport.vic.gov.au/our-work/return-to-play/resumption-of-sport-and-recreation-activities>

In developing your plan you can also give consideration to the most recent announcement (24 May) which allows up to 20 people for outdoor sports training from 1 June.

A number of restrictions currently exist, for further details see information from your State Sporting Association and provided in the links above. Some of the key restrictions include:

* You must record participant names and date and time of entry to the club
* Access to use toilets ***only*** within the club house/pavilion (if detailed in your COVID-19 Safe Plan - including cleaning the area twice a day with disinfectant)
* Committee members may gain access to the club house/pavilion for essential needs only (contact recreation officer or Sports Liaison Officer for access).

Template - COVID-19 Safe Re-opening Plan

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

## Clubs cannot:

* Access the club house/pavilions for any other use than to use the toilet facilities (must be noted in your COVID-19 Plan).
* No off courts/playing area gatherings.

# **Keeping the Club Environment Safe**

* Only people core to playing or coaching should be at the venue
* Encourage limited usage, 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 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.

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.

# **Communication**

* It is really important for Clubs to ensure information is available for members and stake holders 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 eg. Tennis Victoria ***links included below in this document***.
* Your state sporting body and or association/league policy’s and statements may be useful to reference when communicating with members and stakeholders

# **Club Checklist**

The below check list is to assist Clubs now that restrictions have eased at 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 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? |  |  |
| 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 - Covid 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, club shops etc) and the loss of sponsorship money. We also understand that clubs will also 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. In addition to the above, the Victorian Government has just 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 AGM’S 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 License

* VCGLR are offering support to clubs during this period.
* VCGLR are waiving fees and or refunding all 2020 liquor licenses 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. 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. Our suggestion would be to start with a club health check 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 bodies’ 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 re open, 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 clubs 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 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.*