

COVID-19 Club Guide

Version 18 - 23rd December 2021



BOROONDARA
City of Harmony

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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

Carl Jones (Seasonal/licenced clubs or groups)
Club Liaison Officer
Phone: 03 9278-4035
carl.jones@boroondara.vic.gov.au

Luke Casey (all clubs)
Operations Coordinator - Sport and Recreation
Phone: 9278 4595
luke.casey@boroondara.vic.gov.au

2 Current Restrictions

Metropolitan Melbourne is now under the **‘COVID Safe’** 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>

Please note the Victorian Government’s distinction between community sport and physical recreation:

*“**Community sport** refers to competitions and training for the purpose of competition overseen by a state sporting association or equivalent governing body, such as country football and netball competitions overseen by AFL Victoria and Netball Victoria. This includes entry level programs (for example AusKick and Cricket Blast), ‘come and try’ days run by state sporting associations or equivalent governing bodies, as well as training for coaches and umpires.*

***Physical recreation** is any other activity that is not associated with competition or training for competitions overseen by a state sporting association or equivalent governing body, including non-competitive casual sport and social play, community events (such as ParkRun), self-defence classes, and fitness and gym classes.”*

Phase D - 90% (12+) fully vaccinated - from 24 November 2021	
Pavilions & Club Rooms	<p>Pavilions and clubrooms</p> <ul style="list-style-type: none"> For the purpose of community sport, toilets and change rooms can be accessed. You do not need to be fully vaccinated, or confirm vaccination status for this use. Check-in Marshals (e.g. coaches and volunteers) are required to ensure attendees check in via QR codes but are not required to check vaccination status. If the clubhouse is open for other purposes (physical recreation, food and beverage, retail, hire or social functions) all patrons will need to be fully vaccinated and have their check-in verified by a COVID Check-in Marshal. Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated. Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.

<p>Tennis</p>	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor and outdoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions. • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • No indoor access except toilets/change rooms. • Spectators are allowed, gathering limits no longer apply. • Face masks are not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status <p>Physical Recreation e.g. (social/casual tennis in line with definition above)</p> <ul style="list-style-type: none"> • All persons aged 18 years and over who are participating in or facilitating physical recreation must be fully vaccinated unless a medical exemption applies. • Canteens, kitchens and bars can open under the hospitality guidelines. • Density limits no longer apply. • Face masks are not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded AND check the vaccination status of all patrons aged 18 years or older. • Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated.
<p>Bowls</p>	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor and outdoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions.

	<ul style="list-style-type: none"> • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • No indoor access except toilets/change rooms. • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status <p>Physical Recreation e.g. (social/casual bowls in line with definition above)</p> <ul style="list-style-type: none"> • All persons aged 18 years or older, who are participating in or facilitating physical recreation must be fully vaccinated unless a medical exemption applies. • Canteens, kitchens and bars can open under the hospitality guidelines . • Density limits no longer apply. • Face masks not required but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded AND check the vaccination status of all patrons aged 18 years or older. • Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated.
Rowing	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Outdoor Community Sport - density limits no longer apply. • QR Code Check-in; a crew person/ coach responsible for ensuring compliance • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions. • All rowing equipment to be cleaned and sanitised after use • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. <p>Access other than Community Sport</p>

	<ul style="list-style-type: none"> • Access the indoor and outdoor facility (boat storage area, social rooms, gym, hospitality space, kitchen etc.) for other than community sport, all attendees are required to be fully vaccinated, be under 18 or have a valid medical exemption. • Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.
Hockey	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor and outdoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions. • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • No indoor access except toilets/change rooms. • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status • Canteens can open under the hospitality guidelines (outdoor access to canteens only) i.e. No pavilion access. <p>Access other than Community Sport</p> <ul style="list-style-type: none"> • Access the indoor and outdoor facility (storage area, social rooms, gym, hospitality space, kitchen etc.) for other than community sport, all attendees are required to be fully vaccinated, be under 18 or have a valid medical exemption. • Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.

<p>Cricket</p>	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor and outdoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions. • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • No indoor access except toilets/change rooms. • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status • Canteens can open under the hospitality guidelines (outdoor access to canteens only) i.e. No pavilion access. <p>Access other than Community Sport</p> <ul style="list-style-type: none"> • Access the indoor and outdoor facility (storage area, social rooms, gym, hospitality space, kitchen etc) for other than community sport, all attendees are required to be fully vaccinated, be under 18 or have a valid medical exemption. • Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.
<p>Lacrosse</p>	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor and outdoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions. • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • No indoor access except toilets/change rooms. • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult.

	<ul style="list-style-type: none"> • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status • Canteens can open under the hospitality guidelines (outdoor access to canteens only) i.e. No pavilion access. <p>Access other than Community Sport</p> <ul style="list-style-type: none"> • Access the indoor and outdoor facility (storage area, social rooms, gym, hospitality space, kitchen etc) for other than community sport, all attendees are required to be fully vaccinated, be under 18 or have a valid medical exemption. • Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.
Netball	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor and outdoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions. • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • No indoor access except toilets/change rooms. • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status • Canteens can open under the hospitality guidelines (outdoor access to canteens only) i.e. No pavilion access. <p>Access other than Community Sport</p> <ul style="list-style-type: none"> • Access the indoor and outdoor facility (storage area, social rooms, gym, hospitality space, kitchen etc) for other than community sport, all attendees are required to be fully vaccinated, be under 18 or have a valid medical exemption. • Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club

	<p>representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated.</p> <ul style="list-style-type: none"> • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.
Dog Clubs	<ul style="list-style-type: none"> • Indoor and outdoor use permitted with no capacity or density limits. • Indoors vaccinated participants only. • Trainer must be vaccinated in accordance with the authorised worker directions. • A reasonable distance must be maintained between each group, class or session at all times. • Check-in Marshal (trainer) is required to ensure attendees check in via QR codes. • For indoor access all attendees are required to be fully vaccinated, be under 18 or have a valid medical exemption. • Face masks are not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.
Ultimate Frisbee	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor and outdoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions. • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • No indoor access except toilets/change rooms. • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status
Football Codes: Football (Australian Rules),	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor and outdoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions.

<p>Rugby Union Soccer and Gaelic Football</p>	<ul style="list-style-type: none"> • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • No indoor access except toilets/change rooms. • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status • Canteens can open under the hospitality guidelines (outdoor access to canteens only) ie. No pavilion access. <p>Access other than Community Sport</p> <ul style="list-style-type: none"> • Access the indoor and outdoor facility (storage area, social rooms, gym, hospitality space, kitchen etc) for other than community sport, all attendees are required to be fully vaccinated, be under 18 or have a valid medical exemption. • Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.
<p>Indoor Community Sport and Physical Recreation e.g. (calisthenics, dance & weightlifting) etc.</p>	<p>Community Sport - e.g. (training for competition and competition in line with definition above)</p> <ul style="list-style-type: none"> • Indoor community sports permitted for training and competition purposes. • Density limits no longer apply. • Patrons participating or facilitating community sport (e.g. players, coaches, volunteers) do not need to be fully vaccinated to access the facility unless in a paid role in which case they must be vaccinated in accordance with the authorised worker directions. • The exception to vaccination requirements for community sport does not extend to non-sporting activities associated with community sport, such as social nights, fundraising events or committee meetings. • Spectators are allowed, gathering limits no longer apply. • Face masks not required outdoors but recommended where physical distancing is difficult. • Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change. • COVID Check-in Marshals are required to ensure that the attendance of all patrons is recorded but are not required to check vaccination status <p>Access other than Community Sport</p> <ul style="list-style-type: none"> • Access to the facility (storage area, social rooms, gym, hospitality space, kitchen etc) for other than community sport, all attendees are required to be fully vaccinated, be under 18 or have a valid medical exemption.

	<ul style="list-style-type: none">• Unstaffed, outdoor physical recreation facilities do not require COVID Check-in Marshals and are exempt from vaccination requirements. Please note that unstaffed premises are only those that can be accessed by club members or casual users without a representative of the club present. When a club representative (either a paid staff member or volunteer) is present to facilitate an activity or access to the premises, they (or another staff member/volunteer) must ensure that all patrons are checked-in and fully vaccinated.• Face masks are required in all indoor settings when not engaged in strenuous exercise. Children under 8 years of age are currently exempt from mask rules but this may change.
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2.1 Positive Corona Virus Case - Process for Clubs

Clubs are required to follow the same process as workplaces. Details can be found here: <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>

- Notify Council
- Notify State Sporting Association
- Notify close contacts and all members
- The person who tested positive and any close contacts must:
 - get a standard (PCR) test at a testing centre within 24 hours and stay isolated until they return a negative result.
 - Show evidence of a negative test result before they return to the club
- You should notify the Department of Health or Local Public Health Unit if 5 or more staff members are diagnosed with COVID-19 within 7 days. You can email the Department of Health at covidemployernotifications@dhhs.vic.gov.au

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 waived lease and licence payments (sportsground and pavilion fees) for sporting clubs 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. 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 organisation's 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

- Meetings should be conducted by phone or online unless it is not possible to do so, in which case clubrooms may be used subject to any current restrictions.
- 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 Player and Member Engagement During Lockdown

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>