



**SUNDAY
SESSIONS**

**IMPLEMENTATION
MANUAL**

1. Introduction

Sunday Sessions is a community-based program that promotes movement, social connection, and healthier weekend routines.

Launched in 2020 by the Inner East Prevention Partnership, the program encourages communities to ‘Move more, drink less’ by offering free, inclusive health and wellbeing activities on Sunday mornings.

This manual is designed for recreation centres, neighbourhood houses, sporting clubs, and other community organisations interested in delivering Sunday Sessions locally. It provides concise, practical steps to plan, promote, and run sessions successfully.

Guiding Principles



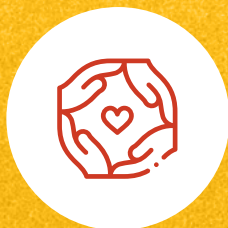
ACCESSIBILITY

Open to all ages, abilities, and fitness levels.



AFFORDABILITY

Free to attend—removing cost barriers.



INCLUSION

Welcoming to all backgrounds, abilities, and lived experiences.



HEALTH PROMOTION

Encourages active living, social connection, and reduced alcohol-related harm.



2. Quick Start Checklist

- Secure a suitable space and confirm the dates/times.
- Consider class type and instructor availability
- Prepare or borrow required equipment (mats, paddles, hand weights).
- Decide on a registration method (see Section 4.4).
- Set up a simple registration and check-in process.
- Plan promotion and share materials with frontline staff.
- Download promotional templates from the resource hub.





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I thought it was a great initiative and made me change my drinking habits. I felt so much better the entire day after getting up and exercising on Sunday.

— Sunday Session participant

3. Program Overview & History

Sunday Sessions began in 2020 to address a gap in primary prevention of alcohol harm in Melbourne’s Inner East.

Originally coordinated by Access Health and Community with local councils and the Victorian Government, the program offered free activities each Sunday morning during August to encourage healthier weekend routines.

The program expanded across the Eastern Metropolitan Region, reaching 7 local government areas, 17 recreation centres, and 7 neighbourhood houses, engaging over 2,000 participants with activities such as yoga, pilates, Zumba, pickleball, and gym access.

4. Planning Your Sunday Sessions

4.1 Who can deliver

Sunday Sessions can be delivered by any organisation with appropriate space and capacity to offer free movement classes—including recreation centres, neighbourhood houses, sporting clubs, men’s sheds, and community groups.

Minimum requirements (suggested):

- Safe, accessible space suitable for the activity (dimensions, shade, ventilation).
- Public liability insurance and instructor qualifications where required.
- Basic equipment for the activity (e.g., mats, paddles, weights).
- Staff or volunteers to support check-in and setup.
- Clear communication channels (phone, email, webpage).

4.2 What activities can I run?

Match activities to your audience and facilities. Examples grouped by intensity/impact:

LOW IMPACT

- Gentle walk groups
- Yoga
- Pilates
- Stretching & mobility

MODERATE IMPACT

- Zumba
- Body pump
- Spin/cycle classes
- HIIT (modified options)

OTHER OPTIONS

- Pickleball
- Pool-based activities (lap swim, aqua classes)
- Open gym access
- Social sports (modified rules)

4.3 Setup & Logistics (Minimum checklist)

- Space layout**
 Clear entry/exit, signage, allocated instructor area.
- Equipment**
 Set out 15–30 minutes before start; have spares where possible.
- Safety**
 First aid kit, staff trained in basic first aid, emergency contacts on hand.
- Accessibility**
 Ramps, clear signage, and quiet areas for sensory sensitivity



I can't afford to use the facilities. I feel valued being able to access this for free.

— Sunday Session participant







4.4 How People Can Join Sunday Sessions

Choose a registration method that suits your organisation. Keep the process simple and accessible.



Tip: Regardless of the method chosen, store participant information securely and comply with your organisation's privacy policy.

-  **Use Your Existing Online Booking System**
 If you already use an online booking platform (e.g., your centre's member portal), add Sunday Sessions classes into the schedule like any other class. Make the session name clear ('Sunday Sessions – Free') and note that non-members can attend. Create a dedicated category for easy discovery.
-  **Online Registration Form**
 Use free tools like TryBooking, Eventbrite, or Google Forms to capture registrations. Collect essential fields: name, contact number/email, emergency contact (optional), and photo consent (optional). Send a confirmation email with directions and what to bring.
-  **Phone or In-Person Sign-Up**
 Staff can record registrations in a secure spreadsheet or on a paper sign-in sheet. Collect name, phone/email, and class preference. Provide a printed reminder slip or email confirmation where possible.
-  **Walk-In / On-the-Day Registration**
 Set up a check-in desk 15–30 minutes before class. Use a tablet or clipboard for quick registration. Assign a volunteer or staff member to welcome participants, explain the process, and help complete forms.

4.5 What to Communicate to Frontline Staff/volunteers

Frontline staff and/or volunteers are often the first point of contact. Provide them a short brief and a one-page quick reference.

- **Program overview:** Short consistent explanation (see example script).
- **Class schedule & locations:** Keep a printed timetable at reception.
- **Registration process:** Steps for online, phone or walk-in registrations.
- **Eligibility:** Open to everyone—non-members welcome, all abilities supported.
- **Cost:** Free—highlight this when promoting.
- **Equipment & arrival:** What participants should bring and when to arrive.
- **Who to escalate to:** Names/contacts of session coordinator or manager.

RECEPTION SCRIPT (EXAMPLE)

When a community member asks, “What’s Sunday Sessions?”:

“Sunday Sessions is a free community program we’re running every Sunday morning in August. It’s all about getting active, meeting people, and starting your Sunday in a healthy way. You don’t need to be a member, and it’s open to all ages and abilities.

We’ve got activities like [insert what activities you are offering]. You can register [online here / at reception now / on the day before the class starts]. Would you like me to show you the schedule?”



5. Promotion

You can download a complete social media schedule - including suggested captions, timing and social media tiles - from the [Sunday Sessions website](#). Scan the QR code on page 9 to view.

Promotion should be inclusive, simple and welcoming. Use diverse imagery and clear language in all materials. Key channels: social media, community newsletters, printed posters, partner websites, and front-line word-of-mouth.



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Committing to Sunday mornings made me become cautious of drinking on Saturday night.

— Sunday Session participant

6. Delivery: On-the-Day Checklist & Tips

Before the session:

- Arrive 30–45 minutes early to set up.
- Place clear signage from main entrance to activity space.
- Set up check-in desk with roster/tablet/sign-in sheet.
- Ensure instructor knows any participant needs (e.g., mobility issues).

Deliver session

After the session:

- Thank participants and invite feedback (quick 1–2 question approach).
- Collect contact details for follow-up or future events (if consented).
- Post photos (with consent) and share participant stories.
- Restock equipment and tidy the space.



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It was an enjoyable way to get the family together to exercise.

— Sunday Session participant

7. Evaluation

Short and long form evaluation examples are available to download on the [Sunday Sessions website](#).

If you wish to perform your own evaluation, please consider the following:

Keep evaluation simple to reduce burden. Key metrics to collect:

- Weekly participant numbers must be recorded and reported back
- Quick participant feedback (direct to website)

Use a central online form (short survey) or a printed feedback card. Share aggregated numbers with the regional Sunday Sessions network to contribute to broader impact reporting.

8. Resources & Links

- Promotional templates (posters, social tiles, flyers) – downloadable from the resource hub.
- Communications guide and sample staff brief.
- Registration form templates (online and paper).
- Sign-in sheet template and attendance log.
- Evaluation survey template.
- Alcohol harm reduction fact sheets and referral services.
- Resource hub: sundaysessions.org.au (or your local portal link)

Thank you for continuing the Sunday Sessions legacy.



With clear planning, welcoming promotion, and consistent delivery, your organisation can make a meaningful difference to community health and wellbeing.

For support or to share your results, please contact the regional Sunday Sessions network via sundaysessions.org.au.



SUNDAY SESSIONS



It's a great way to connect with the community

— Sunday Session participant

