Mixed Club Session EVENT DELIVERY PLAN – COVID-19

The Government has published detailed [guidance on organising outdoor sport and physical activity participation events](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation#organising-outdoor-sport-and-physical-activity-events), which can help venues, officials and organisers facilitate events such as recreational competitions, social play events and club nights. The LTA recommends that in line with this guidance, all event organisers complete a COVID-19 delivery plan using the latest LTA COVID-19 Guidelines. Look at how these might apply to your event and complete the table below. This template is to be used as a guide to help delivery your event.

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| **Name of event** | Mixed Club Session | **Location** | Roundhay Tennis Club |
| **Description of event**  **(e.g. Competition, Club Night)** | Club Night | **Size of the event** | Dependant on courts available – max 4 people per court in attendance |
| **Date** | On-going from 17th May 2021 | **Timings** | Monday – 6 – 8.30pm  Tuesday -10-12am  Wednesday – 9 – 12 noon, 6 – 8.30pm  Friday 6- 8.30pm  Saturday 2 – 4.30pm  Sunday 9 – 11.30 am |
| **Event co-ordinator** | Monday Ladies – Katherine Stirling, Wednesday am - Margaret Cliff  Wednesday Mens – Angus Orde  Friday Mixed – Graham Bottone  Saturday pm – Justin Oliver/Ann Sedivy  Sunday am – Lorraine Bowman | **Event staff** |  |
| **Before the event** | *How will you design the event timetable to ensure social distancing is maintained at all times?*   * There is sufficient space on courts and entrance to courts to maintain social distance.   *What will you put in place to minimise encounters between people?*   * Signage to remind participants of social distancing requirements. Participants must not mingle in groups of more than six before and after the activity, while maintaining social distancing with those from another household at all times. * Mitigation of 1m with use of face covering. 2m without a face covering. * **Maximum number of participants set court space available based on 4 people per court.** * **Update: Sessions now have space for 4 per court + 4 more people.** * Booking is essential. No one can turn up to play without booking. If they do they will be asked to leave. * This is a doubles social play event so normally 4 on a court at any one time. * Mixing in is acceptable provided all COVID precautions take place.   *How will you brief participants in advance of the event?*   * Email to all members. * This will include a Test & Trace requirement stating that the club will need to keep a record of all players full names for 21 days after a fixture in case of a positive test and track and trace follow up. The event organiser or designated person is responsible for recording the attendees at the club organised event and will mark attendees on the Clubspark app. The records will be kept securely on the clubs Clubspark login. * It will also state that **participants must complete a pre-attendance self-assessment for any COVID- 19 symptoms using the information on the NHS website before leaving home.** * **Participants must not leave their home to play tennis if they or someone they live with has or has had symptoms of COVID-19.**   **Test and trace** - If anyone who has played at our club develops symptoms of COVID-19, please inform the club by emailing roundhaytennis@gmail.com and follow the Government’s ‘test and trace’ guidelines, which can be read on the [Gov.uk](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) website. | | |
| **During the event** | *How will you ensure that participants and parents/guardians can remain socially distanced at all times?*   * Reminder by email and notices. * **Maintain social distancing.** Participants must not mingle in groups of more than six before and after the activity, while maintaining social distancing with those from another household at all times. * Players are advised to limit their interactions with anyone outside of those involved in the club members event * Clubhouse use should be kept to a minimum. Can be used for access to floodlights, toilets and first aid and tennis balls. Coaches have access to equipment and a place to keep their belongings whilst coaching. * **Face coverings must be worn when in the clubhouse** unless there is a medical reason for not wearing a face covering. This is to reduce risk of droplet and fomite transmission. * The clubhouse is cleaned daily to reduce fomite transmission.   *How will you limit shared use of equipment (i.e. rackets,)?*   * All players have their own rackets. * New or fresh tennis balls are not needed for each social play session, but extra care must be taken to ensure the players do not touch their faces during play, and anyone involved in the social play must clean their hands before playing a set of 8 games and immediately after finishing the 8 games using hand sanitiser. * The event organiser or designated person will ensure tennis balls are available for the social play session.   *What precautions will you put in place to ensure good hand hygiene from participants?*   * All members have been reminded that NO PLAY can happen without hand sanitiser. * Mix-in is allowed provided hand sanitiser is used immediately before each match/set involving different players commences and immediately after it finishes. Players are not to touch their faces during play.   **If members do not comply with this they may be asked to leave.**   * Clubhouse is closed so participants who wish to stop because of rain can leave courts and shelter using their umbrellas, or in their cars or return home.   *Test and Trace*  Attendees to be recorded as per NHS Test and Trace guidelines. The event organiser or designated person is responsible for recording the date and time of event and the list of attendees. | | |
| **After the event** | *How will you ensure that participants can safely leave the site in a socially distanced way?*   * Club members are familiar with the exit route and have been advised to maintain social distance. * There is a one way system at the narrow points of the club. * Participants must not mingle in groups of more than six before and after the activity, while maintaining social distancing with those from another household at all times.   *How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?*   * No equipment used. Players told not to use net winders and notices are displayed on net winders that they are not to be touched.   *How will you prevent large groups from congregating after the event?*   * Members have been advised not to congregate after the event. | | |
| **Consider the following in your delivery plan:**   * Droplet transmission and aerosol generation: The risk associated with each action in an activity based on duration and proximity of participants * Fomite transmission: The risk associated with the handling and transfer of equipment in the activity * Population: The number of participants likely to take part in the proposed activity plus known risk factors of participants with underlying health conditions or high-risk groups, who wish to participate * Venue risk assessment: Review the risk assessment for the venue | | | |