

TEMPLATE EVENT DELIVERY PLAN – COVID-19

The Government has published detailed [guidance on organising outdoor sport and physical activity participation 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.

Name of event	WTC Winter League Home Matches	Location	Wrecclesham Tennis Club
Description of event (e.g. Competition, Club Night)	Winter League Home Matches	Size of the event	Maximum 8 players
Date	Week day evenings or Weekend Day	Timings	6.30 p.m. – 10.00 p.m. 10.00 a.m. – 1.00 p.m. 2.00 p.m. - 5.00 p.m.
Event co-ordinator	Wrecclesham Captain	Event staff	Wrecclesham team players
Before the event	<p>How will you design the event timetable to ensure social distancing is maintained at all times? <i>Matches have been scheduled to be played on two specific courts. The nets will be measured prior to play commencing. Players arriving will be asked to wait in designated areas with 2M distancing measures. Players will be asked to wait for players to exit courts before entering to play. Each player asked to maintain 2M distance rule whilst entering onto the court.</i></p> <p>What will you put in place to minimise encounters between people? <i>Players to arrive 5-10 min prior to play on court. Players to wait in designated area 2M apart until notified of court.</i></p> <p>How will you brief participants in advance of the event? <i>Players will be informed via email prior to session, this will be through the team captains of both the home and away teams. Team captains to share this information with their team players prior to arrival for match play.</i></p>		
During the event	<p>How will you ensure that participants and parents/guardians can remain socially distanced at all times? <i>LTA notices re: 2M social distancing is in place. Designated 2M distancing tape are in place for members to wait.</i></p> <p>How will you limit shared use of equipment (i.e. rackets,)? <i>All players to bring and use their own equipment. Tennis balls will be supplied for match play. One tube of four balls per court.</i></p> <p>What precautions will you put in place to ensure good hand hygiene from participants? <i>Notice to sanitise hands before entry into the club house is in place along with hand sanitiser at entry to door. Notice to put on a face masks is in place at entry to door.</i></p>		

	<p><i>Hand sanitiser, sanitiser spray and paper towel are provided in the club house for players to regularly sanitise their hands and to sanitise touch point surfaces.</i></p> <p><i>Soap and water is available along with paper towels to wash and dry hands.</i></p> <p><i>Maximum of 6 people allowed into the clubhouse at any one time.</i></p> <p><i>Entrance Door to be kept held open to allow for additional ventilation.</i></p> <p><i>Refreshments will not be provided, all players to bring their own drinks.</i></p> <p><i>LTA notice re: Follow public health guidelines for hygiene is also on display and maintaining 2M distance. In addition, guidelines have been issued to members to also bring their own hand sanitiser to use before and after play.</i></p> <p><i>Two players of the home side will be nominated to measure the nets prior to play commencing. Each player will sanitise their hands and the equipment prior and after completion of task.</i></p> <p>Use of Washrooms – <i>Our facilities will be open for use. Notice to sanitise hands before entry into the washroom is in place along with hand sanitiser at entry to door and notice to wear a face mask.</i></p> <p><i>Sanitiser spray and/or Sanitised wipe is provided inside the washroom for users to sanitise before and after use; with paper towels to wipe dry if required.</i></p> <p><i>Soap and water is available to wash hands and paper towels to dry hands.</i></p> <p>Please dispose of all waste paper in the metal bin provided.</p> <p><i>All paper towels will be disposed of after each match.</i></p> <p>How will you manage any rain delays?</p> <p><i>Players will be able to stand/wait under the club house veranda should play be interrupted; 2M apart. A decision will be made to either disband or reschedule the match as soon as possible to avoid unnecessary waiting and gathering of individuals.</i></p>
<p>After the event</p>	<p>How will you ensure that participants can safely leave the site in a socially distanced way?</p> <p><i>Each player on court will exit the court via the exit gate next to court and will be advised to limit interaction with players from other courts.</i></p> <p>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</p> <p><i>Use sanitised spray where applicable</i></p> <p>How will you prevent large groups from congregating after the event?</p> <p><i>Matches are limited to two teams with 4 players maximum. Players will be asked to limit interaction with other members outside of their court whilst leaving the premises.</i></p>

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