

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	<u>Club Sessions</u>	Location	<u>Hampden Park Tennis Club</u>
Description of event (e.g. Competition, Club Night)	<u>Club sessions</u>	Size of the event	<u>12 – 30</u>
Date	<u>Weekly recurring</u>	Timings	<u>varied</u>
Event co-ordinator		Event staff	
Before the event	<p><i>How will you design the event timetable to ensure social distancing is maintained at all times?</i> <u>Please arrive ready changed, with minimum equipment and your own drinks.</u> <u>If someone is leaving please wait outside the courts until it is safe to enter.</u> <u>Sanitise your hands after using keypad.</u> <i>What will you put in place to minimise encounters between people?</i> <u>When you have finished playing, please do not hang around socialising, we are still under the rule of 6 so please leave the court area. Do not bring visitors.</u> <u>Members must not congregate in the clubhouse.</u> <u>As there is limited space. Please operate a one out, one in system for access to the toilets. If it is in use, wait outside the building until it is free.</u> <i>How will you brief participants in advance of the event?</i> <u>All members have been sent an email regarding safe practice. Rules and risk assessments are published on our website.</u></p>		
During the event	<p><i>How will you ensure that participants and parents/guardians can remain socially distanced at all times?</i> <u>No shaking hands at the end of a game. Maintain distance when changing ends</u> <i>How will you limit shared use of equipment (i.e. rackets,)?</i> <u>Participants to bring own equipment. Shared tennis balls but participants asked to sanitise hands after each session. Should the coach need to provide equipment, rackets must be sanitised after each use.</u> <i>What precautions will you put in place to ensure good hand hygiene from participants?</i> <u>Reminders of regular hand washing particularly after use of toilets. Hand sanitiser supplied, paper towels and antiseptic wipes and spray sanitisers are supplied. Regular cleaning</u></p>		

	<p><i>How will you manage any rain delays?</i></p> <p><u>People will either remain on court or cancel play and send people home</u></p>
After the event	<p><i>How will you ensure that participants can safely leave the site in a socially distanced way?</i></p> <p><u>Someone leaving has priority , arrivals please wait outside the courts until it is safe to enter.</u></p> <p><i>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</i></p> <p><u>Spray sanitiser is supplied, coach to ensure any equipment used is sanitised.</u></p> <p><u>Members to bring and be responsible for their own equipment</u></p> <p><i>How will you prevent large groups from congregating after the event?</i></p> <p><u>List of rules sent out regarding accepted practice in and around HPTC. Those disregarding the rules will be asked to leave.</u></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