

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	Saturday Social Tennis	Location	Coombe Wood LTC
Description of event (e.g. Competition, Club Night)	Club social tennis session	Size of the event	Max 28 players across 7 courts + each maximum of 2 organisers
Date	Saturday 5 th September and every Saturday thereafter	Timings	2 pm to 4.30 pm
Event co-ordinator	Jan Stewart / Ian Stewart	Event staff	Head coach & other volunteers as documented on the website
Before the event	<p><i>How will you design the event timetable to ensure social distancing is maintained at all times?</i></p> <ul style="list-style-type: none"> • Each player will be limited to playing on at most 3 designated courts. • There will be a maximum of 3 rounds. • When each round ends 2 players will remain on court and 2 will move. • The above rules will ensure that players play with at most 7 other people over the entire session. • Members will not be permitted to congregate on the terrace. <p><i>What will you put in place to minimise encounters between people?</i></p> <ul style="list-style-type: none"> • Clear communication of rules to members through email and on club website. • Movement between rounds designed so that there is never more than 6 people on a court during changeover. <p><i>How will you brief participants in advance of the event?</i></p> <ul style="list-style-type: none"> • Email describing the format is sent in advance. • All attendees must sign up in advance through the club website. • The signup page on the website has a link to a detailed description of the format and rules for players. • Reminder email is sent on the day of the event. • Briefing on the day upon check-in. 		
During the event	<p><i>How will you ensure that participants and parents/guardians can remain socially distanced at all times?</i></p> <ul style="list-style-type: none"> • A registration desk will be installed at the end of the path. • Members waiting to check in will be told to remain 2m apart on the path and grassed area. • Players are told which courts they will play on for the whole session. • Players will go on court as soon as they have checked in. 		

	<ul style="list-style-type: none"> • Movement between courts has been designed to be one-way as far as possible. • At court changing time there will never be more than 6 people on court. • Players will leave as soon as their final set has finished and, if a clay court, after it has been swept. • No spectators are permitted. • Only two people permitted in the clubhouse corridor / toilets at any time. <p><i>How will you limit shared use of equipment (i.e. rackets,)?</i></p> <ul style="list-style-type: none"> • The only shared equipment will be tennis balls which will be new. <p><i>What precautions will you put in place to ensure good hand hygiene from participants?</i></p> <ul style="list-style-type: none"> • Hand sanitizers are mounted outside every court with large signs advising their use. • Hand sanitizer also in clubhouse corridor. • No handshaking or skin to skin contact allowed. Racket taps at end of set. <p><i>How will you manage any rain delays?</i></p> <ul style="list-style-type: none"> • The event will be cancelled if significant persistent rain is forecasted. • If it rains people will be advised to use umbrellas or wait in their car. • When available, and in suitable conditions, two gazebos will be available for maximum 2 groups of six people to allow those without cars to shelter.
<p>After the event</p>	<p><i>How will you ensure that participants can safely leave the site in a socially distanced way?</i></p> <ul style="list-style-type: none"> • Leaving the site will naturally be at staggered times as each final set finishes. <p><i>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</i></p> <ul style="list-style-type: none"> • The existing daily club cleaning schedule covers gates and brushes. <p><i>How will you prevent large groups from congregating after the event?</i></p> <ul style="list-style-type: none"> • People will be advised that they should leave as soon as their last set is complete.

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