

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	Easter Tennis Camp	Location	Cottenham Sports Centre (CSC)
Description of event (e.g. Competition, Club Night)	<u>Easter Tennis Camp for school aged children.</u>	Size of the event	Max 15 children + coach
Date	6th - 9th April 2021	Timings	9.15am – 2.30pm/ daylight hours.
Event co-ordinator	Louise Cooke, Secretary Toby Jackson, Game Set Tennis	Event staff	1 LTA qualified coach plus Sports Centre Staff on site.
Before the event	<p><i><u>How will you design the event timetable to ensure social distancing is maintained at all times?</u></i> Do not allow any participants in the new group to enter the courts until the current group have left. Players can wait in the waiting area outside the courts. Set up seating/waiting area outside at least 1-2m apart. <u>What will you put in place to minimise encounters between people?</u> People to arrive independently on foot or bike unless in a family bubble. If arriving by car parking will be separate from the court area and arrivals/waiting area. <u>How will you brief participants in advance of the event?</u> Email to all participants.</p>		
During the event	<p><i><u>How will you ensure that participants and parents/guardians can remain socially distanced at all times?</u></i> Ideally no more than 1 parent/carer to attend. 1 parent/carer can wait during the activities in the outdoor seating/standing area provided. Seats 1-2m apart. Coach to organise all activities where participants are kept at a good social distance. Provide a cone station for each participant, on court, where they can put all their belongings including drinking bottles so no-one shares space or equipment <u>How will you limit shared use of equipment (i.e. rackets,)</u> Attendees to bring their own racket and not share them. If any rackets are loaned by the coach or CSC to participants strict cleaning with spray and disposable towel must take place before and after use. Disposable towel to be disposed of in accordance with government guidelines https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste Balls can be shared according to LTA guidelines, but participants are advised not to touch their face, nose, eyes or mouth during and after play until proper handwashing at home can take place. Only the CSC staff to unlock the gates and storage box. Only the coach or CSC staff to open and close the gate to let participants in and out. <u>What precautions will you put in place to ensure good hand hygiene from participants?</u> Encourage hand washing before leaving and arriving back at home. Advise use of the hand sanitiser provided on the court on arrival and departure or as necessary. Participants also encouraged to bring their own wipes and gel to clean as necessary.</p>		

	<p><u>How will you manage any rain delays</u> In the event of heavy rain which causes the courts to be unsafe to play on, the session will be cancelled and parents will be called to collect their children from the session.</p>
After the event	<p><u>How will you ensure that participants can safely leave the site in a socially distanced way?</u> Do not allow any participants in the new group to enter the courts until the current group have left. Players can wait in the waiting area outside the courts. Only the coach or CSC staff to open and close the gate, only allowing one participant through the gate at a time .</p> <p><u>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</u> The padlock and gate will be cleaned with spray regularly by CSC staff. The coach will spray the cones, ladders and throw down lines regularly.</p> <p><u>How will you prevent large groups from congregating after the event?</u> Email participants beforehand to explain the need to leave promptly. CSC staff on site will ask parents and children to leave the site as quickly as possible.</p>