

HLTC EVENT DELIVERY PLAN – COVID-19 – MIX-IN SESSIONS

Name of event	Club mix-in sessions (adult)	Location	Hillside LTC
Description of event (e.g. Competition, Club Night)	Club night (Wednesday) and Afternoon (Sunday)	Size of the event	Up to 20 participants, probably much fewer
Date	Sundays and Wednesdays commencing Sunday 26 th July	Timings	3pm to 5.15pm on Sundays 7pm to 9pm on Wednesdays
Event co-ordinator	HLTC Committee	Event staff	N/A (all club members)
Before the event	<p><i>How will you design the event timetable to ensure social distancing is maintained at all times?</i></p> <p>All other court bookings will be suspended during the mix-in sessions (apart from one court on Wednesday evenings).</p> <p><i>What will you put in place to minimise encounters between people?</i></p> <p>One-way movement will be implemented around the clubhouse, to and from the entrance gate. All attendees will be reminded of the need for social distancing by email and posters. If the clubhouse is used then windows and doors will be kept open for ventilation and contact points will be wiped. Committee members to remind people of these restrictions when present during mix-in sessions.</p> <p><i>How will you brief participants in advance of the event?</i></p> <p>Participants will be briefed via the club email system and the website.</p>		
During the event	<p><i>How will you ensure that participants and parents/guardians can remain socially distanced at all times?</i></p> <p>Only those taking part will be present. All tennis players will be playing doubles and asked to keep apart both while playing and in between sets.</p> <p><i>How will you limit shared use of equipment (i.e. rackets,)?</i></p> <p>No shared equipment will be used. The club will not supply any rackets or tennis balls.</p>		

	<p><i>What precautions will you put in place to ensure good hand hygiene from participants?</i></p> <p>All participants are asked to bring their own hand sanitiser and use it regularly. A hand sanitiser dispenser will be installed at the entrance to the club and hand sanitiser is also available at the entrance to each court. All participants will be reminded of the need for hygiene and suitable posters will be displayed. Soap, water and paper towels are available for anyone using the toilets in the clubhouse.</p> <p><i>How will you manage any rain delays?</i></p> <p>In the event of heavy rain participants will be asked to go home. If there is light rain participants may shelter in the clubhouse but should keep apart and the doors and windows should be kept open for ventilation.</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>A one-way system will be in place around the clubhouse, to and from the entrance gate.</p> <p><i>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</i></p> <p>The only communal equipment will be for the tennis nets and participants will be asked to wipe them down with supplied wipes when leaving.</p> <p><i>How will you prevent large groups from congregating after the event?</i></p> <p>All participants will be asked to leave as soon as they have finished playing.</p>