

HLTC EVENT DELIVERY PLAN – COVID-19 – LADIES TENNIS AFTERNOONS

Name of event	Ladies Tennis Afternoons	Location	Hillside LTC
Description of event (e.g. Competition, Club Night)	Bi-weekly ladies tennis afternoon (Saturdays)	Size of the event	Up to 16 participants
Date	Every other Saturday starting on 1 st May until 21 st August	Timings	2pm to 4pm
Event co-ordinator	Rachel Miles	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>An adjacent pair of courts will be allocated for exclusive use during this session.</p> <p><i>What will you put in place to minimise encounters between people?</i></p> <p>One-way movement has been 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. The session organiser will remind people 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 by personal contact from the event organiser.</p> <p>A register of attendees will be kept by the event organiser in case it is needed by the Test and Trace Service.</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 on the allocated courts. All tennis players will be playing doubles and asked to keep apart both while playing and in between sets. If the clubhouse is used then windows and doors will be kept open for ventilation and all contact points wiped after use. If any refreshments are provided then any club equipment will be cleaned thoroughly after use.</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 has been 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 light rain participants may take shelter in the clubhouse but doors and windows should be kept open for ventilation. If there is heavy rain, participants will be asked to go home.</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>Any communal equipment including plates and glasses must be cleaned thoroughly after use.</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>