



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.

<b>Name of event</b>	Club Session	<b>Location</b>	Knoll Club tennis courts
<b>Description of event (e.g. Competition, Club Night)</b>	Club play	<b>Size of the event</b>	Up to 20 people (5 courts x 4 people)
<b>Date</b>	Wednesday 2 <sup>nd</sup> December – Ongoing	<b>Timings</b>	Weekly set times as per Knoll club session table (as maintained on Knoll's ClubSpark website)
<b>Event coordinator</b>	Knoll club session table (as maintained on Knoll's ClubSpark website)	<b>Event staff</b>	Knoll club session table (as maintained on Knoll's ClubSpark website)
<b>Before the event</b>	<p><b><i>How will you design the event timetable to ensure social distancing is maintained at all times?</i></b></p> <ul style="list-style-type: none"> <li>• Each Club section will have their own Club session i.e. Improver, Intermediate, Advanced</li> <li>• Each club session is limited to a maximum of 4 players per allocated court.</li> </ul> <p><b><i>What will you put in place to minimise encounters between people?</i></b></p> <ul style="list-style-type: none"> <li>• Social distancing measures are in place, including tables set out with clear instructions in an open-air environment.</li> <li>• The event coordinator will direct members on and off court advising which route to take to avoid congestion and to promote social distancing.</li> </ul> <p><b><i>How will you brief participants in advance of the event?</i></b></p> <ul style="list-style-type: none"> <li>• Guidelines and rules will be emailed to all members of the Knoll club.</li> <li>• The guidelines and rules will be displayed on the Knoll's ClubSpark website.</li> <li>• This risk assessment will be circulated to members in advance via email and will be displayed on the Knoll's ClubSpark website</li> </ul> <p><b><i>How will you track participants in advance of the event?</i></b></p> <ul style="list-style-type: none"> <li>• Event coordinators to keep records of members attending each event (session) for at least 21 days to make it available for trace and track if requested.</li> </ul>		



During the event	<p><b><i>How will you ensure that participants and parents/guardians can remain socially distanced at all times?</i></b></p> <ul style="list-style-type: none"> <li>• The designated waiting areas are already set up to social distancing guidelines.</li> <li>• Club sessions are designed for as little spectating as possible.</li> </ul> <p><b><i>How will you limit shared use of equipment (i.e. rackets,)?</i></b></p> <ul style="list-style-type: none"> <li>• There will be no shared equipment. Members will bring their own rackets.</li> </ul> <p><b><i>What precautions will you put in place to ensure good hand hygiene from participants?</i></b></p> <ul style="list-style-type: none"> <li>• Clear signage displayed in toilets, clubhouse, and communal areas of the club.</li> <li>• Hand sanitizer is made available and members advised to bring their own.</li> <li>• Toilets are available with wash facilities including soap and paper towels.</li> </ul> <p><b><i>How will you manage any rain delays?</i></b></p> <ul style="list-style-type: none"> <li>• In the event of rain, the Club session will be cancelled. All members are aware of this practice.</li> </ul>
After the event	<p><b><i>How will you ensure that participants can safely leave the site in a socially distanced way?</i></b></p> <ul style="list-style-type: none"> <li>• The nature and scheduling of the events mean that members will leave at different times during the day.</li> <li>• The event coordinator will remind people of social distancing.</li> <li>• Clear signage is displayed.</li> <li>• The Club already has a well-used and tested access plan in place.</li> </ul> <p><b><i>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</i></b></p> <ul style="list-style-type: none"> <li>• Reduced risk due to members requirement to bring their own equipment.</li> <li>• We have a professional cleaning team on a weekly basis who maintain cleaning standards.</li> <li>• Gates will remain open where not necessary .</li> </ul> <p><b><i>How will you prevent large groups from congregating after the event?</i></b></p> <ul style="list-style-type: none"> <li>• The members are directed to leave the event in a staggered manner respecting social distancing rules.</li> <li>• The coordinator I will remind people of social distancing.</li> <li>• Clear signage is displayed.</li> </ul>
Knoll club session table	<p><b><i>The up-to-date details of Knoll Club sessions are published on the Knoll ClubSpark website here:</i></b>  <a href="https://ClubSpark.lta.org.uk/KnollLawnTennisClub/ClubPlay">https://ClubSpark.lta.org.uk/KnollLawnTennisClub/ClubPlay</a></p>
Ongoing	<p><b><i>Knoll club have conducted a COVID 19 risk assessment which is accessible via this link.</i></b></p>
Updates	<p><b><i>This Knoll club session risk assessment will be regularly kept up to date as per UK Government and LTA COVID 19 rules and guidance.</i></b></p>