

## 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.

<b>Name of event</b>	Club morning/evening	<b>Location</b>	Wychwoods Tennis Club, Shipton Under Wychwood
<b>Description of event (e.g. Competition, Club Night)</b>	Club Morning Club Night	<b>Size of the event</b>	12 players
<b>Date</b>	Sunday Mornings and Tuesday Evenings	<b>Timings</b>	Sunday 10-12 and Tuesday 6-8pm
<b>Event co-ordinator</b>	Anita Hollingdale	<b>Event staff</b>	Tennis Committee Members
<b>Before the event</b>	<p><i>How will you design the event timetable to ensure social distancing is maintained at all times?</i> Limit participants to 12 over three courts <i>What will you put in place to minimise encounters between people?</i> Committee Members will be on hand to supervise movement from one court to the next. Only 2 players per court will move. <i>How will you brief participants in advance of the event?</i> Via email notifications</p>		
<b>During the event</b>	<p><i>How will you ensure that participants and parents/guardians can remain socially distanced at all times?</i> Club morning/evenings are for adults only. Only 4 members per court and changeover of courts will be supervised. <i>How will you limit shared use of equipment (i.e. rackets,)?</i> Club will provide balls. Participants advised to bring minimum equipment onto court. <i>What precautions will you put in place to ensure good hand hygiene from participants?</i> Sanitiser will be provided at club sessions. Notices in place. <i>How will you manage any rain delays?</i> Event will not take place in inclement weather</p>		
<b>After the event</b>	<p><i>How will you ensure that participants can safely leave the site in a socially distanced way?</i> 2 exit gates which will be left open until everyone has exited. <i>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</i> Balls will be taken away by committee member and left untouched for at least 72 hours. <i>How will you prevent large groups from congregating after the event?</i> Committee member on duty will advise members to leave the site.</p>		

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**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