

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 of your event.

Name of event	Club Group Play	Location	Byfleet LTC
Description of event (e.g. Competition, Club Night)	<ul style="list-style-type: none"> • Official Club Group Events for Adults (including Youth members with Adult playing status) covering: <ul style="list-style-type: none"> ○ Social Mix-Ins ○ Club sponsored coach led sessions • Club league matches 	Size of the event	<p>Up to 12 players in a single social bubble mixing on a maximum of 3 pre-booked courts (e.g. Tuesday mix-In, Wednesday and Thursday coach led sessions)</p> <p>Up to 24 players in groups of 8 members (in a social bubble) each group mixing over 2 pre-booked courts (e.g. Saturday mix-in)</p> <p>For Club League matches:</p> <ul style="list-style-type: none"> • 8 players (2 pair matches) with each home pair mixing with both opposition pairs over 2 pre-booked courts (e.g. Surrey or Woking League) • 12 players (3 pair matches) with each home pair mixing with one opposition pair over 1 pre-booked court (e.g. LMT) • 16 players (4 pair matches) with each home pair mixing with one opposition pair over one court (e.g. LMT)
Date	See appendix	Timings	See appendix
Event co-ordinator	See appendix	Event staff	None
Before the event	<p><i>Only members who are comfortable mixing with other members should apply to participate in Club Group Play Events</i></p> <p><i>Members should understand that all members of the event group must ensure they only attend if they are symptom free following a self-assessment COVID-19 check before leaving home and may be required to self-isolate under the NHS Test & Track procedures.</i></p> <p><i>An Event Co-ordinator (for matches this is generally the team captain) must be appointed to take responsibility of each event to ensure that LTA COVID-19 Secure Guidelines as published by the LTA on their website and the Club's Risk Assessment and Event Delivery Plan are complied with at all times. An Event Co-ordinator may run up to three events with separate "social bubbles of 8" at the same time.</i></p>		

	<p><i>Members wishing to participate in the event must contact the Event Co-ordinator and have their participation confirmed by the Event Coordinator, they must not just turn up to the event.</i></p> <p><i>The Event Co-ordinator will confirm the members who will be participating and should allocate members with an initial partner and court number in advance, informing members prior to arrival at least 24 hours before the session. The Event Co-ordinator is expected to ensure they allocate places fairly from event to event where demand for places exceeds the available places.</i></p> <p><i>The Event Co-ordinator must communicate the requirements of this document to all players within the Group and members must comply with these. Event Co-ordinators and participants should adhere to the Club's current venue COVID-19 Risk Assessment and Guidelines. For Club league matches team captains and participants should also comply with the club's COVID-19 guidance for captains. All participants should also be familiar with the latest LTA Player guidelines available at https://www.lta.org.uk/about-us/tennis-news/news-and-opinion/general-news/2020/march/coronavirus-covid-19---latest-advice/</i></p> <p><i>Members must inform the Event Coordinator if they cannot subsequently participate so the Event Coordinator can attempt to find a replacement. If no replacement can be found, then the Event Coordinator may cancel the event or restrict the number of participants as appropriate to 4 or 6 where members are prepared to play singles.</i></p> <p><i>If the event cannot go ahead e.g. weather, the event co-ordinator will contact the participants to cancel the event</i></p>
During the event	<p><i>Members must follow current Club protocols to arrive at their allocated court on time and maintain social distancing guidelines at all times when arriving, playing and changing partners and/or courts as directed by the event co-ordinator, taking particular care along the narrow path to/from the club. Members must not mix with any other members outside their group.</i></p> <p><i>The Event Coordinator must maintain the list of attendees for 21 days to support NHS Test & Track procedures if needed.</i></p> <p><i>For Official Club Group Events e.g. Club Mix-In the list of players (including indicating the members of each social bubble) should be emailed to the Club Administrator admin@byfleettc.com.</i></p> <p><i>For Club league matches the Team Captains maintain the list of attendees.</i></p> <p><i>For Official Club Group Events the Event Coordinator should structure the event playing format to ensure that play is continuous for all members for the duration of the session so that no members are left waiting to participate or mix-in. For example, if the format is one tie break set then the court finishing first should continue playing (with the same or different partnerships) until the other court finishes their set and courts can then mix. Players may mix freely within their social bubble on the courts allocated to them, sanitising between sets.</i></p> <p><i>Members must use their own equipment and not share it with other members.</i></p> <p><i>Balls will be provided (the provision to be agreed with the Event Co-ordinator) and can be handled by all event group members.</i></p> <p><i>Members must use their own hand gel to clean hands at the end of each mix in round and take extra care not to touch their faces.</i></p>

	<p><i>In the event of rain during the event, the Event Co-ordinator will either end the event immediately and ask members to leave the Club or may instruct members to shelter in their cars in the carpark until the Event Co-ordinator decides to continue or end the event. The Clubhouse must not be used as a shelter.</i></p> <p><i>If a member cannot continue playing during the event e.g. because of injury, then the event coordinator can reorganise the event providing it remains compliant with this delivery plan.</i></p> <p><i>Where attendance of a parent/guardian (non-participant) is required, or a carer for a disabled player, it is permitted and is not counted as part of the maximum group size, but should be off court and limited to one per player where possible. Supporters, parents, and other spectators should remain socially distanced whilst attending events. Spectator groups must be restricted to discrete six person gathering limits and spread out, in line with wider government guidance</i></p>
After the event	<p><i>At the end of the event, members should use hand gel to cleanse their hands and leave the courts and Club promptly maintaining social distancing at all times.</i></p>

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

Appendix – Club Group Events

Name of Group Co-ordinator	Day of Event	Time of Event / Courts
James Nash (Official Club Group Event: Saturday Mix-In)	Saturday	13:30 – 16:00 Courts 1, 2, 4, 5, 6 & 7
Philip Standing (Official Club Group Event: Sunday Mix-In)	Sunday	14:00 – 16:00 Courts 4 & 5
Philip Standing (Official Club Group Event: Tuesday Mix-In)	Tuesday	18:00 – 20:30 Courts 7, 8 & 9
Greg Read (Club sponsored coach led session)	Wednesday	19:30 – 21:00

Ben Nicholson (Club sponsored coach led session)	Thursday	10:00 – 11:30
Relevant Team Captains for all Club League Matches	As booked	As booked

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