

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.

Name of event	Club Afternoons/Evening	Location	Badgers Tennis Club
Description of event (e.g. Competition, Club Night)	Club social tennis	Size of the event	Variable 2 - 30
Date	Various – Thursdays, Saturdays and Sundays	Timings	Thursdays 18.00 – 19.30 Saturdays and Sundays 14.00 – 17.00
Event co-ordinator	Club Chair	Event staff	None
Before the event	<p><i>How will you design the event timetable to ensure social distancing is maintained at all times?</i> <i>What will you put in place to minimise encounters between people?</i> <i>How will you brief participants in advance of the event?</i> Signage is displayed at the club advising on social distancing, the clubhouse is closed to members and guests except for toilet access, outdoor seating has been reduced, and advance communication to members by email and on 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> <i>How will you limit shared use of equipment (i.e. rackets,)?</i> <i>What precautions will you put in place to ensure good hand hygiene from participants?</i> <i>How will you manage any rain delays?</i> Signage on hygiene and social distancing is displayed at the club. Attendees to use the NHS App and a manual record maintained of attendees who do not have the app. Social distancing is to be maintained at court changes overs, racquet sharing is not permitted, individuals wishes regarding ball sharing to be are respected, sanitiser is provided, toilets are open for hand washing, members are encouraged to bring and use personal sanitiser, the event is terminated if there is rain.</p>		
After the event	<p><i>How will you ensure that participants can safely leave the site in a socially distanced way?</i> <i>How will you clean any equipment (i.e mini tennis nets, orange lines and scoreboards)?</i> <i>How will you prevent large groups from congregating after the event?</i> Signage to ensure social distancing is displayed at the club, reinforced by advance information to members.</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

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- 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