

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	Junior Club Session	Location	Girton Tennis Club
Description of event (e.g. Competition, Club Night)	Supervised tennis activities for junior members	Size of the event	Two groups with up to 15 children per group Each group has exclusive use of two full sized courts
Date	Friday evening during September/October	Timings	6.15-7.15pm
Event coordinator	Victor Travieso	Event staff	Victor Travieso, Alan Richardson, Nghia Nguyen, Lotte Skjodt, Ben Spicer, James Page
Before the event	<ul style="list-style-type: none"> • All participants should check for symptoms of Covid-19 before each session • Participants symptomatic of Covid or those who need to isolate following government advice should remain at home and not take part in the event • Participants must book in advance via email as numbers are limited • Parents/guardians must provide contact details when booking for the purpose of Test and Trace 		
During the event	<ul style="list-style-type: none"> • On court access only for children and supervising adults • Maximum of 15 children on two courts • Maximum of 2 supervising adults per court • Hand sanitizer to be used on accessing the court by all participants • Safety reminder before starting the sessions • Participants should avoid touching their face during the session • Participants should remain at 'one metre plus' from each other • Avoid drills and games that involve contact or close proximity • Use cones and floor markers with sufficient distance between them to indicate court position to children • Shared equipment limited to tennis balls • In case of rain delay, temporary shelter might be sought around the pavilion building maintaining social distance • In case of rain cancellation, parents to be contacted to collect children • In case of anyone needing first aid, a member of their household should assist if present, otherwise PPE (mask and gloves) will be available with the first aid kit • Parents/guardians must remain contactable during the time of the session in case of emergency 		

After the event	<ul style="list-style-type: none">• Session ends at 7.15pm to vacate the courts safely before the adult club session• Staggered leave from courts via pavilion side door• Parents/guardians should ensure they collect children and depart promptly after the session• Hand sanitizer to be used when leaving the courts• Equipment to be stored in the tennis room until the following week

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