

ALERT LEVEL 2 - COVID-19 SAFETY PLAN

Use this form to document your thinking about how you can prepare your club and coaching business to be safe for use by members, casual players and staff (voluntary or paid) during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help everyone to know exactly what to do and what to expect. Please tick ✓, cross x, or N/A the first column rather than removing information from the middle column. If you are not doing something, or it is not applicable to your venue, then indicate this clearly in the first column.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

Club/Centre details

CLUB NAME: WAIMAIRI TENNIS CLUB
CONTACT PERSON NAME: Megan Bruynel, Administrator
CONTACT PERSON PHONE: 021 0313191
NEXT REVISION DATE: May 27 th 2020

Club/Centre goal/statement

Our Tennis Club/Centre has implemented the following measures so we can:

- Keep paid and voluntary staff healthy and safe
- Keep members and casual users healthy and safe
- Reduce the chances of COVID-19 recurring in the community, and
- To ensure that the club can continue to operate without the possibility of another lockdown period being required.

Check box column	What measures are in place	Who is responsible?
e.g. ✓	Covid-19 posters displayed clearly at the entrance to courts.	Club President for All matters

PLANNING AHEAD

	The club committee and club coaches (if applicable) have identified the types of tennis activities that will take place at our tennis club at Alert Level 2.	
	Our communal areas such as toilets & kitchen facilities & the entire Clubhouse are not open for use currently.	
	We are ensuring club representatives and coaching staff that are involved or present regularly are remaining safe by having them: <ul style="list-style-type: none"> • Inducted in relation to the role they are to perform • Complete contact tracing requirements • Maintain appropriate physical distancing • Sanitize their hands regularly 	
	We have established our own method of effective contact tracing using the on-line "booking Sheet" which only members can access.	

ACCESSING THE CLUB/VENUE

	We have clearly communicated how the club will be open, and for what activities, with our membership & coaching staff. This is available via club email & visible on our website, social media pages and other communication methods to members.	
	We have ensured through club and coaching programming that restriction guidelines on crowds/gatherings will be followed. We are committed to maintaining a 2m distance between each person on court at all times.	
	We have ensured through club and coaching programming that sessions are phased to avoid gathering occurring at communal points such as entries and car parks.	
	We have implemented an electronic/online contact tracing process for all members, their invited guests, coaches and coaching clients.	

COVID-19 safety plan

What measures are in place

SIGNAGE

We have put a Safety Guidelines for Tennis poster up at the entrance to the club.

We have put a Safety Guidelines for Tennis poster up at the club.

We have put a Safe Coaching Practices poster up at the entrance to the club.

CLEANING & HYGIENE

We have hand sanitizers available for all users as they enter the courts.

CLUB EQUIPMENT & FACILITIES

We have removed all high contact items (e.g. umpire chairs, player seats, rubbish bins) from the courts, the Water fountain is not available for use. We have removed any other items that do not need to be on courts at this time (e.g. squeegees, scoreboards, tennis equipment)

The Clubhouse is not open for Members' use.

COACHING PRACTICES

Coaching staff have adapted the delivery of coaching programmes to ensure adherence to government health and safety guidelines. This includes:

- All attendees (players and parents/guardians) must be registered using the on-line booking sheet.
- Coaches will regularly reconcile the booking sheet to ensure that it is accurate.
- Scheduling of coaching sessions has been adjusted to ensure no crossover between players.
- Live ball drills and game-based play are prioritized over basket feeding drills to limit handling of tennis balls
- Coaches and players are to respect physical distancing of 2 metres at all times including when giving feedback and while players are resting.
- Coaches are avoiding activities, exercises and drills where players come in to contact or too close to one another.
- Where practical coaches will spread out and use every second court.
- Coaches will limit the use of coaching equipment such as target cones.
- Players are not to handle any coaching equipment – our coaches will pick up balls and feed

In addition to the club equipment cleaning and hygiene policies, the coaching staff have also implemented the following:

- Players are not to handle any balls or coaching equipment. Only the coach should be in contact with shared equipment
- Players are to sanitize their hands before entering and when leaving the court
- Players are advised not to touch their face after touching a ball, racquet or other tennis equipment
- We will use new balls and racquet grips where possible
- We will use fewer balls per session
- We will replace all balls if someone with/suspected to have COVID-19 comes in contact with them
- We will clean all tennis gear with alcohol-based disinfectant including racquets, towels, coaching- gear such as target cones
- We will limit the use of equipment such as drop-down lines or cones

EXTERNAL VISITORS

We have made arrangements with third party contractors (e.g. meter readers, and tradespeople) to ensure:

- All visits to the club are necessary and kept to a minimum
- All visitors complete the online contact tracing form

Before visiting all visitors must declare that they have not had Covid-19, are awaiting test results or have been in close contact with someone with Covid-19 in the last 14 days

COMMUNICATIONS

We have identified on our website, social media pages, club member coaching and casual database communications and on signage at the club who should be contacted in the event of any user having concerns about something observed at the club.

We have displayed this safety plan clearly for court users to view.

We have added this safety plan to club and coaching business websites and emailed it to members and the coaching and casual players database.

