

COVID-19 SAFETY PLAN FOR TENNIS

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 and follow all government guidance for permitted activity at each Alert Level.

Club/Centre details

CLUB NAME: Waimairi Tennis Club
CONTACT PERSON NAME: Graeme Campbell
CONTACT PERSON PHONE: 0276180055
NEXT REVISION DATE: 7/9/21

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?
<input checked="" type="checkbox"/>	Contact tracing posters displayed clearly at the entrance to courts.	Club Manager
PLANNING AHEAD		
<input checked="" type="checkbox"/>	The club management or club committee and club coaches (if applicable) have met and together identified the types of tennis activities that will take place at our tennis club at each Alert Level, in line with government rules.	Club Manager
<input checked="" type="checkbox"/>	We have undertaken a deep clean of communal areas such as toilets, changing rooms, kitchen, clubhouse etc.	Club Manager
<input checked="" type="checkbox"/>	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 • Wear appropriate PPE • Maintain appropriate physical distancing • Sanitise their hands and any equipment/touch points regularly 	Club Manager
<input checked="" type="checkbox"/>	We have effective contact tracing methods in place using government templates	Club Manager
ACCESSING THE CLUB/VENUE		
<input checked="" type="checkbox"/>	We have clearly communicated how the club will be open, and for what activities, with our membership, coaching and casual player databases. This is visible on our website, social media pages and other communication methods to members.	Club Manager
<input checked="" type="checkbox"/>	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.	Club Manager
<input checked="" type="checkbox"/>	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.	Club Manager
<input checked="" type="checkbox"/>	We have implemented an electronic/online contact tracing process for all members, casual users and coaching clients.	Club Manager

COVID-19 Level 3 safety plan (1 September 2021)

Check box column	What measures are in place	Who is responsible?
SIGNAGE		
<input checked="" type="checkbox"/>	We have displayed a contact tracing information poster at entrance to the club instructing users to check in for each visit.	Club Manager
<input checked="" type="checkbox"/>	We have put a Safety Guidelines for Tennis poster up at the entrance to the club	Club Manager
<input checked="" type="checkbox"/>	We have put a Safety Guidelines for Tennis poster up in at least two locations on the fences around each individual tennis court.	Club Manager
CLEANING & HYGIENE		
<input checked="" type="checkbox"/>	We are ensuring all high contact areas (e.g. entrance gates, nets, door handles) are being sanitised regularly each day	Club Manager
<input checked="" type="checkbox"/>	We will have hand sanitiser facilities available for court users, club representatives and coaching staff to use before and after they have played.	Club Manager
<input checked="" type="checkbox"/>	If it is identified that a COVID-19 carrier uses the club courts we will close the club until further notice and advise all users and staff and members	Club Manager
<input checked="" type="checkbox"/>	There is to be no shared equipment used at the club	Club Manager
CLUB/CENTRE EQUIPMENT & FACILITIES		
<input checked="" type="checkbox"/>	We have committed to regularly sanitise all high contact items each day	Club Manager
<input checked="" type="checkbox"/>	We have removed any other items that do not need to be on courts at this time	Club Manager
<input checked="" type="checkbox"/>	All areas of the club apart from the courts will not be available for use	Club Manager
EXTERNAL VISITORS		
<input checked="" type="checkbox"/>	<p>We have made arrangements with third party contractors (e.g. metre readers, lawn mowing contractor, tradespeople) to ensure:</p> <ul style="list-style-type: none"> • All visits to the club are necessary and kept to a minimum • All visitors complete the online contact tracing form <p>All visitors can 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</p>	Club Manager
COMMUNICATIONS		
<input checked="" type="checkbox"/>	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	Club Manager
<input checked="" type="checkbox"/>	We have displayed this safety plan clearly for court users to view.	Club Manager
<input checked="" type="checkbox"/>	We have added this safety plan to club and coaching business websites and emailed it to members and the coaching and casual players database.	Club Manager