

TOURNAMENTS AT LEVEL 2



Our goal is to run a safe and enjoyable tournament despite the changes that Covid levels bring.

VENUE NAME: Richmond Tennis Club
MAIN CONTACT PERSON NAME: Ali Telford
MAIN CONTACT PERSON PHONE: 0273891102
SECONDARY CONTACT PERSON NAME/PHONE:
SAFETY PLAN REVISION DATE: 14 th September

We are implementing the following measures so we can:

- Keep all players, visitors, paid and voluntary staff healthy and safe
- Reduce the chances of COVID-19 recurring in the community, and
- To ensure that the tournament/event can continue to operate without the possibility of another lockdown period being required

Check box column	What measures are in place	Who is responsible?
	Contact tracing posters displayed clearly at the entrance to courts	
PLANNING AHEAD		
	We have undertaken a deep clean of communal areas such as toilets, changing rooms, kitchen, lounge areas etc.	
	We are ensuring staff (paid and volunteer) that are involved in active supervision of the tournament/event 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 physical distancing of at least 2 metres • Sanitise their hands and any equipment/touch points regularly 	
	We have established the Ministry of Health NZ Covid Tracer QR code poster .	
	We have risked assessed the tournament calendar for events at our venue taking into account government Level 2 guidelines on: <ul style="list-style-type: none"> • maximum numbers for venues • physical distancing requirements • Health, hygiene and cleaning requirements 	
	As a result of an appropriate risk assessment we have clearly indicated and communicated with relevant parties the status of the event and the measures implemented.	
CONTACT TRACING		
	All players, visitors, staff, officials, spectators (anyone arriving at the venue) is required to register on the Ministry of Health NZ Covid Tracer QR code poster	
VENUE ACCESS		
	We will leave gates on all courts open at all times to minimise common/high risk touch points	
	There is a one in one out entry to Richmond Tennis Club, signage will indicate that players are required to alternate entry and exit to allow for a 2 meter distance when in use.	
	There will be access to the men's and women's change rooms in the downstairs area at Richmond Tennis Club, but no access to the upstairs area. The tournament will be run from the downstairs area of the club, with the upstairs area closed over the event.	

COVID-19 safety plan

SIGNAGE

We have displayed a contact tracing information poster at all entrance points to the venue instructing that all players, visitors, staff, officials, spectators (anyone arriving at the venue) is required to register on the [Ministry of Health NZ Covid Tracer QR code poster](#)

We have put Tournament Safety Guidelines for Tennis up at the entrance to the venue- Risk Management and Safety.

We have put Tournament Safety Guidelines for Tennis up in at least two locations on the fences around each individual tennis court

We have put up signs advising players must take everything they brought to the venue away with them when they leave, including rubbish

CLEANING & HYGENE

We are ensuring all high contact/usage areas (e.g. changing rooms, toilets, tables, drinking fountains) are being sanitised 4 times per day plus hourly spot checks by TBC

We will have hand sanitiser available for all to use before and after they have played

If it is identified that a COVID-19 carrier has been onsite, we will cancel the remainder of the tournament and close the venue until appropriate sanitising measures can be conducted. Those sanitising measures will involve a deep clean of the premises.

SHARED EQUIPMENT

A/ We have removed all high contact items (e.g. umpire chairs, player seats, rubbish bins) from the courts

OR

B/ We have committed to regularly sanitise all high contact items XXX times per day by XXX using XXX (how many times, name of person, name of product, and WHO is cleaning? – court user or venue representative).

A/ We have removed any other items that do not need to be on courts at this time (e.g. squeegees, scoreboards, tennis equipment)

OR

B/ We have committed to regularly sanitise these items XXX times per day by XXX using XXX (how many times, name of person, name of product, and WHO is cleaning? – court user or venue representative).

We have removed all communal entertainment (e.g. table tennis tables)

COMMUNICATIONS

We have identified on the tournament website, tournament emails, social media pages and on signage at the venue who should be contacted in the event of any court user having concerns about something observed at the venue.

We have displayed this safety plan clearly for court users to view on site, and in tournament communications.

CHANGES TO SANCTION REQUIREMENTS

Café/food not available at the venue

Balls –

- Players collect new balls at the commencement of the event for use during all matches. i.e. players keep a set of balls to use at their own matches, this can be confirmed with opposition at the start of each match.
- If previously used balls are given for matches, they have been sanitised

Practice balls will not be supplied – please bring your own

Player name plates not required

Live scoring not required

CHANGES TO STANDARD PRACTICES

Physical distancing applies at all times and includes no physical contact between players or officials (handshakes, high fives etc)

There will be no gatherings for player briefings or prize giving. This will take place via emails directly to players the day before the tournament

Sign-in to tournament controller on arrival, there will be no physical sign in sheets (e.g. players are not to physically sign the sheet)

Spectators/parents/guardians/coaches – each player may have one support

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	person with them at the venue. If players are from the same family, it is recommended that only one support person is on-site.	
	Upon arrival, players should remain in their vehicles and text the Tournament Director that they have arrived	
	Allocating matches will be done via PA and text message only (players are not to report to the Tournament Desk)	
	Upon completion of a match, both players and support persons shall return to their vehicles and the winner is to bring the Tournament Director the match score	
STAFF AND OFFICIALS		
	Where possible, staff/Officials should be local to the venue (e.g. not requiring accommodation). If accommodation is required, the staff/Official should book their own	
	Officials will be designated a walkie-talkie and be responsible for its charging and sanitation.	
	Only the Tournament Director will use the microphone	
	Correct PPE in first aid kit and first aider/s clearly recognized in tournament comms. First aider/s to comply with all appropriate PPE requirements when administering first aide	

Additional:

We will be making a final call on what the tournament will look like; that is either confirming the above or re-assessing and implementing new measures in line with government Covid-19 levels.