****

**TOURNAMENTS AT LEVEL 2**

Use this form to document your thinking about how you are ensuring your tournament/event will be safe for participation by players, support persons (parents and guardians) 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 ✓ or cross × 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.

# Tournament goal/statement

|  |
| --- |
| VENUE NAME:  |
| MAIN CONTACT PERSON NAME:  |
| MAIN CONTACT PERSON PHONE:  |
| SECONDARY CONTACT PERSON NAME/PHONE: |
| SAFETY PLAN REVISION DATE:  |

**T E M P L A T E**

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?** |
| *e.g. ✓* | *Contact tracing posters displayed clearly at the entrance to courts* | *Venue Manager* |
| ***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:* Inducted in relation to the role they are to perform
* Complete contact tracing requirements
* Wear appropriate PPE
* Maintain physical distancing of 2 metres
* Sanitise their hands and any equipment/touch points regularly
 |  |
|  | We have applied for the [Ministry of Health NZ Covid Tracer QR code poster](https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-resources-and-tools/nz-covid-tracer-app/nz-covid-tracer-qr-codes). (Use R911288 for the LocationBIC code in the template spreadsheet)  |  |
|  | We have put in place an alternative contact tracing record keeping measure for those not able to scan QR codes. Examples are given [here](https://www.privacy.org.nz/publications/guidance-resources/guidance-on-mandatory-record-keeping-for-contact-tracing/) |  |
|  | We have risked assessed the tournament calendar for events at our venue taking into account government Level 2 guidelines on:* 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) are required to scan in using the Covid Tracer app, or via the manual check in option provided. |   |
| ***VENUE ACCESS*** |
|  | We will leave gates on all courts open at all times to minimise common/high risk touch points |  |
|  | All players and their spectators will be allocated an entry and exit point, which may be different to other players. This will ensure our playing groups do not mingle on-site |  |

|  |
| --- |
| ***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 their visit via the Covid Tracer app or manual option provided |  |
|  | We have put Tournament Safety Guidelines for Tennis up at the entrance to the venue |  |
|  | 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 & HYGIENE*** |
|  | We are ensuring all high contact/usage areas (e.g. changing rooms, toilets, tables, drinking fountains) are being sanitised XXX times per day plus hourly spot checks by XXX (name, product and WHO is cleaning?) |  |
|  | 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 XXX |  |
| ***SHARED EQUIPMENT*** |
|  | We have removed all high contact items (e.g. umpire chairs, player seats, rubbish bins) from the courts |  |
|  | We have removed any other items that do not need to be on courts at this time (e.g. squeegees, scoreboards, tennis equipment) |  |
|  | 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 required |  |
|  | Balls – choice between:* New balls for every match – (consider allowing winning players to keep the match balls)
* Players collect/provide a new tin of balls at the commencement of the event for use during all matches
* If previously used balls are given for matches, they must be limited only to that playing group, and not mixed with balls from any other group
 |  |
|  | ITF’s – Practice balls will not be supplied |  |
|  | Player name plates not required |  |
|  | Live scoring not required |  |
| ***CHANGES TO STANDARD PRACTICES*** |
|  | 2m physical distancing applies at all times and includes no physical contact between players or officials (handshakes, high fives etc) |  |
|  | All players, staff, volunteers, spectators, coaches age 12 or over are encouraged to wear a face covering. Players are not required to wear a face covering when playing. |  |
|  | Gatherings for player briefings or prizegiving will only happen if they can be held in line with Government guidelines on crowds and gatherings. (recommend being held online the day before, or in staggered groups) |  |
|  | ITF’s – sign-in to be either electronic or Tournament Director/Supervisor to sign (e.g. players are not to physically sign the sheet) |  |
|  | Spectators/parents/guardians/coaches – each player may have one support person with them at the venue. If players are from the same family, it is recommended that only one support person is on-site |  |

|  |
| --- |
| ***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 |  |
|  | ITF’s – Tournament Physio to follow industry-specific guidelines |  |
|  | 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 |  |

 Notes: