



# COVID-19 SAFETY PLAN

## Club/Centre details

CLUB NAME: Kohimarama Tennis Club
CONTACT PERSON NAME: Gill Blower
CONTACT PERSON PHONE: 027 535 9931
NEXT REVISION DATE: 1.4.21

## Club/Centre goal/statement

Kohimarama Tennis Club 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/centre 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.	G Blower
<b>PLANNING AHEAD</b>		
✓	The centre manager/ club committee and club coaches 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 Committee/ G Blower
✓	We have undertaken a deep clean of communal areas such as toilets, changing rooms, kitchen, clubhouse etc. (on opening of clubhouse at relevant Alert Levels)	G Blower
✓	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"> <li>• Inducted in relation to the role they are to perform</li> <li>• Complete contact tracing requirements</li> <li>• Wear appropriate PPE</li> <li>• Maintain appropriate physical distancing</li> <li>• Sanitise their hands and any equipment/touch points regularly</li> </ul>	G Blower
✓	We have effective contact tracing methods in place using government QR tracing code and paper alternative. In addition at level 3 all courts must be prebooked providing contact details for club.	G Blower
<b>ACCESSING THE CLUB/VENUE</b>		
✓	We have clearly communicated how the club/centre 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.  Facebook, Instagram, membership direct email and website used for ongoing communication and at Level changes.  Appropriate signage for current Level displayed at club entrance and court entrance	G Blower
✓	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.	

## COVID-19 safety plan (current Mar 21)

✓	We have implemented an electronic/online contact tracing process for all members, casual users and coaching clients.	G Blower
<b>SIGNAGE</b>		
✓	We have displayed a contact tracing information poster at entrance to the club instructing users to check in for each visit.	G Blower
✓	We have put a Safety Guidelines for Tennis poster up at the entrance to the club	<a href="#">Level 1 Safety Guidelines</a> <a href="#">Level 2 Safety Guidelines</a> <a href="#">Level 3 Safety Guidelines</a>
✓	We have put a Safety Guidelines for Tennis poster up in at least two locations on the fences around each individual tennis court.	
✓	We have put a Safe Coaching Practices poster up at the entrance to the club	<a href="#">Level 2 Coaching Practices</a>
✓	We have put a Safe Coaching Practices poster up in at least two locations on the fences around each coaching tennis court.	<a href="#">Level 3 Coaching Practices</a>
<b>CLEANING &amp; HYGIENE</b>		
✓	We are ensuring all high contact areas (e.g. entrance gates, nets, door handles) are being sanitised regularly at least twice a day at Level 1,2 and 3 x per session at Level 3 8am - 1pm. Carried out by club manager and volunteers during weekend sessions. Spray disinfectant provided	G Blower
✓	We will have hand sanitiser and/or soap and water facilities available for court users, club/centre representatives and coaching staff to use before and after they have played.	G Blower
✓	If it is identified that a COVID-19 carrier uses the club courts, we will close the club until appropriate sanitising measures can be conducted. Those sanitising measures will involve cleaning as per schedule attached	G Blower <a href="#">Cleaning Schedule</a>
✓	We are limiting the amount of shared equipment used for club and coaching activities. Any shared equipment used will be sanitised/cleaned before and after each use by a club/centre representative or coaching staff.	G Blower
<b>CLUB/CENTRE EQUIPMENT &amp; FACILITIES</b>		
✓	At Level 3 we will remove all high contact items (e.g. umpire chairs, player seats, rubbish bins) from the courts	G Blower
✓	We have removed any other items that do not need to be on courts at this time (e.g. squeegees, scoreboard markers tennis equipment)	G Blower
✓	We have identified that if our club/centre has a bar, café, shop or similar, the correct protocols have been established for its safe operation. <b>Level 2</b> Club Bar can open, subject to physical distancing and conditions on gatherings (eg seated patrons only, no more than 100 people) being met. To comply with the Hospitality restrictions for Level 2 service must be table service only by 1 server. <b>Level 3</b> Clubhouse, Bar and kitchen closed	G Blower

## COVID-19 safety plan (current Mar 21)

Check box column	What measures are in place	Who is responsible?
<b>COACHING PRACTICES</b>		
✓	<p>Coaching programmes have been adapted to ensure adherence to government health and safety guidelines. This includes:</p> <ul style="list-style-type: none"> <li>• All attendees (players and parents/guardians) must register with the contact tracing tool upon arrival to each session.</li> <li>• Coaches will regularly reconcile the contact tracing register to ensure that all attendees are following this requirement.</li> <li>• Scheduling of coaching sessions has been adjusted to ensure no crossover between players.</li> <li>• Live ball drills and game-based play are prioritised over basket feeding drills to limit handling of tennis balls</li> <li>• Coaches and players are to respect physical distancing at all times including when giving feedback and while players are resting.</li> <li>• Players and coaches are to keep 2 metre distance from one another.</li> <li>• Coaches are avoiding activities, exercises and drills where players come in to contact or too close to one another.</li> <li>• Where practical coaches will spread out and use every second court.</li> <li>• Coaches will limit the use of coaching equipment such as target cones.</li> <li>• Players are not to handle any coaching equipment – coaches will pick up balls and feed</li> <li>• Payments are to be made online or via EFTPOS – avoid handling cash</li> </ul>	<p><i>G Blower</i> <i>Rick Healey</i></p>
✓	<p>In addition to the club equipment cleaning and hygiene policies, the coaching staff have also implemented the following:</p> <ul style="list-style-type: none"> <li>• Players are not to handle any balls or coaching equipment. Only the coach should be in contact with shared equipment</li> <li>• Please clean your hands before entering and when leaving the court</li> <li>• Do not touch your face after touching a ball, racquet or other tennis equipment</li> <li>• We will use new balls and racquet grips where possible</li> <li>• We will use fewer balls per session</li> <li>• We will replace all balls if someone with/suspected to have COVID-19 comes in contact with them</li> <li>• We will clean all tennis gear with alcohol-based disinfectant including racquets, towels, coaching- gear such as target cones</li> <li>• We will limit the use of equipment such as drop-down lines or cones</li> </ul>	<p><i>Gill Blower</i> <i>Rick Healey</i></p>
<b>EXTERNAL VISITORS</b>		
✓	<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"> <li>• All visits to the club are necessary and kept to a minimum</li> <li>• All visitors complete the online contact tracing form</li> </ul> <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>	<p>B Blower</p>
<b>COMMUNICATIONS</b>		
✓	<p>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</p>	<p>G Blower</p>
✓	<p>We have displayed this safety plan clearly for court users to view.</p>	<p>G Blower</p>
✓	<p>We have added this safety plan to club and coaching business websites and emailed it to members and the coaching and casual players database.</p>	<p>G Blower</p>

### NOTES: