

# Guidance for Tennis Venues, Coaches & Players in Wales

**COVID-19: RETURN TO PLAY  
PLAY SAFE GUIDELINES - RETURN TO PLAY**

**UPDATED 7 DECEMBER 2020**

**VERSION 7.1**

## INTRODUCTION

We know how important it is for people to be active, and the particular role tennis can have in the physical and mental wellbeing of those that play it. By its very nature, tennis is an activity whereby close person to person contact can be avoided.

Based on the Welsh Government guidance and adjustment of lockdown restrictions, Tennis Wales & the LTA have developed a set of practical guidelines to follow so that tennis can be played in Wales during the Covid-19 pandemic, where the local environment allows.

We have indicated the key additions and updates to these guidelines for Version 6 of this document with **(NEW)** and **(UPDATED)** on the following pages.

These guidelines apply to both Tennis and Padel, and outline adaptations so that tennis activity can be enjoyed in a way that is in line with Welsh Government advice and helps to prevent the spread of COVID-19. They include measures to limit hand to shared surface contact and minimise unnecessary interactions with others.

**IMPORTANT: This Return to Play document is national (Wales) guidance.**

## VENUES

Tennis venues across the country are all different and operate in different local contexts. Making an assessment of whether a safe exercise environment can be provided depends on a range of factors, which apply differently at each venue. It is the responsibility of each tennis provider, coach and facility to make that assessment based on their local environment.

## COACHES

Coached sessions should be limited to group sizes of no more than:

- 30 people outdoors aged 18+ including coaches and officials;
- 15 people indoors aged 18+ including coaches and officials;
- For children and young people (under 18) there are now no limits on group size indoors or outdoors. **Your activities must maintain social distancing for young people aged 11 and over.**

Please ensure you adhere to LTA player coach ratios at all times and also **ensure that you do not breach the maximum number of people per court within this return to play guidance.** For children and young people the size of your venue will dictate the maximum people who can participate – to ensure 2m social distancing is maintained on court. Indoor centres should use the [UK Active guidance](#) of 100 square foot per participant.

Coaches and coaching providers across the country are all different and operate in different local contexts. Making an assessment of whether a safe exercise environment can be provided depends on a range of factors, which apply differently at each venue. It is the responsibility of each tennis provider, coach and facility to make that assessment based on their local environment.

## PLAYERS

Both singles play and doubles play is now permitted with people from outside of your household in organised sport, as long as you remain 2 metres apart – meaning that four people from different households can play doubles both outdoors and indoors.

Given the length of time tennis activity has been suspended, it is advised that anyone returning to court eases themselves back in to play gently.

Please be aware that not all facilities may be open, as venues will need to make an assessment based on their own individual circumstances as to whether they feel they can facilitate safe play at their venue. Where they chose to remain closed please respect this decision.

Should you have any questions, [please refer to the FAQs on the LTA website](#).

## FACE COVERINGS

It is now a legal requirement for all people e.g. staff, coaches, officials, competition organisers, customers (players and parents) and volunteers aged 11 and over to wear a face covering when in public spaces indoors in Wales. This applies to all leisure, sport and recreational venues including club houses.

A face covering may be removed when eating and drinking in a designated café, bar or restaurant and when playing tennis or exercising. A face mask **MUST** be worn at all other times, before & after taking part in an activity.

For detailed guidance on face coverings and people exempt due to medical reasons and other factors please visit the Welsh Government website [here](#).

## SAFE ATTENDANCE AT A TENNIS VENUE, CLUB OR COACHING PROGRAMME

Any person (player, parent/guardian, coach, volunteer, committee member or employee etc.) must only leave home to attend a tennis venue, club or coaching activity for any purpose if they can confirm that:

- They do not currently have symptoms of COVID-19 (new persistent dry cough, fever, loss of or change to sense of taste or smell)
- They have not had a positive test for COVID-19 or onset of symptoms of COVID-19 in the last 10 days. (Individuals who have completed their period of isolation (10 days) and have no remaining symptoms (other than a dry cough or loss of taste or smell which can last for some time) may return to normal activities)
- No member of their household has had symptoms of COVID-19 or has tested positive for COVID-19 in the last 14 days
- They have not been contacted by a contact tracer from the Test, Trace and Protect Programme and told to isolate in the last 14 days as a contact of someone with confirmed COVID-19.
- They have not returned from a country outside of the UK in the last 14 days, other than those on the [exempt list](#).

**Anyone who is symptomatic should not take part in tennis or attend a tennis venue or club. They should immediately self-isolate (as well as their household), follow the Welsh Government's [self-isolation guidelines](#), and apply for a [Coronavirus test](#).**

Please download the NHS Covid-19 App <https://www.covid19.nhs.uk/> to protect yourself and others.

When arriving at a tennis venue please utilise the 'venue check in' function (QR code) via the app. We strongly recommend venues use the 'venue check in' system to support Test, Trace, Protect. You can create your unique venue QR codes here <https://www.gov.uk/create-coronavirus-qr-poster> for display.

## APPOINTING A COVID-19 RESPONSIBLE PERSON

Welsh Government guidance advises sports clubs to appoint 'responsible officers' for Covid-19 matters. Tennis is a sport that was able to return to play early, and as such this role will already be in place to support your safe return to tennis activity.

**To ensure best practice and for Tennis Wales to provide on-going support to a dedicated point of contact we require Tennis venues to appoint a Covid-19 responsible person and to keep us informed of that individuals contact details should they change.**

A venue/club Covid-19 responsible person will simply manage and ensure that the required processes and information are put in place and monitor compliance with the current guidance and legal requirements. The responsible person will:

- Be an existing member of the club/venue.
- Be responsible for oversight of the Covid-19 risk assessment(s) at the venue/club – ensuring they are up to date and completed in a timely manner.
- Ensure the necessary level of risk assessment and risk mitigations are in place and acted on.
- They will be responsible for ensuring that the venue/club adheres to the return to play guidance responsibilities within their local context.
- Ensure the venue and its activities have an appropriate process for collecting information to support Test, Trace, Protect.
- Be a point of contact for liaison with Tennis Wales for reassurance and guidance along with bodies (e.g. Test, Trace, Protect) in relation to Covid-19.

Online Covid-19 awareness training is available for a Covid-19 responsible person and any other venue/club representative and coach via the Welsh Sports Association, further information and how to book can be found [here](#)

## **WELSH GOVERNMENT TEST, TRACE, PROTECT (TTP)**

Clubs, venues, coaches and competition organisers must implement an appropriate and thorough record-keeping system. This will support the Welsh Government's 'Test, Trace, Protect' (TTP) strategy in terms of staff on duty at the club or venue, and individuals using the facilities to ensure they can be traced, contacted, advised to self-isolate and be tested (if required) accordingly for Coronavirus by TTP.

**For indoor venues and those providing hospitality services it is a legal requirement to retain contact details of users for TTP purposes for a period of 21 days.**

This is in the event of individuals being defined a close contact of a person having used the facilities, or been working at the venue, at the same time as an individual, or staff member, who has since tested positive for Coronavirus.

**Contact Information Required - The following details should be taken:**

### **Staff/Coaches/Volunteers:**

- Name of staff who work at the premises.
- A contact telephone number for each member of staff.
- The dates and times that the staff are at work.

### **Members, participants, customers and visitors:**

- The names of customers or visitors, or if it is a group of people from the same household, the name of one member of the group – the 'lead member' of that group.
- A contact telephone number for each customer or visitor, or if this is a group from the same household - the 'lead member' of that group.
- Date of visit and arrival and departure times.

Welsh Government Test, Trace and Protect information, which can be used to show your customers, if required, can be found [here](#). For further information, visit <https://gov.wales/test-trace-protect-process-summary-html>  
<https://gov.wales/test-trace-protect-your-questions>

### **How Test, Trace and Protect (TTP) Works**

It is important to understand how TTP operates to ensure that it is effective. How it works:

- The person who suspects they may have Covid-19 (or has symptoms) should immediately self-isolate (as well as their household), follow the Welsh Government's [self-isolation guidelines](#) and apply for a [Coronavirus test](#).
- If the test is positive, they will be contacted by TTP.
- TTP will request details of close contacts the infected person has had since two-days prior to the first symptoms
- TTP will contact each person that has been in close contact with the infected person. This is when your organisation will be contacted.
- You need to give TTP all the details of those in attendance at the date and time TTP request.
- TTP will not tell you who has tested positive unless the individual has given permission.
- If you are told, Information given to you is **confidential**.
- **Do not contact anyone yourself, it is the role of TTP to do this.**
- The process is outlined here: <https://gov.wales/test-trace-protect-guidance-employers>

### What to do if someone advises that they have Covid-19?

If someone who has been at your venue calls to inform you that they think they have COVID-19 or have symptoms, urge them to self-isolate (as well as their household), follow the Welsh Government's [self-isolation guidelines](#) and apply for a [Coronavirus test](#).

### What should you do?

- Remain calm; the symptoms they are experiencing may not be Covid-19.
- Urge them to self-isolate (as well as their household), follow the Welsh Government's [self-isolation guidelines](#) and apply for a [Coronavirus test](#).
- Treat the conversation as **confidential** but make your venue Covid-19 responsible person is aware.
- Do not contact other people who may have been at the session. This is the responsibility of TTP.
- Review what cleaning may be required, clear government guidance on this is available [here](#)

### IMPORTANT NEW ADVICE FROM WELSH SPORTS ASSOCIATION ON TTP –

**CONSENT is NOT required to use contact information for TTP.** The terms upon which any individual can participate in an activity can be defined by Tennis Wales, the club, venue, coach or competition organiser (all referred to as 'organiser' in this section only for clarity).

If the organiser asks for consent for contact details to be passed to the Test, Trace and Protect Service (TTPS) and this consent is refused, the organiser will not be able to refuse entry to an activity without breaching data protection law. This is because the club has made the consent conditional and not a free choice. The WSA recommend that you avoid using consent for this purpose.

On the basis that the Welsh Government advice requires sports activities and events to be organised, it is, therefore, reasonable for the organiser to insist on having contact details so that changes to any event can be communicated quickly to avoid any unnecessary gathering or travel. It is at the organiser's discretion whether to advise participants that their details will be passed to the TTPS in the event of a COVID incident. The organiser would need to consider if this will cause fear and put people off or instil confidence.

Under the data protection law, participants **DO NOT** need to be advised that details will be passed on to TTP. The law allows the organiser to pass their details to TTP without consent.

### NHS Covid-19 App

The NHS COVID-19 app is deemed an important part of Wales' Test Trace Protect programme to control the spread of Covid-19. **To support this we strongly recommend all tennis venues in**

**Wales use the Government website to create your own unique QR codes for prominent display at your venue;** this can be done here <https://www.gov.uk/create-coronavirus-qr-poster> .

**Please encourage your members to download the app and use the ‘venue check in’ function.** Much more information on the app and links to download can be found here <https://www.covid19.nhs.uk/>

## **Risk Assessments**

Completion of a risk assessment to plan, prepare, and mitigate risks linked to COVID-19 is an essential requirement of safe return to play. A template risk assessment along with poster resources to maintain social distancing and good hygiene can be found in the LTA Resource Library [here](#)

Risk assessment is about identifying sensible measures in a timely fashion to control the risks in your tennis venue and the services (e.g. coaching) you provide. The development of a risk assessment will help you decide whether all necessary issues or risks have been addressed and help inform decisions and control measures for your specific club/venue context.

The risk assessment and risk mitigation plan should be sufficient to ensure that activities can be run safely, in a manner that conforms to [Welsh Government legislation and guidance](#) and appropriately protects all individuals involved (e.g. players, coaches etc.). Your risk assessment should be reviewed regularly to ensure that it remains relevant and appropriate under changing circumstances.

**Your Risk Assessment should include clear protocols to manage any person who becomes symptomatic at your venue.** You should:

- Have a plan to immediately isolate the person at the venue.
- For them to return home promptly to self-isolate and follow the Welsh Government’s [self-isolation guidelines](#), and apply for a [Coronavirus test](#).
- Your Covid-19 responsible person should be immediately informed if they have not been involved with identifying and isolating the case at the training venue.

Your venue risk assessment should also outline:

- Clear protocols to provide/display clear/regular messaging to individuals that anyone displaying symptoms of Covid-19 should not turn up for training or to play.
- Clear protocols to support the Welsh Government’s [Test, Trace, Protect](#) strategy.
- How people returning to play from self or household isolation due to suspected or confirmed cases of Covid-19 or other Covid-19 related reasons (such as having to isolate as part of a household where a member[s] was suspected or confirmed as having Covid-19) will be medically assessed prior to return (e.g. symptom check or confirmation from a medical professional such as a GP).

**A risk assessment and risk mitigation plan must also be prepared for single sporting events and competitions, such as group coaching sessions.**

[Training for sport and leisure operators / coaches and clubs](#) relating to Covid Awareness and Duty of Care training including risk assessments, relating to the Welsh Government Coronavirus Regulations are available through the Welsh Sports Association.

**IMPORTANT: Anyone who is symptomatic should not take part in tennis or attend a tennis venue or club. They should immediately self-isolate (as well as their household), follow the Welsh Government’s [self-isolation guidelines](#), and apply for a [Coronavirus test](#).**

*Detailed guidelines for players, venues and coaches are provided on the following pages.*

# GUIDELINES FOR TENNIS VENUES

## VENUE MANAGEMENT

- Ensure your club committee / management oversees and maintains the implementation of measures. Venues are advised to take time to ensure they reopen safely, rather than rushing
- All activity should be consistent with the Welsh Government guidance regarding health, travel, social distancing and hygiene at all times
- Venues must consider safety first, particularly minimising the risk of infection/transmission. A thorough risk assessment must be undertaken (or updated if one previously done), and appropriate measures put in place to ensure participants, staff and volunteers are protected. A risk assessment template is available from the COVID-19 section of the venue [Resource Library](#) on the LTA website and in line with [Welsh Government sport, recreation and leisure guidance for a phased return](#) at all times.
- Guidelines will be updated as we progress through the different phases of Government measures – Tennis Wales remains in discussions with Government and so we recommend you check the official position at [www.lta.org.uk/coronavirus](http://www.lta.org.uk/coronavirus) on a regular basis to stay abreast of the latest recommendations
- Any measures venues put in place to enable tennis activity to resume need to be capable of being flexed or changed quickly if tighter restrictions on movement/social distancing are reintroduced in the future or when the restrictions are further relaxed
- Follow Government guidelines with regards to keeping a temporary record of customers for 21 days to assist the test, trace, protect programme.
- The NHS COVID-19 app is deemed an important part of Wales' Test Trace Protect programme to control the spread of Covid-19. To support this we strongly recommend all tennis venues in Wales use the Government website to create your own unique QR codes for prominent display at your venue; this can be done here <https://www.gov.uk/create-coronavirus-qr-poster> .
- Please encourage your members to download the app and use the 'venue check in' function. Much more information on the app and links to download can be found here <https://www.covid19.nhs.uk/>
- This guidance is applicable to both outdoor and indoor tennis venues.

## FACILITIES

- Both indoor and outdoor tennis courts can now be open for activity.
- From Monday 9th November, both indoor playing and coaching facilities along with club changing room facilities are able to re-open, providing they can be operated safely within Welsh Government Guidelines. Please refer to the [Welsh Government sport, recreation and leisure guidance for a phased return](#) at all times for detailed guidance. Further guidance around the re-opening of indoor sport and leisure facilities is available from UK Active, please [click here](#).
- Clubhouses and pavilions can be opened for the public to access outdoor courts, use the toilet, or purchase food and drink (see additional [guidance](#) on catering).
- **UPDATED:** All hospitality businesses (café, bar, restaurant etc.) in Wales including those at sports and leisure clubs (including tennis venues/clubs) – will have to close at 6pm. Takeaway sales are allowed to continue after 6pm but must be consumed off site.
- **NEW: The sale of alcohol is prohibited at all times.**
- Toilet facilities can be opened if the venue wishes, but particular care should be taken by those using them and those cleaning them. Where they are open, ensure soap and water is provided.
- For detailed guidance on cleaning of facilities, please refer to Government cleaning advice [within a non-healthcare setting](#).
- All Gym and club social spaces can now reopen, subject to maintenance of 2 metre social distancing at all times.

- Ensure nets are maintained at the appropriate height to avoid players having to adjust them, and remove net winders
- If your courts require dragging (e.g. clay) or drying after rain, have a nominated person to do this or make disposable gloves and spray available for players to use
- Remove any other unnecessary equipment and items from courts, and ensure appropriate cleaning measures are in place items that remain place. Equipment such as benches may be returned if necessary to provide support to participants, but regular and appropriate cleaning must be undertaken by the venue.

## SERVING FOOD & DRINK

- Bars, cafes and restaurants, including any food or drink facilities inside a clubhouse or tennis centre, can open – consumption is permitted on site (indoors and out) – this should only be done in accordance with the [latest guidance on the Government website](#) for this, which should be read in full
- **UPDATED:** All hospitality businesses (café, bar, restaurant etc.) in Wales including those at sports and leisure clubs (including tennis venues/clubs) – will have to close at 6pm. Takeaway sales are allowed to continue after 6pm but must be consumed off site.
- **NEW: The sale of alcohol is prohibited at all times.**
- Other than family groups who live in the same household, Groups of no more than 4 people (not including children under 11) from different households are allowed to meet in bars, cafes and restaurants, including any food or drink facilities inside a clubhouse or tennis centre
- All facilities providing food and drink for people to consume on the premises are required to implement pre-booking procedures, time limited visits and table service only.
- Follow compulsory Welsh Government guidelines with regards to keeping a temporary record of customer for 21 days to assist test, trace and protect.
- Make customers aware of, and encourage compliance with, limits on gatherings (for example, on arrival or at time of booking)
- Hot and cold food and drink may also be served on a takeaway basis
- Further information is also provided on the [Food Standards Agency website](#)
- The [Good To Go industry standard](#) and supporting mark means businesses can demonstrate they are adhering to the respective government and public health guidance; have carried out a COVID-19 risk assessment and checked they have the required processes in place. The scheme is free to join and open to all businesses across the hospitality and tourism industry
- Consider mandating contactless or card payment, to avoid handling cash

## HEALTH, SAFETY & HYGIENE

- It is now a requirement by law for all people e.g. staff, coaches, officials, competition organisers, customers (players and parents) and volunteers aged 11 and over to wear a face covering when in public spaces indoors in Wales. This applies to all leisure, sport and recreational venues including club houses.
- A face covering may be removed when eating and drinking in a designated café, bar or restaurant and when playing tennis or exercising. A face mask **MUST** be worn at all other times. For detailed guidance on face coverings and people exempt due to medical reasons and other factors please visit the Welsh Government website [here](#).
- Ensure usual access to first aid and emergency equipment is maintained (in some cases this may require limited access to the clubhouse being possible)
- Guidance on delivering first aid during the coronavirus pandemic is available on the [St John Ambulance website](#)
- Make hand sanitizers or wipes available for use at entrance/exit to venue/courts where possible (Hand sanitizer stations can be sourced from the LTA Buying Group - see <https://www.ltabuyinggroup.co.uk>)
- Clean all common touch point surfaces (gates, door handles, handrails, benches etc.) regularly, wearing disposable gloves

- Further guidance on maintaining hygiene at your venue is available at [Welsh Government sport, recreation and leisure guidance for a phased return](#) as well as guidance on suitable cleaning [here](#).

## TENNIS ACTIVITY OUTDOORS

- Singles and doubles can be played with people from different households outdoors in organised tennis activity. Group sessions (e.g. club nights, mix-in sessions), coaching and competitions can take place for groups of up to 30 adults (18 years old +) outdoors including coaches and officials, as long as 2 metre social distancing guidelines are adhered to at all times
- **There are no limits to group size for children and young people under 18.** It is very important that children and young people aged 11 years old + continue to follow social distancing requirements.
- **IMPORTANT:** Children under 11 no longer have to maintain 2 metres distance from each other in an outdoor environment. Caution must be exhibited at all times to STILL minimise close contact between children under 11. The coach and/or session leader should still maintain 2 metre social distancing from children under 11.
- **IMPORTANT:** The Government has made it clear that organised larger group tennis activity outdoors for up to 30 adults is only permitted in accordance with the COVID-19 Secure guidelines in an organised sport setting. This has been published by the LTA/Tennis Wales for venues, coaches, players and competitions, and is subject to a thorough risk assessment being undertaken for the activity. It is important to take into consideration the relevant LTA and Government guidance, and clear and appropriate risk mitigation measures are in place at all times
- Larger group sessions may need to utilise multiple full-size courts in order to maintain social distancing, depending on the local environment and risk assessment – where space and number of courts available is limited, then based on your risk assessment only smaller group sessions may be possible. Coaches can refer to the [LTA's recommended coach:player ratios](#) for more specific guidance

## INDOOR FACILITIES AND ACTIVITIES (UPDATED)

- Indoor courts and bubble courts, and other indoor facilities such as changing rooms and gyms are now able to open – **subject to following specific guidance detailed on the [Welsh Government website](#). This guidance should be read in full and any necessary measures implemented before any indoor facility is opened.**
- Guidance is provided around recreational play and group coaching is for indoor venues. Particular care should be taken in the production of a detailed risk assessment, to take into account the venue-specific considerations around indoor courts, access points and surrounding areas.
- It is now a requirement by law for all people e.g. staff, coaches, officials, competition organisers, customers (players and parents) and volunteers aged 11 and over to wear a face covering when in public spaces indoors in Wales. This applies to all leisure, sport and recreational venues including club houses.
- Signage and instruction on arrival at a venue and then around building in prominent places must be provided to explain the need to wear a face covering.
- A venue must provide clear mitigations (e.g. social distancing measures, signage etc.) in its risk assessment to minimise risk of transmission in situations when a person is allowed to remove a face covering (e.g. to play tennis/exercise or to consume food and drink).
- **IMPORTANT:** On court(s), there is no limit to group size for children and young people under 18. **Children aged 11 and older are required to maintain 2 metre social distancing AT ALL TIMES when participating indoors.**
- **Ensure that you do not breach the maximum number of people per court within this return to play guidance at all times.**
- **IMPORTANT:** Coaches should still minimise close contact between children under 11 at all times.

- **IMPORTANT:** On court(s), strict adherence to a maximum group size of 15 for people aged 18 + must be adhered to at all times. This maximum group size of 15 **DOES** include coaches, officials and other staff at the venue.
- Multiple groups of people adhering to the group limits above inside a tennis/sports hall are allowed as long as they are discreet groups (they do not mix) and maintain social distancing at all times.
- Coaches must only work with one group at a time, where multiple groups are playing at the same time each group must have their own dedicated coaches
- To support increased capacity indoors the following player number of players per court limits are now in place:
  - 16 children under 11 per full size court ([LTA Player:Coach ratios must be observed at all times](#))
  - 8 people per full size court 11 and over.
- **IMPORTANT: Players and coaches aged 11 years old and older are required to maintain 2 metre social distancing AT ALL TIMES when participating indoors.**
- Each group must be partitioned to stop any mixing (e.g. netting or a clear, demarcated barrier – splitting the courts).
- It is advised for indoor sessions that a short buffer between activities and staggered group start times for participants leaving and arriving will manage the flow of people in and out of the courts and wider facility.
- Parents and guardians should wait in another space away from the tennis courts maintaining 2 metre social distancing at all times. As you will have more young people on court their parents/guardians will have to be carefully managed off court to maintain social distancing and that they remain within a safe limit in terms of the number of people in any room or space in your facility.
- **IMPORTANT:** Strict adherence to a maximum number of people in any other indoor physical activity space (e.g. gym or dance studio) aligned to the [UK Active guidance](#) of 100 square foot per participant must be maintained at all times. Maximum group size of 15 people for group exercise activities **does** include instructors/coaches subject to application of the [UK Active guidance](#). Maximum numbers must be documented in the venue risk assessment.
- Ensure 2 metre social distancing at all times indoors, the total number of people for any indoor non activity space (e.g. Reception area, Café, Viewing balcony, Waiting room, changing rooms) must be set to allow for 2 metre social distancing and documented within the venue risk assessment.
- Other than family groups who live in the same household, groups or gatherings indoors must be limited to 4 people from different households (not including any children aged under 11). This guidance applies at all times other than when participating in organised tennis activity.
- While changing rooms and showering facilities can be open, their use should be avoided where possible, with venues encouraging attendees to arrive at the facility in sports kit, and where possible to travel home to change/shower For more detailed guidance please refer to [UK Active guidance](#)
- Changing/shower facilities however must be made available for participants with disabilities or special needs
- To maintain ventilation ensure, where possible, that windows and doors to the exterior on the opposite side of a building are opened to create air flow, as this is most effective at clearing micro droplet airborne particles created when someone sneezes or shouts. For further advice and guidance on ventilation please refer to the [Welsh Government sport, recreation and leisure guidance for a phased return](#). Further guidance is also available from UK Active, please [click here](#).
- Clubhouses and pavilions can be opened for the public to access outdoor courts, use the toilet, or purchase food and drink (see additional guidance on catering)
- **Important:** Inside clubhouses and pavilions it is essential to ensure 2 metre social distancing at all times indoors, the total number of people for any indoor non activity space (e.g. Reception area, Café, Viewing balcony, Waiting room, changing rooms) must be set to allow for 2 metre social distancing and documented within the venue risk assessment

- **UPDATED:** All hospitality businesses (café, bar, restaurant etc.) in Wales including those at sports and leisure clubs (including tennis venues/clubs) – will have to close at 6pm. Takeaway sales are allowed to continue after 6pm but must be consumed off site.
- **NEW: The sale of alcohol is prohibited at all times.**
- Where toilet facilities (and other indoor facilities such as changing rooms) are opened, particular care should be taken by those using them and those cleaning them
- Ensure soap and water is provided where any toilets are open
- Venues providing such indoor access should ensure clear signage is in place so people can find their destination quickly, putting in place queue management or one-way flow measures where appropriate, and limiting the number of customers in the building (both overall and in any particular congestion areas)
- Further guidance for the reopening of clubhouses and pavilions is provided on the [Welsh Government website](#)

## COURT ACCESS

- Ensure measures are in place to minimise encounters between people, including in car parks and at entrances
- Court users should be advised to clean their hands with hand sanitiser after touching shared surfaces such as gates. Where safe and appropriate, doors and court gates could be left open during playing hours
- Consider different entry and exit routes to the courts/venue where possible, and ensure this is clearly marked
- Consider marking two metre distances at appropriate points, such as the entry gates to courts

## EQUIPMENT

- Players should bring their own equipment where possible – however, use of communal rackets can be done subject to thorough cleaning processes between uses.
- Any coaching equipment used (e.g. cones) should be wiped down and cleaned rigorously afterwards.

## BOOKINGS & PAYMENT

- Operate online booking for courts and sessions where at all possible, or alternatively phone bookings
- It is no longer necessary to implement a buffer period between court/session booking slots, but venues should ensure appropriate signage is in place to guide safe entrance and exit to courts, with markings to facilitate social distancing around pinch points (e.g. court gates) and an area for people to wait safely for previous users leave the court
- It is advised for **indoor sessions** that a short buffer between activities and staggered group start times for participants leaving and arriving will manage the flow of people in and out of the courts and wider facility.
- Take any payments online or via contactless payment, and avoid handling cash
- Online bookings can be facilitated through ClubSpark, which is free for all LTA Registered Venues, and via a free online national booking platform - LTA Rally - which makes it easy for players to find, book and pay for courts from their mobile phone. Email [rally@lta.org.uk](mailto:rally@lta.org.uk) for more information on how to sign up to ClubSpark or Rally

## COMMUNICATION

- Communicate with your members/customers clearly and regularly, making them aware in advance of the measures you are putting in place at your venue, and guidelines they are asked to follow
- Ensure signage on guidelines for playing tennis safely and promoting hygiene measures is clearly displayed (and ensure these remain up to date as restrictions change)
- Posters that can be used to aid communication will be available from the COVID-19 section of the [Resource Library](#)

- Venues should make members/customers aware that undertaking any activity, including tennis, has the potential for increased risk of transmission of COVID-19, and advise attendees to read the [Government's guidance on staying safe outside your home](#)
- Ensure signage on guidelines for maintaining social distancing and promoting hygiene measures is clearly displayed (and ensure these remain up to date as restrictions change)
- Posters that can be used to aid communication will be available from the COVID-19 section of the [LTA Resource Library](#)

## COACHING

- It is important that both recreational play and coaching activity resumes. Venues should liaise with their coach(es) to ensure an approach to activity is agreed that is feasible to deliver safely, and ensure coaches can be supported to deliver lessons safely

## SPECTATING & SUPERVISION

- There should be no attendance by spectators at events and competitions other than people with a designated caring responsibility for a child or disabled person.
- Where attendance of a parent/guardian (non-participant) is required, or a carer for a disabled player, it is permitted, but should be off court and limited to one parent/guardian per player where possible
- All in attendance should adhere to 2 metre social distancing whilst attending events at all times.
- Consider marking out specific boxes/areas for this purpose at your venue

## COMPETITIONS

- Some formats of competition will be able to resume before others, and [LTA Local Tennis Leagues](#), LTA Youth Box Leagues and internal venue singles and doubles box leagues/ladders can be played as long as they adhere to the guidelines in place
- LTA approved competitions (Grade 2 - 6) can now be played as long as you do not exceed 30 people (aged 18+) outdoors and 15 people indoors (aged 18+) including officials and coaches.
- Friendly matches between Clubs/Counties, Team Challenge, Quorn Family Tennis Cup and Internal Club Competition can now restart as long as you do not exceed 30 people (aged 18+) outdoors and 15 people (aged 18+) indoors including officials and coaches.
- **Children under 18 years old can compete in all LTA approved competition and friendly matches without a maximum group/draw size.** Social distancing must be maintained for all people aged 11 and over.
- Detailed guidance on the 'Return to Competition' for officials and competition organisers has been published at [lta.org.uk/coronavirus](https://lta.org.uk/coronavirus)

# GUIDELINES FOR TENNIS COACHES

## COACHING ACTIVITY

- All activity should be consistent with the government guidance regarding health, travel, social distancing and hygiene at all times.
- Coaches and coaching organisations must consider safety first, particularly minimising the risk of infection/transmission. A thorough risk assessment should be undertaken, and appropriate measures put in place to ensure participants, staff and volunteers are protected - you are advised to liaise with your venue when doing this. A risk assessment template is available from the COVID-19 section of the venue [Resource Library](#) on the LTA website
- Coaches, who have had their normal activity disrupted and have a need to coach outside of their normal venue, should seek prior permission from the venue, local authority or operator who is in charge of the tennis facility, before undertaking coaching.
- Guidelines will be updated as we progress through the different phases of Government measures - the LTA remains in discussions with Government and so we recommend you check the official LTA position at [www.lta.org.uk/coronavirus](http://www.lta.org.uk/coronavirus) on a regular basis to stay abreast of the latest recommendations
- Any measures coaches put in place to enable tennis activity to resume need to be capable of being flexed or changed quickly if tighter movement/social distancing is reintroduced in the future or when the restrictions are further relaxed

## COACHING LIMITS OUTDOORS

- Coached sessions must be limited to group sizes of no more than 30 people (aged 18+), including coach(es), meaning normal group size limits that were in place for your coaching programme/business prior to lock down may now be possible
- **IMPORTANT:** The Government has made it clear that organised larger group tennis activity for up to 30 adults is only permitted in accordance with the COVID-19 Secure guidelines published by the LTA for venues, coaches, players and competitions, and is subject to a thorough risk assessment being done for the activity taking into consideration the relevant LTA and Government guidance, and clear and appropriate risk mitigation measures are in place
- To remain within the 30 person group size limit and to adhere to LTA player coach ratios, Tennis Wales recommends a maximum group size of 24 players.
- To ensure social distancing measures are maintained, **no more than 8 players aged 11 and over should be on any adult tennis court, at any one time.**
- Larger group sessions may need to utilise multiple full-size courts in order to maintain social distancing, depending on the local environment and risk assessment – where space and number of courts available is limited, then based on your risk assessment only smaller group sessions may be possible. Coaches can refer to the [LTA's recommended coach:player ratios](#) for more specific guidance
- Coaches should not move between groups, and each coach should only interact with one group for as long as the group is on site
- You can meet with different clients/groups in a single day as long as you are maintaining social distancing
- Coach Education sessions should be limited to group sizes of no more than 30 people, including tutors

## COACHING CHILDREN OUTDOORS

- For children and young people (under 18) there are now no limits on group size outdoors. However your activities must maintain social distancing for young people aged 11 and over. For children and young people the size of your venue will dictate the maximum people who can participate – to ensure 2m social distancing is maintained on court.

- Red court specific guidance: Consider using a safe barrier between red courts (e.g. line of cones, strips or barrier tape) and use spots/ground markers to facilitate children maintaining social distancing as part of the session organisation.
- Children under 11 do not need to comply with 2 metre social distancing. Caution must be exhibited at all times to STILL minimise close contact between children under 11. The coach and/or session leader should still maintain 2 metre social distancing from children under 11.
- Ensure you adhere to LTA player coach ratios and court limits at all time.
- To ensure social distancing measures are maintained for anyone aged 11 or over, no more than 8 players should be on any adult tennis court, at any one time.
- Group sessions for players under 11 do not have any restrictions on the number of players on court. Coaches must refer to the [LTA's recommended player:coach ratios](#) for guidance.
- **IMPORTANT: Coaches should still minimise close contact between children aged under 11 at all times.**
- Guardian (non-participant) or carer attendance is permitted and is not counted as part of the maximum group size, but should be off court and limited to one per child where possible, with social distancing observed while watching the session

## MAINTAINING SOCIAL DISTANCING OUTDOORS

- 2 metre social distancing between players, aged 11 and upwards, and between the coach and players should be maintained at all times.
- Coaches should ensure that this is emphasised to participants at the start of each session, and that they are clear on how they should maintain social distancing for each drill before starting.
- With group coaching permitted, adaptations to drills and how you provide feedback/instruction will be needed to ensure social distancing guidelines can be safely adhered to. The LTA has provided guidance as to how adaptations for LTA programmes can be made – including LTA Youth, Tennis for Kids drills and adult programmes such as Cardio Tennis, Tennis Express and Tennis Tuesdays.
- Coaches should encourage players to avoid running down balls within an exercise if it would compromise social distancing.
- Attendees should be strongly advised to limit their interactions with anyone outside of the group they are attending the venue with (e.g. players on another court or in a different coaching group)

## COACHING INDOORS (UPDATED)

- Following Welsh Government confirmation that indoor sports facilities can re-open once relevant guidance is implemented, coaches can access indoor facilities for coaching activities
- Any indoor access needs to be subject to appropriate measures being in place for cleaning, hygiene and social distancing in accordance with Welsh Government guidance
- A coach must wear a face covering at all times when coaching indoors other than when undertaking a live demonstration or hitting during a coaching practice
- A coach must clearly set out measures in their session risk assessment to minimise the risk of transmission when players are exercising without a face covering or when the coach is undertaking a live demonstration or hitting during a session. These measures must be communicated to all attendees participating.
- **IMPORTANT: On court(s), there is no limit to group size for children and young people under 18. Children aged 11 and older are required to maintain 2 metre social distancing AT ALL TIMES when participating indoors.**
- Ensure that you do not breach the maximum number of people per court within this return to play guidance at all times.
- **IMPORTANT: Coaches should still minimise close contact between children under 11 at all times.**

- **IMPORTANT:** On court(s), strict adherence to a maximum group size of 15 for people aged 18+ must be adhered to at all times. This maximum group size of 15 **DOES** include coaches, officials and other staff at the venue.
- Multiple groups of people adhering to the group limits above inside a tennis/sports hall are allowed as long as they are discreet groups (they do not mix) and maintain social distancing at all times.
- Coaches must only work with one group at a time, where multiple groups are playing at the same time each group must have their own dedicated coaches.
- To support increased capacity indoors the following player number of players per court limits are now in place:
  - 16 children under 11 per full size court ([LTA Player:Coach ratios must be observed at all times](#))
  - 8 people per full size court aged 11 and over.
- Each group must be partitioned to stop any mixing (e.g. netting or a clear, demarcated barrier – splitting the courts).
- It is advised for indoor sessions that a short buffer between activities and staggered group start times for participants leaving and arriving will manage the flow of people in and out of the courts and wider facility.
- Parents and guardians should wait in another space away from the tennis courts maintaining 2 metre social distancing at all times. As you will have more young people on court their parents/guardians will have to be carefully managed off court to maintain social distancing and that they remain within a safe limit in terms of the number of people in any room or space in your facility.
- **IMPORTANT: 2 metre social distancing between all players (aged 11 years old and over) and between the coach and players should be maintained at all times indoors.**
- Coaches should ensure the importance of social distancing is emphasised to participants at the start of each session, and that they are clear on how they should maintain social distancing for each drill before starting.
- With group coaching permitted, adaptations to drills and how you provide feedback/instruction will be needed to ensure social distancing guidelines can be safely adhered to. The LTA has provided guidance as to how adaptations for LTA programmes can be made – including LTA Youth, Tennis for Kids drills and adult programmes such as Cardio Tennis, Tennis Express and Tennis Tuesdays.
- Coaches should encourage players to avoid running down balls within an exercise if it would compromise social distancing.
- Attendees should be strongly advised to limit their interactions with anyone outside of the group they are participating with (e.g. players on another court)
- **NEW:** Coach Education sessions should be limited to group sizes of no more than 15 people, including tutors indoors.
- **IMPORTANT:** The Government has made it clear that organised group tennis activity indoors is only permitted in accordance with the COVID-19 Secure guidelines published by the LTA for venues, coaches, players and competitions, and is subject to a thorough risk assessment being done for the activity taking into consideration the relevant LTA and Government guidance, and clear and appropriate risk mitigation measures are in place

## EQUIPMENT

- Coaches do not need to use new or fresh tennis balls for each lesson, and are no longer advised to be the only person to touch the tennis balls.
- Where new or fresh balls aren't used or where players handle tennis balls as well as the coach, then extra care must be taken to ensure the coach and players do not touch their faces during play, and they should all clean their hands before the session and immediately after finishing (use alcohol gel if required).
- Players should bring their own equipment where possible – however, use of communal rackets can be done subject to thorough cleaning processes between uses.
- Any coaching equipment used (e.g. cones) should be wiped down and cleaned rigorously afterwards.

- Ensure all equipment is removed from the court at the end of the session

## HEALTH, SAFETY & HYGIENE

- It is now a requirement by law for all people e.g. staff, customers (players and parents) and volunteers aged 11 and over to wear a face covering when in public spaces indoors in Wales. This applies to all leisure, sport and recreational venues including club houses.
- A face covering may be removed when playing tennis or exercising. A face mask **MUST** be worn at all other times. For detailed guidance on face coverings and people exempt due to medical reasons and other factors please visit the Welsh Government website [here](#).
- Ensure usual access to first aid and emergency equipment is maintained (in some cases this may require limited access to the clubhouse being arranged)
- Guidance on delivering first aid during the coronavirus pandemic is available on the [St John Ambulance website](#)
- Hand hygiene is imperative – hand sanitise at intervals if you have to touch communal surfaces
- If you need to sneeze or cough, do so into a tissue or upper sleeve
- Avoid touching your face
- Any person (player, parent/guardian, coach, volunteer, committee member or employee etc.) must not leave home to attend a tennis venue, club or coaching activity for any purpose if they:
  - Currently have symptoms of COVID-19 (new persistent dry cough, fever (high temperature), loss of or change to sense of taste or smell)
  - They have had a positive test for COVID-19 or onset of symptoms of COVID-19 in the last 10 days. (Individuals who have completed their period of isolation (10 days) and have no remaining symptoms (other than a dry cough or loss of taste or smell which can last for some time) may return to normal activities)
  - Members of their household has had symptoms of COVID-19 or has tested positive for COVID-19 in the last 14 days
  - They have been contacted by a contact tracer from the Test, Trace and Protect Programme and told to isolate in the last 14 days as a contact of someone with confirmed COVID-19.
  - They have returned from a country outside of the UK in the last 14 days, other than those on the [exempt list](#).

**Anyone who is symptomatic should not take part in tennis or attend a tennis venue or club. They should immediately self-isolate (as well as their household), follow the Welsh Government's [self-isolation guidelines](#), and apply for a [Coronavirus test](#).**

## BOOKINGS & PAYMENT

- Operate online booking for coaching sessions where at all possible, or alternatively phone bookings, using online solutions such as ClubSpark to manage attendance
- Take any payments online or via contactless payment, and avoid handling cash
- Keep a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business and to assist with any test, trace, protect requests for that data if needed.
- The NHS COVID-19 app is deemed an important part of Wales' Test Trace Protect programme to control the spread of Covid-19. To support this we strongly recommend all tennis venues and coaches in Wales use the Government website to create your own unique QR codes for prominent display at your venue or session; this can be done here <https://www.gov.uk/create-coronavirus-qr-poster> .
- Please encourage your members to download the app and use the 'venue check in' function. Much more information on the app and links to download can be found here <https://www.covid19.nhs.uk/>

## COMMUNICATION & VENUE LIAISON

- Coaches should liaise with the venue to ensure an agreed approach to activity that is feasible to deliver safely, and explore how coaches can be supported to deliver sessions
- Communicate with your customers clearly and regularly, making them aware in advance of the measures you are putting in place for your sessions, and guidelines they should follow when attending
- Coaches should make customers aware in advance that undertaking any activity, including tennis, has the potential for increased risk of transmission of COVID-19, and advise attendees to read the [Government's guidance on staying safe outside your home](#)

## COACHING IN SCHOOLS

- Tennis Wales advise tennis coaches not to make proactive approaches to schools, to offer their services during this phase. Given that it is vital to minimise travel and maintain social distancing, schools should only have staff from external organisations on site where it is absolutely essential
- The Welsh Government recently announced for all pupils, in all year groups to return to school, full time, from the beginning of the Autumn Term (September 2020)
- Whilst the relaxation of restrictions is hugely positive for PE and school sport, communication and approaches from tennis coaches to schools should be made empathetically, understanding the wider and significant challenges school leaders will be facing.

# GUIDANCE FOR TENNIS PLAYERS

## STAY UP TO DATE

- Welsh Government information around social distancing is available [here](#) and should be read in full
- Be aware guidance can change and restrictions may be reintroduced - ensure you have checked the latest version of the LTA's guidelines for tennis players on the LTA website

## WHO CAN PLAY

- Any person (player, parent/guardian, coach, volunteer, committee member or employee etc.) must not leave home to attend a tennis venue, club or coaching activity for any purpose if they:
  - Currently have symptoms of COVID-19 (new persistent dry cough, fever (high temperature), loss of or change to sense of taste or smell)
  - They have had a positive test for COVID-19 or onset of symptoms of COVID-19 in the last 10 days. (Individuals who have completed their period of isolation (10 days) and have no remaining symptoms (other than a dry cough or loss of taste or smell which can last for some time) may return to normal activities)
  - Members of their household has had symptoms of COVID-19 or has tested positive for COVID-19 in the last 14 days
  - They have been contacted by a contact tracer from the Test, Trace and Protect Programme and told to isolate in the last 14 days as a contact of someone with confirmed COVID-19.
  - They have returned from a country outside of the UK in the last 14 days, other than those on the [exempt list](#).
- **Anyone who is symptomatic should not take part in tennis or attend a tennis venue or club. They should immediately self-isolate (as well as their household), follow the Welsh Government's [self-isolation guidelines](#), and apply for a [Coronavirus test](#).**
- All players should follow the Welsh Government [guidance](#) on social distancing at all times
- If you are in an extremely vulnerable group you can play tennis but should be especially following all Welsh Government [guidance](#) at all times.
- Please download the NHS Covid-19 App <https://www.covid19.nhs.uk/> to protect yourself and others.
- When arriving at a tennis venue please utilise the 'venue check in' function (QR code) via the NHS Covid-19 app (where the venue displays appropriate QR codes).

## BEFORE LEAVING HOME & AFTER YOU RETURN

- Wash your hands with soap and water for at least 20 seconds before leaving home to go to the court (or use an alcohol gel if washing hands is not possible)
- Arrive at the venue changed and ready to play, and shower at home
- If you have special needs, you may wish to speak to the venue in advance to ensure your needs are accommodated and appropriate facilities are open

## COURT BOOKINGS

- Where the facility allows, ensure you have booked a court in advance and made payment online
- Play can now take place on indoor and outdoor courts
- The LTA's online booking platform has courts that can be booked in over 300 parks and clubs nationwide - the site [www.lta.org.uk/rally](http://www.lta.org.uk/rally)

- Please note that to support Test, Trace, Protect, venues and coaches will need to take additional details from you when booking so that they have appropriate temporary records in place to assist this service, for further information click [here](#)

## EQUIPMENT

- Take hand sanitizer with you to the tennis courts
- Use your own equipment where possible. Equipment such as rackets can be shared, but where this happens ensure thorough cleaning before and after use. Players should not share items such as towels.
- Only take the minimum amount of equipment with you that you need to play
- Clean and wipe down your equipment, including racquets and water bottles before and after use
- Bring a full water bottle, and do not share food or drink with others
- Ensure you take all your belongings with you at the end of the session and do not leave anything on court

## TRAVELLING TO AND FROM THE COURT

- Players must avoid travelling together if not from the same household.
- Check for any local lockdown restrictions that may limit where you can play before you leave home. Up to date information can be found either at <https://gov.wales/coronavirus> or [www.lta.org.uk/coronavirus](http://www.lta.org.uk/coronavirus)
- Avoid using public transport
- Arrive as close as possible to when you need to be there
- Avoid touching court gates, fences, benches, etc. if you can
- Allow others to leave before you enter the court - if you need to wait then do so away from the courts and clear of the gates
- Ensure you leave the court before the end of your allotted time so that it is empty for the next players
- Arrive changed and ready to play. Shower at home, and avoid using the venue's changing area where at all possible

## TENNIS ACTIVITY (UPDATED)

- Both singles play and doubles play is now permitted with people from outside of your household, as long as you remain 2 metres apart – meaning that four people from different households can play doubles
- Coached session should be limited to groups of no more than 30 people (aged 18+) outdoors, **including** coach(es) and official(s).
- Coached sessions should be limited to groups of no more than 15 people (aged 18+) indoors, **including** the coach(es) and official(s).
- For children and young people (under 18) there are now no limits on group size indoors or outdoors for coached sessions. However activities must maintain social distancing for young people aged 11 and over.
- Players are advised to limit their interactions with anyone outside of the group they are attending the venue with (e.g. players on another court or in a different coaching group)
- Players should continue to maintain 2 metre social distancing from those that they do not live with or are in an extended family arrangement with at all times.
- **NEW:** Travel within Wales (for people living in Wales) to participate in tennis is currently not limited.
- **NEW: NO** adult (aged 18+) participants in Wales must travel to play or compete in tennis activity in a tier 3 area in England (level three or higher in Scotland and in Northern Ireland) or vice versa.
- **NEW:** Children (people aged under 18) are allowed to travel for organised tennis activity but must be accompanied by only one responsible adult at all times.

## PLAYING IN COMPETITIONS

- Some formats of competition will be able to resume before others, and [LTA Local Tennis Leagues](#), LTA Youth Box Leagues and internal venue singles and doubles box leagues/ladders can be played as long as they adhere to the guidelines in place
- LTA approved competitions (Grade 2 - 6) can now be played as long as you do not exceed 30 people (aged 18+) outdoors and 15 people indoors (aged 18+) including officials and coaches.
- Friendly matches between Clubs/Counties, Team Challenge, Quorn Family Tennis Cup and Internal Club Competition can now restart as long as you do not exceed 30 people (aged 18+) outdoors and 15 people (aged 18+) indoors including officials and coaches.
- **Children under 18 years old can compete in all LTA approved competition and friendly matches without a maximum group/draw size.** Social distancing must be maintained for all people aged 11 and over.
- Detailed guidance on the 'Return to Competition' for officials and competition organisers has been published at [lta.org.uk/coronavirus](http://lta.org.uk/coronavirus)

## MAINTAIN SOCIAL DISTANCING

- Stay at least two metres away from other players at all times (including during play, when taking breaks and before and after play) except for children aged under 11 when playing outdoors only.
- Whilst children under 11 do not need to comply with 2 metre social distancing. Caution must be exhibited at all times to STILL minimise close contact between children under 11. The coach and/or session leader should still maintain 2 metre social distancing from children under 11.
- Do not make physical contact with other players (such as shaking hands or high five)
- Stay on your side of court and avoid changing ends, or agree to change ends at opposite sides of the net
- Avoid chasing the ball down to another court if other players are using it
- For coached sessions, you must pay careful attention to the instructions of the coach at all times

## EQUIPMENT & FACILITIES

- If players wish to, they can choose to use their own marked tennis balls
- If you choose to use shared balls then extra care must be taken to ensure you do not touch your face during play, and you should clean your hands before play and immediately after finishing (use alcohol gel if required)
- Players should still avoid using their hands to pick up tennis balls from other courts where possible - use your racquet/foot to return them as those players may have decided to use their own marked tennis balls
- Avoid using other equipment such as courtside benches, net handles or court sweepers where possible
- When playing Padel, try to avoid touching the court walls

## HEALTH, SAFETY & HYGIENE

- It is now a requirement by law for all people e.g. staff, customers (players and parents) and volunteers aged 11 and over to wear a face covering when in public spaces indoors in Wales. This applies to all leisure, sport and recreational venues including club houses.
- A face covering may be removed when eating and drinking in a designated café, bar or restaurant and when playing tennis or exercising. A face mask **MUST** be worn at all other times. For detailed guidance on face coverings and people exempt due to medical reasons and other factors please visit the Welsh Government website [here](#).
- Hand hygiene is imperative - hand sanitise at intervals if you have to touch communal surfaces
- If you sneeze or cough, do so into a tissue or upper sleeve, avoid touching your face.

# GUIDANCE FOR OFFICIALS AND COMPETITION ORGANISERS

## INTRODUCTION

We know Officials & Competition Organisers will be keen to provide competitive opportunities as soon as it is safe and appropriate for them to do so. By its very nature, tennis is an activity whereby close person to person contact can be avoided, with the Government saying tennis is a good example of an activity that can be undertaken in a way compliant with social distancing restrictions.

Based on our continued discussions with Government and following the further easing of restrictions, Tennis Wales and the LTA has developed this updated set of practical guidelines for officials and competition Organisers to follow so that tennis competition can be played in Wales, where the local environment allows.

These guidelines apply to both Tennis and Padel competitions, and outline adaptations and considerations so that tennis activity can be enjoyed in a way that is in line with Government advice and helps to prevent the spread of COVID-19. They include measures to maintain hygiene and minimise unnecessary interactions with others.

Tennis venues across the country are all different and operate in different local contexts. Making an assessment of whether a safe competition environment can be provided depends on a range of factors, which apply differently at each venue. It is the responsibility of each official & competition organiser and tennis facility to make that assessment based on their local environment.

These guidelines should be read in conjunction with the guidelines for venues, coaches and players, and all elements of the guidelines should be considered to ensure activity can be delivered safely.

Should you have any questions, [please refer to the FAQs on the LTA website](#).

# SECTION 1: PREPARATION & FACILITIES

## VENUE MANAGEMENT

- Ensure your club committee / management oversees and maintains the implementation of measures. Venues are advised to take time to ensure they reopen safely, rather than rushing
- All activity should be consistent with the government guidance regarding health, travel, social distancing and hygiene at all times
- Venues must consider safety first, particularly minimising the risk of infection/transmission. A thorough risk assessment should be undertaken, and appropriate measures put in place to ensure participants, staff and volunteers are protected. A risk assessment template is available from the COVID-19 section of the venue [Resource Library](#) on the LTA website
- We recommend in line with this guidance, all organisers complete a COVID-19 [delivery plan](#) to sit alongside your venue risk assessment.
- Guidelines will be updated as we progress through the different phases of Government measures – Tennis Wales remains in discussions with Government and so we recommend you check the official position at [www.lta.org.uk/coronavirus](http://www.lta.org.uk/coronavirus) on a regular basis to stay abreast of the latest recommendations
- Any measures venues put in place to enable tennis activity to resume need to be capable of being flexed or changed quickly if tighter movement/social distancing is reintroduced in the future or when the restrictions are further relaxed
- Follow guidelines with regards to keeping a temporary record of customer for 21 days to assist test, trace, protect, for further information please click [here](#)
- The NHS COVID-19 app is deemed an important part of Wales' Test Trace Protect programme to control the spread of Covid-19. **To support this we strongly recommend all tennis venues in Wales use the Government website to create your own unique QR codes for prominent display at your venue or event;** this can be done here <https://www.gov.uk/create-coronavirus-qr-poster> .
- **Please encourage your competition entrants to download the app and use the 'venue check in' function.** Much more information on the app and links to download can be found here <https://www.covid19.nhs.uk/>

## OUTDOOR FACILITIES

- Outdoor courts should be used wherever possible for competition
- Ensure nets are maintained at the appropriate height to avoid players having to adjust them, and remove net winders
- If your courts require dragging (e.g. clay) or drying after rain, venues are advised to have a nominated person to do this or make disposable gloves and spray available for players to use
- Remove any other unnecessary equipment and items from courts (e.g. benches), and ensure appropriate cleaning measures are in place items that remain in place

## INDOOR FACILITIES (Updated)

- Indoor courts and bubble courts, and other indoor facilities such as changing rooms and gyms are now open – **subject to specific guidance detailed on the [Welsh Government website](#). This guidance should be read in full and any necessary measures implemented before any indoor facility is opened.**
- Guidance provided around some formats of competition including [LTA Local Tennis Leagues](#), LTA Youth Box Leagues and internal venue singles and doubles box leagues/ladders is applicable for indoor venues, as well as outdoor venues. Particular care should be taken in the production of a detailed risk assessment, to take into account the venue-specific considerations around indoor courts, access points and surrounding areas.
- It is now a requirement by law for all people e.g. staff, coaches, officials, competition organisers, customers (players and parents) and volunteers aged 11 and over to wear a

face covering when in public spaces indoors in Wales. This applies to all leisure, sport and recreational venues including club houses.

- Signage and instruction on arrival at a venue and then around building in prominent places must be provided to explain the need to wear a face covering.
- A venue and the competition official must provide clear mitigations (e.g. social distancing measures, signage etc.) in its risk assessment to minimise risk of transmission in situations when a person is allowed to remove a face covering (e.g. to play tennis/exercise or to consume food and drink).
- **Children under 18 years old can compete in all LTA approved competition and friendly matches without a maximum group/draw size.** Social distancing must be maintained for all people aged 11 and over.
- **IMPORTANT:** In competition, **strict adherence to a maximum group size of 15 for people 18 and older must be adhered to at all times, including officials and coaches.**
- Parents and guardians must wait or spectate in another space away from the courts.
- Ensure 2 metre social distancing at all times indoors, the total number of people for any indoor non activity space (e.g. Reception area, Café, Viewing balcony, Waiting room, changing rooms) must be set to allow for 2 metre social distancing and documented within the venue risk assessment.
- Other than family groups who live in the same household, groups or gatherings indoors must be limited to 4 people from different households (not including any children aged under 11). This guidance applies at all times other than when participating in organised tennis activity
- While changing rooms and showering facilities can be open, their use should be avoided where possible, with venues encouraging attendees to arrive at the facility in sports kit, and where possible to travel home to change/shower.
- Changing/shower facilities however must be made available for participants with disabilities or special needs
- Clubhouses and pavilions can be opened for the public to access outdoor courts, use the toilet, or purchase food and drink
- **UPDATED:** All hospitality businesses (café, bar, restaurant etc.) in Wales including those at sports and leisure clubs (including tennis venues/clubs) – will have to close at 6pm. Takeaway sales are allowed to continue after 6pm but must be consumed off site.
- **NEW: The sale of alcohol is prohibited at all times.**
- Where toilet facilities (and other indoor facilities such as changing rooms) are opened, particular care should be taken by those using them and those cleaning them
- Ensure soap and water is provided where any toilets are open
- Venues providing such indoor access should ensure clear signage is in place so people can find their destination quickly, putting in place queue management or one-way flow measures where appropriate, and limiting the number of customers in the building (both overall and in any particular congestion areas)
- Further guidance for the reopening of clubhouses and pavilions is provided on the [Welsh Government website](#)

## SOCIAL DISTANCING

- In line with Welsh Government's guidance, the event timetable should be designed to permit only as many people as can be admitted whilst social distancing is maintained at the event at any given time. Event areas must be designed in order to maximise the available space for each participant and minimise the amount of time participants spend in proximity to each other.
- Ensure measures are in place to minimise encounters between people, including in car parks and at entrances
- Consider marking two metre distances at appropriate points, such as the entry gates to courts, referee desk and areas for the parents

## HEALTH, SAFETY & HYGIENE

- It is now a requirement by law for all people e.g. staff, customers (players and parents) and volunteers aged 11 and over to wear a face covering when in public spaces indoors in Wales. This applies to all leisure, sport and recreational venues including club houses.
- A face covering may be removed when eating and drinking in a designated café, bar or restaurant and when playing tennis or exercising. A face mask **MUST** be worn at all other times. For detailed guidance on face coverings and people exempt due to medical reasons and other factors please visit the Welsh Government website [here](#).
- Ensure usual access to first aid and emergency equipment is maintained
- Guidance on delivering first aid during the coronavirus pandemic is available on the [St John Ambulance website](#)
- Make hand sanitizers or wipes available for use at entrance/exit to venue/courts and buildings where possible (Hand sanitizer stations can be sourced from the LTA Buying Group - see <https://www.ltabuyinggroup.co.uk>)
- Clean all common touch point surfaces (gates, door handles, handrails etc.) regularly, wearing disposable gloves - attendees should be advised to clean their hands with hand sanitiser after touching shared surfaces such as gates.
- Where safe and appropriate, doors and court gates could be left open during the competition

## ENTRIES (UPDATED)

- Operate online entry for all competitions including recreational competitions to ensure you do not exceed the allowed competition size, and also make it easy to record attendee details
- Take any payments online, and avoid handling cash
- Online bookings can be facilitated through Online Tournament Entry or ClubSpark Events Module (Recreational Competitions only)
- **NEW:** Travel within Wales (for people living in Wales) to participate in competitions is currently not limited.
- **NEW: NO** adult (aged 18+) participants in Wales must travel to compete in tennis activity in a tier 3 area in England (level three or higher in Scotland and in Northern Ireland) or vice versa.
- **NEW:** Children (people aged under 18) are allowed to travel for organised tennis activity (e.g. competition) but must be accompanied by only one responsible adult at all times.

## SECTION 2: COMPETITION ACTIVITY

### TEST, TRACE, PROTECT

- Any person (player, parent/guardian, coach, volunteer, committee member or employee etc.) must not leave home to attend a tennis venue, club or competition for any purpose if they:
  - Currently have symptoms of COVID-19 (new persistent dry cough, fever (high temperature), loss of or change to sense of taste or smell)
  - They have had a positive test for COVID-19 or onset of symptoms of COVID-19 in the last 10 days. (Individuals who have completed their period of isolation (10 days) and have no remaining symptoms (other than a dry cough or loss of taste or smell which can last for some time) may return to normal activities)
  - Members of their household has had symptoms of COVID-19 or has tested positive for COVID-19 in the last 14 days
  - They have been contacted by a contact tracer from the Test, Trace and Protect Programme and told to isolate in the last 14 days as a contact of someone with confirmed COVID-19.
  - They have returned from a country outside of the UK in the last 14 days, other than those on the [exempt list](#).
- **Anyone who is symptomatic should not take part in tennis or attend a tennis venue or club. They should immediately self-isolate (as well as their household), follow the Welsh Government's [self-isolation guidelines](#), and apply for a [Coronavirus test](#).**
- Officials and competition organisers must keep a temporary record of all those on site for the competition for 21 days, in a way that is manageable, and assist the Test, Trace and Protect scheme with requests for that data if needed
- The NHS COVID-19 app is deemed an important part of Wales' Test Trace Protect programme to control the spread of Covid-19. **To support this we strongly recommend all tennis venues in Wales use the Government website to create your own unique QR codes for prominent display at your venue or event;** this can be done here <https://www.gov.uk/create-coronavirus-qr-poster> .
- **Please encourage your competition entrants to download the app and use the 'venue check in' function.** Much more information on the app and links to download can be found here <https://www.covid19.nhs.uk/>

### COMPETITION ACTIVITY

- LTA approved competitions (Grade 2-5) will restart from Tuesday 1st September - however any competitions staged must all continue to follow our Return to Play Guidance in Wales
- LTA approved competitions (Grade 6) such as Matchplays and County & District Leagues can now take place indoors and outdoors
- LTA and Tennis Wales Local Tennis Leagues and Youth Box Leagues plus internal singles and doubles box leagues/ladders can be played in line with the guidelines
- Matches between Clubs/Counties, Team Challenge, Quorn Family Tennis Cup and Internal Club Competition can now restart
- We aim to restart the Disability Competition Calendar from September 2020 onwards, but one day events / match plays for players with a disability can now restart

### COMPETITION SIZE

- Limit competitions to groups of no more than 30 people (aged 18+) outdoors (Officials, Competition Organisers & coaches **are included** within this number)
- Limit competitions to groups of no more than 15 people (aged 18+) indoors (Officials, Competition Organisers & coaches **are included** within this number)

- **Children under 18 years old can compete in all LTA approved competition and friendly matches without a maximum group/draw size.** Social distancing must be maintained for all people aged 11 and over.
- **IMPORTANT:** The Government has made it clear that organised group tennis activity is only permitted in accordance with the COVID-19 Secure guidelines published by the LTA for venues, coaches, players and competitions, and is subject to a thorough risk assessment being done for the activity taking into consideration the relevant LTA/Tennis Wales and Government guidance, and clear and appropriate risk mitigation measures are in place
- Any individual groups should not interact with anyone outside of the group they are attending the venue with (e.g. players on another court)
- All groups are to be self-sufficient i.e. an official or competition organiser should not oversee two separate competitions at a time
- Competition can be organised for up to 30 people (15 people indoors) in the morning and a different group of 30 people (15 people indoors) in the afternoon at one venue, however you **must** ensure there is a suitable time gap between the competitions so that the two groups do not meet and each competition **must** have a different official(s).
- **IMPORTANT: there must be no cross over between personnel (players or officials) in either group.**
- **IMPORTANT:** Competitions must not be organised where different groups of player (waves) attend a venue with the same official(s) during the same day.
- **IMPORTANT:** Strict adherence to a maximum group size of 15 people aged 18 years and older (on 31<sup>st</sup> August 2020) (**including** coaches, officials and other venue staff) must be adhered to at all times in one indoor space during competition (e.g. Tennis/Sports Hall)

## SCHEDULING ADVICE FOR ONE DAY EVENTS/MATCHPLAYS

- We advise draw sizes of 16 or 8 players per event for one day events.
- Due to the new group size limit of 15 people indoors, a full draw of 16 players or more is **NOT** permissible for indoor competition **other than children under 18 years old.**
- To minimise waiting time for players on site, a competition should ideally be organised so that the schedule is 1 round on, 1 round off i.e. for 4 courts you should accept a maximum of 16 players
- Consider only running 1 or 2 events per day based on the number of courts available and do not exceed the allowed size of a competition. For example on one day you could run 7 x 4 player round robin groups, 3 x 8 player draws, or 1 x 16 player draw & 1 x 8 player draw to keep within the max number outdoors
- Draw formats could be match play draws, round robins, compass draws or knock out with consolations.
- You can run doubles events, however they must not exceed the maximum allowed size of a competition of 30 people outdoors or 15 people indoors (no competition group size limit for children under 18).
- Carefully plan the schedule so you know how many people will be at the your competition and do not exceed the allowed size of a competition
- We suggest either Two Sets + MTB or Two FAST4 sets + MTB as the scoring format
- Consider the other needs of the club members and venue coaches – shorter days mean members and coaches can use the courts after matches have been completed or the venue may want to only provide so many courts leaving some for members or coaches
- In the event of a prolonged rain relay, officials and competition organisers are encouraged to make an early decision on cancellation

## MAINTAINING SOCIAL DISTANCING

- **IMPORTANT:** Children under 11 no longer have to social distance from each other. Caution must be exhibited at all times to STILL minimise close contact between children aged under 11. The official and/or competition organiser should still maintain 2 metre social distancing from children aged under 11.

- Social distancing should be observed by all those aged 11 and over attending the competition. Officials and competition organisers should be fully aware of the latest Government advice on social distancing, which can be read [here](#)
- Attendees should be advised to limit their interactions with anyone outside of the competition they are attending the venue for (e.g. players on other courts)
- Encourage players not to congregate on/around the court before & after play
- There should be no skin to skin contact for players. Racket taps are allowed but shaking hands or elbow alternatives are not permitted
- A socially distanced presentation can take place but Medals/Trophies should remain in boxes/packaging or players can take them out the boxes and be collected from the table (not passed). This should be held outside, and the maximum group size of 30 people still applies

## SUPERVISION & SPECTATING

### OUTDOORS

- There should be no attendance by spectators at events and competitions other than people with a designated caring responsibility for a child or disabled person.
- Attendance of a parent/guardian (non-participant), or a carer for a disabled player, is required but should be off court
- Remind attendees who are accompanied by children that they are responsible for supervising them at all times and should ensure they follow social distancing guidelines
- Parents/guardians should remain socially distanced whilst attending events at all times.
- Consider marking out specific boxes/areas for this purpose
- Clubhouses and pavilions can be opened for the public to use the toilet, or purchase food and drink for consumption indoors or outdoors (see additional [guidance](#) on catering).

### INDOORS

- All of the above guidance in place for outdoor competition also applies to indoor competition, but there is also some further additional guidance that applies for indoor competition
- Only parents/guardians watching a player on court at that time should be in the viewing area/balcony
- Other than family groups who live in the same household, groups or gatherings indoors must be limited to 4 people from different households (not including any children aged under 11). This guidance applies at all times other than when participating in organised tennis activity.
- It is now a requirement by law for all people e.g. staff, coaches, officials, competition organisers, customers (players and parents) and volunteers aged 11 and over to wear a face covering when in public spaces indoors in Wales. This applies to all leisure, sport and recreational venues including club houses.
- A face covering may be removed when eating and drinking in a designated café, bar or restaurant and when playing tennis or exercising. A face mask **MUST** be worn at all other times. For detailed guidance on face coverings and people exempt due to medical reasons and other factors please visit the Welsh Government website [here](#).

### RAIN DELAYS

- In the event of rain, attendees should use own umbrella or if they drove, return to their own vehicle, to maintain social distancing if there is insufficient outdoor and indoor cover from the rain to maintain social distancing at all times.
- **Attendees should only gather indoors to shelter where appropriate 2 metre social distancing can be maintained at all times**
- In the event of an extended delay, officials and competition organisers are encouraged to make an early decision with regards to cancelling the competition to avoid attendees waiting around for a prolonged period

## EQUIPMENT

- Players are advised to bring and use their own equipment – where any equipment is shared it should be subject to thorough cleaning measures between use
- Any equipment used (e.g. mini tennis nets, orange lines, scoreboards) should be cleaned and wiped down afterwards
- New or fresh tennis balls are not needed for each match, but extra care must be taken to ensure the players do not touch their faces during play, and anyone involved in the match should all clean their hands before the match and immediately after finishing (use alcohol gel if required)

## INCLUSION

- Although activity levels were at a record high prior to COVID-19, participation of disabled people in sport has been disproportionately impacted by the coronavirus outbreak – the staging of inclusive and disability-specific competitions is therefore particularly encouraged
- Competition organisers and officials are encouraged to contact Tennis Wales to assist the reopening of activity in a welcoming and accessible way

## COMMUNICATION

- Communicate with your players/parents clearly and regularly, making them aware in advance of the measures you are putting in place at your competition, and guidelines they are asked to follow
- Make participants aware that undertaking any activity, including tennis, has the potential for increased risk of transmission of COVID-19, and advise attendees to read [Government guidance on staying safe outside your home](#)
- Ensure a fact sheet is provided and/or ensure your emails highlight all guidance to players/parents
- Encourage attendees to bring their own blanket/chairs/umbrella/raincoat/hand sanitiser
- Ensure signage on guidelines for maintaining social distancing and promoting hygiene measures is clearly displayed (and ensure these remain up to date as restrictions change)
- Player/parent briefings should be held outdoors on a tennis court where social distancing can be observed or in a large open space. This should not be held indoors
- Posters that can be used to aid communication will be available from the COVID-19 section of the [Resource Library](#)