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**PREVENTATIVE & PROTECTIVE MEASURES FOR YOUR
CLUB OR FACILITY FOR RECREATIONAL PLAY**

&

**RETURN TO COMPETITION: PHASE 3 –
PROGRESSIVE LOOSEN
GUIDE FOR INDOOR TOURNAMENTS IN THE
CONTEXT OF COVID-19**

PREVENTATIVE & PROTECTIVE MEASURES FOR YOUR CLUB OR FACILITY FOR RECREATIONAL PLAY

Tennis facilities in British Columbia are all different and operate as such. Assessing whether a safe exercise environment can be provided at your facility depends on a large range of factors and apply differently at each venue. It is the responsibility of each tennis facility management to make that assessment based on their specific environment. Safety precautions must remain in place as we move from “lock-down” mode to modified openings. The following guidelines will help clubs to navigate through these unprecedented times as they re-open their facilities for recreational play, and potentially offering lessons as well.

We know that tennis offers many benefits including physical and mental health, relief of stress, socializing with others and providing much-needed exercise. Of primary importance is taking every precaution to help keep all participants safe. If played responsibly, tennis can be enjoyed safely within the new physical distancing guidelines and play a vital role in community well-being.

Disclaimer:

This document outlines key preventative and protective recommendations and best practices to safeguard your facility during a pandemic. While these recommendations are based on industry best practice and norms, we encourage your organization to check with your local and provincial health authorities to verify what is acceptable for your jurisdiction.

FACILITY GUIDELINES

<p>Facility Review</p>	<ol style="list-style-type: none"> 1. Conduct a full and comprehensive review of your facility, analyzing risk and exposure areas. 2. Create a ‘touch map’ displaying these areas and develop a cleaning plan with regard to same. 3. Determine what areas will be open and available to patrons and what will be closed off. 4. If feasible, consider making your facility “one-way”, with one entrance and one exit to simplify physical distancing. 5. Create or update your facilities Hygiene & Safety Guidelines protocols, ie: for maintenance staff, for desk personnel, for Coaches, for guests/members. You can download a free physical distancing poster from the BCCDC here and a free handwashing poster from the BCCDC here. 6. Ensure you have sufficient supplies of sanitizing materials, including dispensers for both hand sanitizer and disinfecting wipes that will be placed at potential new locations. Offer disposable gloves & masks for all your personnel in case they feel more comfortable wearing them. 7. Fully clean and sanitize your complete facility before re-opening. You can access BCCDC cleaning & disinfecting information here and download a free cleaning & disinfecting in public settings poster here.
<p>Physical Facility Updates</p>	<ol style="list-style-type: none"> 1. Remove seating from public viewing areas. <ol style="list-style-type: none"> a. We recommend that viewing is no longer admissible at this time. b. Parents can drop off children for lessons a few minutes before the lesson begins and pick them up right after. **If necessary, you may have to designate someone to monitor pick up to ensure safety of younger children** 2. If using benches on court, maintain the 2m physical distancing protocol as well as proper cleaning and sanitizing. 3. Remove score cards. 4. Remove on-court trash cans and ask players to take their own trash home. 5. If your facility is equipped with nets between courts, keeping them closed will assist as a reminder of the physical distancing requirement. 6. Regrip all loaner racquets, create one area only for these racquets to be kept & clean with a sanitizing wipe after each use, before being set back in their area. 7. Shut down or cover all water fountains.

	<ol style="list-style-type: none"> 8. Create any new signage necessary and place any new directional aids. 9. Position and secure all new sanitization products. We recommend: <ol style="list-style-type: none"> a. hand sanitizer stationed at all entry and exit doors to the courts b. hand sanitizer and wipes courtside, at each court c. hand sanitizer at reception/front desk area
Court Booking Procedures	<ol style="list-style-type: none"> 1. If possible, consider going cashless. By becoming ‘online’ for both booking and payments, you minimize the risk for your desk staff and the players. <ol style="list-style-type: none"> a. Keep accurate information of all players, their time/date/court # when playing in case there is a need for authorities to trace who has been onsite. You may want to consider having all participants sign a waiver acknowledging the risk of participating. There is a sample here & here
Communication with Staff	<ol style="list-style-type: none"> 1. Continue to use virtual meetings, or physical meetings as long as you can remain within the 2m physical distancing protocols with staff to go over all protocols and address any questions or concerns your staff may have with returning to work during this time. 2. Amongst your new staff protocols should be a daily assessment of their health. No staff member should attend work if they show any symptoms of being sick. If any staff member is unsure please have them use the self-assessment tool provided free online through https://bc.thrive.health/covid19/en or through the COVID-19 BC Support App self-assessment tool.
Communications to your members/guests	<ol style="list-style-type: none"> 3. Update also on the plans for general play and how/when classes will resume. 4. Update your tennis community so they are aware of the steps their club is taking to protect them. 5. Let them know about all new safety protocols put in place, such as: bringing & using their own balls, bringing their own hand sanitizer, no sharing of anything, the need to bring extra water as fountains are shut off, what washrooms are available, ask them to come dressed for tennis – no changerooms open, the status of the common areas, no unnecessary hanging around – arrive just a few minutes before your court time and leave directly after. 6. Advise them of any changes made with regard to booking and payments. 7. We have included a template of a letter to send to your clubs regarding your re-opening. You can find it here. You will need to add your own pertinent information to this letter with regard to your club’s new safety protocols.

COACH AND STAFF GUIDELINES

Staff	<ol style="list-style-type: none">1. Determine the level of staffing your facility needs to efficiently cover its current needs & reinstate/rehire them. This includes maintenance staff.2. Meet with them (virtually if needed) to go over protocols that have been put in place (greeting/handling clients/members, changes in booking/paying, sanitation, etc) & address and questions or concerns they have at this time. **Now that you've been open for a while, it's a good time to sit down again with your staff and ask for their feedback and suggestions on how they feel the protocols put in place are working. If necessary, make any adjustments to ensure the health and safety of your staff and customers**3. Give each member a copy of the protocols & advise them where they are posted.4. Staff will wash hands or sanitize their hands before every change in class or court times.5. We recommend no sales of any kind on premise. But if a handheld payment terminal is still being used, it must be disinfected after every use.6. We recommend the maximum number of people in your facility at one time be 50. This, of course, is dependent on your clubs' size so please use common sense when developing your max. This must be monitored by someone.
Coaches	<ol style="list-style-type: none">1. Determine your need for coaches at this time. Reinstate/rehire whoever is required.2. Meet with them to go over protocols that have been put in place and ensure they have a copy of same. **Now that you've been open for a while, it's a good time to sit down again with your coaches and ask for their feedback and suggestions on how they feel the protocols put in place are working. If necessary, make any adjustments to ensure the health and safety of your staff and customers**

	<ol style="list-style-type: none"> 3. As they will be your ‘front line workers’, ensure that they fully understand what is expected & required from them. Address any questions or concerns they have at this time and be sure they know to come to you with any matters that arise. 4. Group coaching can be allowed only if there is adequate space for full physical distancing by all students. 5. Group should be limited to a ratio of 4 – 1 (student – coach), again only if there is adequate space for full physical distancing (2-metre). ** Sport in BC is now in Phase 3 of our ‘Restart Plan’. You can move up to a 6-1 student/coach ratio for coaching orange ball to adult and 8-1 student/coach ration for red ball ONLY, as long as you are able to confidently retain the 2m physical distancing when active on a court** 6. For coaches, we recommend: <ol style="list-style-type: none"> a. Not only to enforce the 2-metre physical distancing rule, but a strict & absolute no-touch policy. b. Coaches will wash hands or sanitize their hands before every class. c. Coaches will remind students at the start of each class of the no-touch rule. d. Coaches will be the only ones touching the balls. They may use their racquet to roll the balls to the other end, but the coach picks them up.
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PROGRAMS & EVENTS

<p>Coaching</p>	<ol style="list-style-type: none"> 1. Coaching can resume when courts have been re-opened. 2. Private lessons are ideal but if you are starting up group lessons, we recommend no more than a ratio of 4-1. ** Sport in BC is now in Phase 3 of our ‘Restart Plan’. You can move up to a 6-1 student/coach ratio for coaching orange ball to adult and 8-1 student/coach ration for red ball ONLY, as long as you are able to confidently retain the 2m physical distancing when active on a court**
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	<ol style="list-style-type: none"> 3. Ensure coaches have training in your protocol and know how to handle the situation on court to help the kids maintain their physical distancing, even when at rest or being given feedback. 4. Consider assigning coaching equipment to each coach as well as assigned storage areas for their equipment. 5. Coaches should ask & remind their students before each class to ensure they are beginning their class with sanitized hands and equipment. **Our recommendation is for coaches to distribute hand sanitizer to each student upon entry to the court and again at the end of each session before the student leaves the court. Sanitizer could be reapplied during breaks also**
<p>Programs</p>	<ol style="list-style-type: none"> 1. Programs can resume when courts have been re-opened. 2. All programs should be kept to a maximum of 4 students per court, as long as you are able to maintain the 2-metre rule for physical distancing. ** Sport in BC is now in Phase 3 of our 'Restart Plan'. You can move up to a 6-1 student/coach ratio for coaching orange ball to adult and 8-1 student/coach ration for red ball ONLY, as long as you are able to confidently retain the 2m physical distancing when active on a court** 3. Have program times staggered so that people have time to exit the courts and the building before the next group comes in. <ol style="list-style-type: none"> a. This will give the coaches time to sanitize the court area (net posts, equipment, chairs, etc) and themselves. b. This will give the staff time also to sanitize the desk area, washroom area, etc.
<p>Events</p>	<ul style="list-style-type: none"> ✓ Tennis BC Sanctioned events are now allowed! ✓ Clubs can offer events as long as proper distancing protocols are followed. Groups of up to 50 people are allowed as long as proper physical distancing and sanitizing protocols are being followed.

RECREATIONAL TENNIS ACTIVITY GUIDELINES

On Court management:	<ul style="list-style-type: none">✓ Ensure NO physical contact between players. Consider touching racquets rather than shaking hands.✓ Each court can be used. We recommend staggered start times to reduce congestion at start and end times.
Singles or Doubles?	<ul style="list-style-type: none">✓ Doubles allowed with strict awareness & monitoring of the 2-metre/6-foot rule for physical distancing.
Seating	<ul style="list-style-type: none">✓ All seating must be set apart the 2-metre appropriate distance.
Personal Sanitation	<ul style="list-style-type: none">✓ Each player should carry their own hand sanitizer for use during their match.✓ Although each person is accountable for their own health, the safety of others is at risk also with Covid-19. Everyone should be tasked with monitoring others for signs & symptoms & have a central person in charge that will handle any issues that arise.

USEFUL LINKS

1. Proper handwashing: <https://www.youtube.com/watch?v=o0P-0d1mJfA>
2. BCCDC free handwashing poster: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf
3. Covid-19 self assessment tool: <https://bc.thrive.health/covid19/en>
4. BCCDC free Physical Distancing poster: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf
5. BCCDC information page on cleaning & disinfecting: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>
6. BCCDC free cleaning in public settings poster: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

RETURN TO COMPETITION: PHASE 3 – PROGRESSIVE LOOSEN

GUIDE FOR INDOOR TOURNAMENTS IN THE CONTEXT OF COVID-19

In regard to context of COVID-19, this guide aims to inform organizers, officials, participants, parents/guardians and coaches instructions to follow and actions to take in order to ensure the safety and wellbeing of everyone involved with indoor tournaments across the province. During sanctioned indoor tournaments, the work performed by the organizers and officials, as representatives of Tennis BC on the competition sites, will be even more vital in the current environment requiring the mitigation of transmission risks. We sincerely thank you in advance for your efforts. Please feel free to contact us before, during or after any tournament if you have any questions or concerns.

The following instructions will need to be followed to ensure the wellbeing of everyone involved. All our officials will participate in a training session to help them manage the tournament sites according to these security measures. **The officials and organizers will oversee issuing two (2) verbal warnings should these instructions not be respected. A third warning will lead to the exclusion from the site of competition and a disqualification from the tournament (this applies to participants, parents/guardians, and coaches).**

It is important to note that the host clubs, as private businesses, may decide to impose stricter instructions and security measures than those provided in the present guide.

THE HOST CLUB

TOURNAMENT DESK

- To manage the flow of players at any facility at one time, Tennis BC will be scheduling all matches. To ensure that the number of players on site at any time is kept to a minimum, a staggered schedule for the first matches of the day will be put in place. For example, if a tournament is held on four courts, the first matches should start with a ten-minute interval instead of all having a similar start time.
- Tennis BC recommends that clubs hosting competitions should not provide practice courts before the start of the tournament. This recommendation aims to reduce the workload associated with disinfecting equipment on the courts that may prove necessary after practice sessions
- **Before the start of play, players will need to complete a daily online COVID- 19 attestation. Should this form not be completed and signed, the player will not be allowed to take part in the tournament and a default will automatically be added to the player’s file.** Please note however that no default will be attributed should a withdrawal be linked to COVID-19 symptoms or illness.

- To encourage physical distancing (minimum of two metres) at all time, it will be important to create a safe zone around the tournament desk. This can be done using markers on the floor and/or rope.
- It is strongly recommended to only allow one person at the tournament desk (or two should physical distancing be possible). Changes in staff should be kept to a minimum and the person(s) in charge should not belong to a category of people deemed at risk (immunodeficiency, respiratory issues, etc.).
- The organizers will need to wear a mask or a face cover (covering mouth and nose at all time) when they are on the competition site.
- The use of walkie-talkies to facilitate communication between the organizers and the official is recommended to limit the movements required on site.
- As necessary, the use of a microphone and speakers is suggested to limit the movements required for the person at the tournament desk.
- A clearly identified place allowing hand washing or disinfecting should be accessible to everyone on site.
- The tournament rules and hygiene and physical distancing measures should be well displayed on site.
- Organizers should take the necessary precautions when handling and distributing the balls to the players. Respecting hygiene measures is of the utmost importance. Organizers must ensure that all the players disinfect their hands immediately before and after their matches. With the use of « green dotted » balls, organizers will need to clearly mark the balls to differentiate them from one court to the next. When giving the balls to the players, it is preferable to place them (without the can) at a clearly identified spot where players will be invited to pick them up. Removing the balls from the can will reduce the number of people needing to handle them. At the end of their match, players should be invited to place the balls in a large container instead of returning them at the tournament desk.
- To reduce the need of gatherings, tournament results should be regularly updated online rather than displayed near the tournament desk.
- The trophy/medal ceremonies and picture taking should be done while maintaining the required physical distancing.

COURTS

- It is the organizers' responsibility to ensure that all the equipment handled by the players while on court is disinfected.
- It is recommended that all doors leading to the courts should remain open to reduce the risk of contamination. If not possible, all touch points must be disinfected regularly.
- The chairs and benches used by the players should be placed at 2.5 metres from the net. When the official is present on the court, this setup will ensure that no one is at less than two metres from the others.
- Score cards should not be used on the courts. Organizers may choose to use this alternative instead:



Should this approach not be used, it will be very important to inform the players of the need to clearly communicate the score to avoid misunderstandings. It is recommended for the player preparing to serve to confirm the score before putting the ball in play and during the entire game.

- It is important to place a contactless bin on each court for the use of players.
- When clay courts are used, the organizers should take care of the courts between matches or as required. This approach will mitigate the transmission risks by limiting the handling of equipment to a small number of people.

SITE

- The players should arrive to the club ready to play, as access to the changing rooms may be restricted. Tennis BC will remind the players of this requirement when sending the schedule by email. Regarding access to the restrooms, it is recommended to leave the doors open where the setting allows for the users' privacy to be maintained.
- Access to the pro shop could be limited and organizers should inform players of the availability prior to the tournament.
- A clearly identified location allowing hand washing or disinfecting should be accessible to everyone on site throughout the tournament. Organizers should ensure that this location is kept clean and well furnished (disinfectant, paper towels, etc.).
- Organizers should clearly identify the zones where coaches and players should be while on site.

THE OFFICIALS

- Alongside their usual duties, officials will oversee the enforcement of the rules and regulations and hygiene and physical distancing measures.
- For the coin toss, players will be invited to stand at least one meter from the net.
- Officials will stand at their usual spot on the courts, close to the net post, and will move along the net to go from one court to the next.
- Officials must always wear a mask (covering nose and mouth at all time) while on site.
- Officials must always refrain from handling the balls.
- Record of all verbal warnings must be recorded in the TP file.

THE PLAYERS

- Players must arrive on site close to the start of their first match and already wearing their match clothes.
- It is essential that players wash their hands before and after their match.
- When playing in doubles, partners must maintain physical distancing (two metres) at all time between points, during breaks and when changing sides.
- All players must wear a mask (covering nose and mouth at all time) when on site, except during their match.

- It is strongly recommended to bring the amount of water/drinks required to stay hydrated throughout the match, as access to water fountains may be limited.
- Should a player sustain an injury, only the designated coach or a staff member of the host club will have access to the courts to provide first aid. Parents or guardians of the player will be promptly contacted by phone to inform them of the situation.
- Only the balls assigned to their court should be handled by the players.
- Balls from other courts must be returned without handling them.
- It is important to remind players that the person preparing to serve should confirm the score before putting the ball in play and during the entire game. This approach will be particularly important in the absence of the score cards on the courts.
- When changing side on the court, the players should head to their chair one at a time, with the player closest to their chair ideally sitting first. At the end of the break, the player already on their side should head directly to the back of the court, while the opponent should head to the far side of the net in order to avoid proximity between the players.
- At the end of the match, players should congratulate one another while avoiding any form of contact.
- Players in a wheelchair will need to disinfect their chair (including the wheels) before and after each match.
- It will be crucial that players collect all their personal belongings at the end of their match to ensure that the court is ready for the following players.

PARENT/GUARDIAN/PERSONAL ASSISTANT (WHEELCHAIR)/COACH

The hosting capacity varies greatly between clubs. Therefore, it became imperative to limit the number of people granted access to the sites to respect the directives implemented by governmental agencies and Public Health. Accordingly, the following rules and measures will need to be in place.

- No parent/guardian will be allowed to remain on the tournament site.
- The only exception to this rule will be made for:
 - Future Stars (U9 category only): one parent/guardian will be able to accompany the player.
 - Athlete in a wheelchair: one personal assistant will be able to accompany the athlete.
- **Should the rule preventing parents/guardians from remaining on site not be adhered to, the player concerned will be prevented from beginning their match. Should the parent/guardian continue to refuse to leave the site, the official will have the right to disqualify the player concerned.**