

Guidance for Tennis Venues, Coaches & Players in Wales

COVID-19: STAYING SAFE AT ALERT LEVEL 2

VERSION 13: 26 DECEMBER 2021



1. INTRODUCTION

We know how important it is for people to be active, and the role tennis can have in the physical and mental wellbeing of those that play it. Based on the Welsh Government guidance and adjustment of COVID-19 restrictions, Tennis Wales & the LTA have developed a set of practical guidelines to follow so that tennis can be played in Wales safely.

These guidelines apply to both Tennis and Padel, and outline protocol 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.

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

You should read this guidance in tandem with the updated Welsh Government guidance on a 'Phased Return to Sport', Level 2 summary [here](#) and the [frequently asked questions](#) for current restrictions on the Welsh Government website, this FAQ provides links to detailed guidance and further information where required.

2. MANDATORY COVID-19 RISK ASSESSMENT

You must retain and keep up to date a COVID-19 risk assessment as a facility that welcomes the public (including your members), or you provide tennis or other sport activities and/or coaching and competitions. The risk assessment must be specific to your venue or programme and take **reasonable measures** (actions) to help reduce the spread of COVID-19.

A template risk assessment along with poster resources to maintain social distancing and good hygiene can be found in the LTA Resource Library [here](#). The Welsh Government in partnership with the sports sector have developed [reasonable measures](#), these will help you prepare an appropriate risk assessment and take preventative action to reduce the spread of COVID-19.

Further information on completing a COVID-19 risk assessment is available in [HSE guidance](#).

The implementation 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 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 must be specific to your venue or programme and take reasonable measures (actions) to help reduce the spread of COVID-19. Examples of reasonable measures include:

- Clear protocols to provide/display clear/regular messaging to individuals that anyone displaying symptoms of COVID-19 **or** who has tested positive in the past 10 days **or** has been told to self-isolate by Test, Trace, Protect in the past 10 days should not turn up for training or to play at your venue or programme.
- Protocol to collect personal details of anyone attending your venue or programme and retaining them for a 21-day period.
- Ensuring people gather outdoors rather than indoors (where practical and feasible).
- Limiting close physical interaction between people at your venue by:

- Reducing room capacity in areas of high footfall or reducing group size in certain locations and activities;
- Ensuring controlled access to facilities such as toilets and kitchens;
- Changing the layout of venues/removing furniture to improve flow;
- Maintaining social distancing at pinch points in venues – entrances, queues, pay points etc.;
- Installing barriers and screens between people.
- Ensuring good hygiene on the premises e.g. hand gel is available at entrance and exit or after sharing equipment.
- Maintaining enhanced cleaning routines in high touch point areas. For detailed guidance on cleaning of facilities, please refer to Government cleaning advice [within a non-healthcare setting](#).
- Maintaining adequate ventilation and air flow indoors.
- The use of PPE where appropriate.

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.

A risk assessment must also be prepared for single sporting events such as competitions and kept up to date and regularly reviewed for group coaching sessions.

[Training for sport and leisure operators / coaches and clubs](#) relating to 'COVID-19 Awareness and Duty of Care' including risk assessments, relating to the Welsh Government Coronavirus Regulations are available through the Welsh Sports Association.

3. APPOINTING A COVID-19 RESPONSIBLE PERSON

Welsh Government guidance requires 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 those 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 reasonable measures 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](#)

4. FACE COVERINGS (UPDATED)

It remains a legal requirement for all people 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 clubhouses.

UPDATED: The only exceptions are in designated hospitality spaces when sat at your table to eat and drink or when participating in sport and physical activity but 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](#).

5. SAFE ATTENDANCE AT A TENNIS VENUE, CLUB OR COACHING PROGRAMME

Any person 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.
- They have not been contacted by a contact tracer from the Test, Trace and Protect Programme and told to isolate in the last 10 days due to being unvaccinated.
- They are not required to self-isolate or quarantine due to foreign travel, if you have arrived from a country on the 'amber' or 'red' travel list (from time to time) you must follow the current travel guidelines for testing and self-isolation [here](#).
- **All people attending a tennis venue should take a Lateral Flow Test before attending** (same day). If the result is positive, they should immediately self-isolate and book a PCR test.

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

6. SELF-ISOLATION (UPDATED)

The Welsh Government have made recent changes to the requirements on self-isolation. From Wednesday 22nd December, it is **essential** that everyone in Wales follows the guidance on self-isolation which includes NOT attending a tennis venue if you have COVID-19 or are required to self-isolate.

- You must self-isolate for 10 days and take a PCR test if you develop Covid-19 symptoms.
- **NEW: Those who are fully vaccinated, or under 18 who are identified as a close contact are no longer required to self-isolate for 10 days.** They are strongly advised to take a Lateral Flow Test every day for 7 days or until 10 days since your last contact with the positive person if this is sooner.

- **UPDATED:** People who are not vaccinated must self-isolate for 10 days following contact with someone who has tested positive, including close contacts outside of their household. You should take a PCR test on days 2 and 8 but complete your period of isolation regardless of the result.

You can gain further information from the Welsh Government website [here](#)

7. LATERAL FLOW TESTS

Tennis Wales recommends that anyone attending a tennis venue takes lateral flow test before (Same day) attending to keep both you and others safe whilst helping to reduce the spread of COVID-19.

Lateral flow tests can be ordered here [Order rapid lateral flow home test kits on GOV.UK](#). You can order 1 home testing kit (7 tests) at a time with delivery taking 1 to 2 days. You can also collect testing kits in person. [Find your nearest collection point and opening times \(on nhs.uk\)](#). You can collect 2 home testing kits (14 tests) at a time.

Please [report rapid lateral flow test results \(on GOV.UK\)](#) the day you or someone in your household takes the test.

If your test is positive, you should self-isolate and [book a PCR test](#) within 24 hours of the positive lateral flow test result.

For further information on lateral flow testing please visit the Welsh Government website [here](#)

8. TEST, TRACE, PROTECT (TTP)

Maintaining records of staff, volunteers, customers and visitors is one of the reasonable measures you can take to minimise the risk of exposure to COVID-19 at your venue or programme. By sharing these records with the NHS Wales Test, Trace, Protect service when requested, you can help to identify people who may have been exposed to the virus.

The Test, Trace, Protect service needs to know who those who test positive may have been in contact with. If someone visited your venue contact tracers would need to know who else was there at the same time.

For that reason, there is a sport and leisure sector commitment in Wales to maintain contact details of those attending facilities and activities for 21 days to support the efforts of the Test, Trace Protect programme. Please continue to utilise NHS App QR code check-in, online booking systems for activity. If you display an NHS QR code, you should also have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.

Contact Information Required:

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, spectators 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.

Many tennis venues and coaching programmes already have systems for recording their customers' and visitors' details (e.g. ClubSpark). This can serve as the source of the information needed.

Further information on collecting and keeping records for TTP can be found [here](#)

How Test, Trace and Protect (TTP) Works

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

- People who suspect they may have COVID-19 (or have 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](#)

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, government guidance on this is available [here](#)

IMPORTANT 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-19 incident. The organiser will 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.

9. NHS COVID-19 APP

The NHS COVID-19 app is deemed an important part of Wales's 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](#).

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](#).

10. COVID PASSES (UPDATED)

From Monday 11 October, People have been required to show the NHS COVID pass to demonstrate they are either fully vaccinated or have had a recent negative Lateral Flow Test, to enter some venues and events. Whilst currently not a requirement at tennis venues and activities, please be aware you may be required to show one from time to time by facility operators.

You can find out more information about COVID-19 passes and how to obtain one [here](#)

11. GUIDANCE FOR PLAYERS

Tennis is a naturally socially distant sport, but players should take the following steps to reduce the risk of transmission when attending and participating in tennis activity.

1. Check for COVID-19 symptoms. Before attending any tennis activity, players (like officials, volunteers and coaches) should self-assess for symptoms of COVID-19. These are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

If you have one or more of these symptoms you should not attend any sporting activity, even if your symptoms are mild. You should follow Welsh Government's [self-isolation guidelines](#) and apply for a [Coronavirus test](#).

If you have been informed that you need to self-isolate by Test, Trace, Protect (or are required to self-isolate in relation to travel), you must do so. You should not leave your isolation location to participate in sport and physical activity. You can find more information in the Welsh Government's [self-isolation guidelines](#)

You should take a Lateral Flow Test before (same day) attending a tennis venue to protect yourself and others. If the result is positive, they should immediately self-isolate and book a PCR test.

2. Follow your provider's safety measures. The venue you are attending, coach or provider may put in place safety measures, which could include asking you to 'check in' using the NHS app to scan their QR code, supporting Test, Trace, Protect. Please be respectful of the measures put in place by your venue, coach or official at all times.

3. Take part safely. As a socially distant sport, the risk of transmission of COVID-19 whilst participating is low. However, participants should continue to:

- Follow good hygiene practices, to reduce the risk of transmission in sport environments. Also consider the wishes of other participants (i.e. if they do not wish to shake hands after a match).

- Avoid shared equipment – shared equipment should be avoided where possible and practical, and cleaned between uses where required.
- Avoid sharing water bottles or other refreshment containers. Where possible, you should take your own drink, in a labelled or highly distinguishable container.
- Face coverings **must** be worn indoors in all public spaces, except in hospitality settings. Dispensation is also allowed for when participating in sport and physical activity.

12. GUIDANCE FOR VENUES (Updated)

In line with Government guidance, we recommend tennis venues undertake the following priority actions.

1. **MUST complete a COVID-19 risk assessment.** This should consider any reasonable measures needed for staff and customers. Your risk assessment should be shared with staff and volunteers. More information is available in the [HSE guidance](#). The Welsh Government in partnership with the sports sector have developed an [action card of reasonable measures for indoor sport facilities](#), these will help you prepare an appropriate risk assessment and take preventative action to reduce the spread of COVID-19.
2. **Turn people with COVID-19 symptoms away.** Staff members, customers and participants must self-isolate if they have symptoms of COVID-19 and take a PCR test at the earliest opportunity. They must also self-isolate if they have had a positive COVID-19 result, or if they have been told to self-isolate by Test, Trace, Protect. If you know that an employee is self-isolating, you must not ask or make them come to work. It is an offence to do this.
3. **Provide adequate ventilation.** Venues should make sure there is a supply of fresh air to enclosed spaces where there are people present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. More information is available in the [HSE guidance on ventilation and air conditioning during the COVID-19 pandemic](#).
4. **Clean more often.** Venues should increase how often they clean surfaces, especially those that are touched a lot. Staff and customers should be encouraged to use hand sanitiser and clean their hands frequently.
5. **Require people to check in at your venue.** There is a sport and leisure sector commitment in Wales to maintain contact details of those attending facilities and activities for 21 days to support the efforts of the Test, Trace Protect programme. Please continue to utilise NHS App QR code check-in, online booking systems for activity. If you display an NHS QR code, you should also have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.
6. **UPDATED: Require people to wear face coverings indoors.** Face coverings **must** be worn indoors in all public spaces, except when seated in hospitality settings. Dispensation is also allowed for when participating in sport and physical activity indoors.
7. **Communicate and train.** Keep all your workers, contractors and visitors up to date on how you're using and updating safety measures.
8. **NEW: COVID-19 Safe measures, all venues MUST:**
 - reintroduce 2-metre social distancing indoors, please mark spacing where required appropriately to support customers.
 - Operate one-way systems to maintain customer flow and reduce mixing whilst utilising physical barriers and screens where appropriate to protect staff and customers.
9. **NEW: Hospitality:** Food and drink facilities in a clubhouse or indoor centre are regulated spaces therefore you **MUST** take steps to:
 - Limit gatherings to 6 people, only 6 people should meet in single groups at your venue.
 - Face coverings are required at all times other than when seated to eat or drink.
 - **Licensed premises MUST** provide table service only and collect contact details of people attending your venue (name and contact number).

13. GUIDANCE FOR COACHES AND OFFICIALS (UPDATED)

Whilst tennis is a naturally socially distant sport and the risk from taking part in activity is low, coaches and officials should consider the following actions when organising tennis coaching or competitions, to reduce the risk of COVID-19 transmission.

1. **You MUST complete a COVID-19 risk assessment.** This should consider any reasonable measures needed for players and spectators. Your risk assessment should be shared with any other coaches, staff and volunteers. More information is available in the [HSE guidance](#). The Welsh Government in partnership with the sports sector have developed an [action card of reasonable measures for indoor sport facilities](#), these will help you prepare an appropriate risk assessment and take preventative action to reduce the spread of COVID-19.
2. **Provide communications and guidance to participants in advance of attendance** - including undertaking a self-assessment for symptoms of COVID-19, and that they should not take part if they need to self-isolate.
3. **Require people to check in at your venue.** There is a sport and leisure sector commitment in Wales to maintain contact details of those attending facilities and activities for 21 days to support the efforts of the Test, Trace Protect programme. Please continue to utilise NHS App QR code check-in, online booking systems for activity. If you display an NHS QR code, you should also have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.
4. **Encourage participants to practice good hygiene** – encourage regular hand sanitisation. Depending on personal choice, different players may wish to continue with some changes, such as not shaking hands after participating. First aiders, physios or other medical personnel should continue to ensure good hygiene standards when treating participants.
5. **Avoid shared equipment** – shared equipment should be avoided where possible and practical, and cleaned between uses where required.
6. **UPDATED: Require people to wear face coverings indoors.** Face coverings **must** be worn indoors in all public spaces, except when seated in hospitality settings. Dispensation is also allowed for when participating in sport and physical activity indoors.
7. **NEW: Group Coaching and Competitions:** Group coaching is limited to 50 people outdoors and 30 people indoors including coaches and officials. Please ensure you adhere to [LTA player:coach ratios](#) when delivering activity.
8. **NEW: Multiple groups** of people adhering to the group limits above inside a tennis/sports hall are allowed if they are discreet groups (they do not mix) and maintain social distancing at all times. Each group must be partitioned to stop any mixing (e.g. netting or a clear, demarcated barrier – splitting the courts).
9. **NEW: Social Distancing Indoors:** During activity coaches and organisers must adapt activity to maintain 2 metre social distancing indoors, wherever reasonable and practical. 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.
10. **NEW: Spectating:** Spectating in general at tennis activities and competitions is **NOT** allowed at this time, the only exception is for parents and carers of children under 18 taking part in regulated activity such as coaching and competition (see below).
11. **NEW: Safeguarding and Caring:** Adults can attend coaching and competitions where they are responsible for children under 18 taking part. There are no limits on adults supervising or spectating at organised activities such as coaching and competition for children under 18. Adults attending coaching sessions or competitions with a child in this safeguarding or caring capacity must adhere to the venue Covid rules and regulations and organisers should risk assess to ensure the safe management of people on site to mitigate the risk of Covid-19 spreading.