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**Autumn Squads at Windsor 2020**

**August 2020**

Dear Parent

We are delighted that your child is attending the Autumn Squad. Our guiding principles for the Squad are to have fun at Windsor, and to keep your child, our staff and other members safe. So, we would like you to read this letter and talk to your child about attendance at the Autumn Squad.

**Keeping Everyone Safe - Covid 19 Screening**

We attach the Covid 19 screening form, for your completion. This needs to be returned to [simon@windsortennis.co.uk](mailto:simon@windsortennis.co.uk)**, within 48 hours of the date of commencement of the Squad that you have chosen.** The Club will keep that information on its system for the duration of the Squad. A further screening form will be sent to you, for completion, after the Halloween break. Your child will not be readmitted to the squad without completion and the return of this screening form.

If your circumstances change you need you tell us of the changes within your household as these could adversely impact on the wellbeing of other children or staff. In particular, tell us by emailing [simon@windsortennis.co.uk](mailto:simon@windsortennis.co.uk) if your child or a member of your household has:-

1. Been In contact with a person with or displaying the symptoms of Covid 19 in the last 14 days; or
2. Displays symptoms of Covid 19 – i.e. cough/fever/shortness of breath/excessive fatigue/ sore throat/ loss of smell or taste.

If any of the above apply to your household, you must follow the NI Executive Guidance to minimise the spread of Covid-19 within the community. In such circumstances, Windsor LTC will refund you the money for the week(s) that your child has missed at Squads. This is to encourage you not to bring your child to the Club if they are potentially infectious with Covid-19.

**Before your Child Arrives at Windsor**

As the sessions are 50 minutes long, we expect children to come to the Club “**tennis ready”. All we require is that children wear trainers.** Secondary school children can get changed if they need to in the room attached to Corry Hall. Entrance will be by the side gate; the majority of children will go straight on to the court to play. If your child is early because of school staggering leaving times, the child is welcome to wait in the Corry Hall where the hall has been marked out for social distancing.

Each court will have a maximum of 8 children on court. Children will be excited to see each other again, so please explain to your child the need for social distancing at all times, good respiratory etiquette, and no touching of other racquets, tennis nets, or other coaching equipment. The coaches will go through all of this again at the commencement of each session and alcohol gel will be available before and after each session. For “track and trace” purposes, a log of names will be kept of attendance at each Squad session.

Other things to think about before your child leaves home are: -

* Travel in your own car to the Club;
* Have a tissue to capture coughs etc; and
* Encourage your child to go to the toilet before leaving your home. As the sessions are short, there will be no routine toilet break; but in an emergency, a child will have access to the disability bathroom facilities. They will be shown, by a member of staff, which bathroom to use and will be encouraged to practice good hygiene.

**At the Club**

You are welcome to stay in your car for the duration of the 50 minute session. Unfortunately, the clubhouse will not be open for parents’ routine use (except in an emergency).

In advance of your child coming to the Club we would ask you to:

* Encourage your child to sanitise their hands pre and post the Squad session;
* Talk to your child, in advance, about the importance of good behaviour and listening to the coaches e.g. about not running on to other courts to retrieve balls etc.
* Explain to your child that in the event of inclement weather, children will be able to use Corry Hall. In accordance with WHO guidance children aged 12 or over will be asked to wear a mask whilst inside the Clubhouse. Younger children do not have to wear a mask but could do so if you wish.
* Highlight, that egress from Corry Hall will be through the emergency door, which will be open for the duration of usage of Corry Hall and exit out through the main gate.

**Going Home**

Please be good enough to pick up your child promptly at the end of a session. Travelling home in your own car is recommended.

We do hope that your child enjoys the Autumn Squad and that they will come to the Club to play tennis as often as possible. Please now complete the attached screening form.

If you have any questions relating to Covid 19 procedures, you can ask by emailing [covid@windsortennis.co.uk](mailto:covid@windsortennis.co.uk).

**Greg O’ Rawe** **Maura Briscoe**

Chair of Council Captain

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**COVID 19 - Self Report Screening Form**

Parents with children wishing to attend Windsor LTC Autumn Squad are required to complete this self-report screening form as a precondition to authorised participation in the Squad. In addition, should any of the information requested change during the weeks of the Squad, you must inform the Club via email on [simon@windsortennis.co.uk](mailto:simon@windsortennis.co.uk)

Please complete the form fully, within 48 hours of commencement of the Squad and return it to [simon@windsortennis.co.uk](mailto:simon@windsortennis.co.uk). Simon McFarland, Director of Tennis, will determine if your child satisfies the conditions of entry (or re-entry after the Halloween break).

**Squad Commencement Date -------------------------------------------------------------**

**Name of Child -------------------------------------------------------------**

**Contact telephone number of parent ---------------------------------------------------**

**Contact email address --------------------------------------------------------------**

1. **Has your child been outside of the Republic of Ireland or UK in the last in last 14 days\*?**

Please circle: YES NO

If yes, you will need to comply with the UK Borders guidance on quarantine restrictions. At present, the regulations mean that you/your child must self-isolate for 14 days if you return to NI from a country outside the Common Travel Area(CTA), unless you are travelling from, or transiting through, a low to medium risk country that is exempt. The exemption listed countries, are under constant review, so please be sure you know which countries are exempt.

1. **Has your child been in contact with a person with or displaying symptoms of Covid 19 in the last 14 days\*?**

Please circle: YES NO

1. **Does your child now have, or have they recently had (within the last week) any of the following symptoms\*?**

Please circle:

* Cough YES NO
* Fever YES NO
* Shortness of Breath YES NO
* Excessive fatigue/tiredness YES NO
* Sore throat YES NO
* Loos of smell/taste YES NO

1. **Do you give permission for your child to be photographed and/or filmed by or on behalf Windsor Tennis Club for promotional purposes\*\*?**

Please circle YES NO

\*I, the undersigned, accept and support the measures taken by Windsor LTC as a means of trying to prevent the spread of Covid 19 amongst players and staff.

I have completed this form truthfully and accept willingly that as a result of my responses above that Windsor LTC, in accordance with its current procedures, may deny my child entry for a period of time.

**Signature of Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Completion of Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note:- Further to the outbreak of Covid-19, Windsor LTC is adhering to the guidance of the NI Executive, Ulster Tennis, and Tennis Ireland in an effort to contain the spread of Covid-19, and to promote a safe environment for other children, members and staff. This screening procedure is one of our measures to identify any potential cases at the earliest opportunity.*

*\*\* Question 4 relates to General Data Protection Regulation. Windsor Tennis Club will comply with your wishes during the Autumn Squad.*