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**Autumn Squads at Windsor 2020**

 **16 October 2020**

Dear Parent/Guardian

In light of the new guidance, we are writing to you to update you on our enhanced procedures. Our Autumn squads have been successful so far and we are working hard to ensure that this remains the case. We want our children and young people to have fun at the club but also to be safe.

We are grateful to you for reading this letter and talking to your child about how they can keep themselves and others safe and well.

**Keeping Everyone Safe – Covid-19 Screening**

We intend to complete the pre- Halloween Autumn Squads. Thereafter, and subject to any additional guidance, **we intend to proceed with outdoor play for children and young people**. It is essential that all players adhere to the Covid-19 restrictions that are in place in the club.

Post Halloween, the provisional re-start date for squads is the week commencing *2 November 2020*.

The Squad week of the 19 October is a” trial week” to further test the changes we are putting in place. You will know that we have protocols and risk assessments to promote good hand hygiene, social distancing and good respiratory etiquette whilst in the Club. To aid with this:

* We intend to employ an additional assistant coach for the over 11s squads;
* children must come to the Club – *tennis ready*- as changing facilities will **NOT** be available;
* if the weather forecast is very poor, we will cancel the squad in advance, rather than allow children to shelter inside the Clubhouse;
* if there is a brief shower, the children will be expected to shelter outside and under the balcony (socially distanced) , until play can be resumed;
* you may be contacted, to pick you child at short notice, if the weather turns out to be poor; and
* there will be no toilet break during squads, but in a “bathroom” emergency, a toilet will be available for use. Arrangements are in place to wipe down surfaces after use.

Attached is the screening form for Covid 19. This form needs to be returned to simon@windsortennis.co.uk**, within 48 hours of the date of commencement of the Squad for the week commencing 19 October 2020.**  The Club will keep that information on its system for 21 days.

Your child will not be admitted to the squad without completion and the return of this screening form. In particular, it is important that you tell us by emailing simon@windsortennis.co.uk if your child or a member of their household:-

1. Displays symptoms of Covid 19 – i.e. cough/fever/loss of smell or taste within the last 10 days; or
2. Has tested positive for Covid 19, or has been identified as a close contact of someone who has.
3. Is awaiting the outcome of a test for Covid-19.

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.

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

* 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;
* Speak to your child about the importance of social distancing whilst on court, the necessity of hand hygiene pre and post play and good respiratory etiquette. They must listen to the coaches!

**Going Home**

Please pick up your child promptly at the end of a session.

If you have any questions relating to Covid 19 procedures, you can email covid@windsortennis.co.uk.

**Greg O’ Rawe** **Maura Briscoe**

Chair of Council Captain

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**COVID 19 - Self Report Screening Form**

Parents of children and young people wishing to attend Windsor LTC Autumn Squad are required to complete this self-report screening form as a condition to participation in the Squad.

In addition, should any of the information requested change during the week(s) of the Squad, you must inform the Club via email on 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.

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

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

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

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 ten days) any of the following symptoms\*?**

Please circle:

* Cough YES NO
* Fever YES NO
* Loss of smell/taste YES NO
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 NI guidance on quarantine restrictions. The exemption listed countries, are under constant review, so please be sure you know which countries are exempt.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*