



COVID-19

Club Ready to Return Checklist

Objective: To keep all players and club attendees safe. Reducing the risk of transmission is essential for the safest way to 'Return to Play'. The following checklist is an overview guide of steps that a club should take to ensure they are operating within both the Government's and Table Tennis England's Covid-19 guidance.

Table Tennis England's '[Ready to Return](#)' section of the website, provides comprehensive guidance and information to support clubs in becoming operational again (based on current restrictions) and fulfilling their duty of care responsibilities.

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Table Tennis England

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Clubs should:	Completed
1 Identify club specific operating procedures through completion of a full risk assessment . This should consider the risks and actions to be taken pre, during and post activity.	
2 Clubs/leagues should appoint a 'Hygiene' officer to help monitor the playing environments to ensure guidelines clubs/leagues have set out are being adhered to.	
3 Ensure all operations and activity is in line with the latest Government and TTE guidance on social distancing, health & hygiene Where local lockdowns are in place, refer to Government advice A cleaning checklist is also available for clubs to download and adapt.	
4 Follow the TTE Guidance for venue layouts to ensure that the facilities are prepared and used in an appropriate manner.	
5 Follow guidance for managing session numbers and creating a booking process	
6 Have a system in place for safely and securely recording personal details as part of the NHS Track and Trace programme (details to be kept for 21 days)	
7 Check any additional insurance cover e.g. team or personal accident policies (other than that provided by TTE) to confirm its validity and any changes in its compliance/terms during the pandemic.	
8 Ensure all coaches, players and other relevant individuals are familiar with the Return to Play guidance and have a clear understanding of what activity is and isn't permitted at the current stage. Consider creating revised codes of conduct for players to agree to in advance.	
9 Ensure all coaches, players and other relevant individuals are fully briefed on best practice and suitable behaviours whilst on site and during training sessions.	
10 Provide regular communication with players, parents and other members to ensure they are given updates on guidelines and operating procedures within the club. This should include regular briefings before the commencement of any activity.	