
ITF RETURN TO INTERNATIONAL TENNIS PROTOCOLS EXPLANATORY NOTES FOR TOURNAMENT ORGANISERS

Introduction

This document is intended to provide supporting information for the ITF *Return to International Tennis Protocols* for tournament hosts, and is intended to be read together with that document. Tournament hosts are advised to read both documents and to familiarise themselves with the relevant amendments to the regulations for the tournament(s) in question.

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| Eligibility to host an ITF tournament | |
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| 1 | For the avoidance of doubt, local or national (as applicable) government legislation and guidance in the host country takes primacy over these protocols only where it imposes <i>more</i> stringent standards or restrictions (otherwise, these protocols shall be applied). Accordingly, where such legislation or guidance prohibits a tournament from being held for any reason, then no ITF tournament in that location will be permitted. |
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| 2 | 'Sufficient' refers to the number of countries from which the host nation is accessible. 'Reasonable' refers to the restrictions imposed at the point of entry (e.g. quarantine). At the time of application, host organisers must notify the ITF of access restrictions and keep the ITF updated as to any changes in those restrictions. |
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| 3 | Failure to meet any of the minimum standards in the 'risk mitigation' section is subject to sanction under the Code of Conduct of the relevant ITF tour regulations. |
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ITF tournament framework during the Covid-19 pandemic

1 This applies to all participants (except for those who require essential physical assistance, in which case the appropriate Personal Protective Equipment (known as 'PPE') must be used where physical distancing is not possible), to reduce the risk of transmission of Covid-19 by the avoidance of close and prolonged contact. Physical distancing requirements shall, as a minimum, meet the requirements of the relevant authorities of the host location. Where no minimum is specified by the relevant authorities, or where that minimum is less than 1 metre, the minimum physical distancing shall be 1 metre (except for vulnerable individuals, for whom the minimum is 2 metres). To avoid creating confusion for other participants, physical distancing must be practised by members of the same household.

2 Personal hygiene includes:

- Regular hand-washing or hand-sanitising;
- Not touching your face;
- Coughing into your elbow, or a tissue and immediately discarding it;
- Wearing a face covering where appropriate

To facilitate this requirement, tournaments must make available for use by all participants a suitable supply of hygiene materials and may wish to provide a package of sanitiser, wipes and tissues to all participants on arrival.

3 These methods may include testing or screening. (See 'risk mitigation' section).

4 Additional precautions that will be taken to protect vulnerable individuals must be described in the tournament risk assessment. At a minimum, physical distancing for such individuals must be 2 metres. Vulnerable individuals are those that are at elevated risk of severe Covid-19 symptoms, including:

- a. People with underlying health conditions;
- b. People aged 65 and above.

A list of qualifying underlying health conditions can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

5 The risk of infection increases where the density of people increases and where there are failures to comply with physical distancing requirements and hygiene precautions. A full list of authorised participants and tournament staff and their functions must be provided as part of the tournament’s risk assessment (see ‘risk mitigation’ section).

6 Tournament hosts must ensure that tournament staff and spectators share as little on-site space as possible, e.g. by providing dedicated routes for players and support personnel to move around the site.

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Compliance

Tournament organisers and all participants are collectively responsible for reducing the risk of Covid-19 transmission. Failure to comply with any requirement places the health of other participants at an elevated risk of infection.

1 Failure to comply by tournament may result in a sanction under the ITF Code of Conduct including a fine and/or revocation of approval to sanction ITF tournaments.

The Tournament Supervisor is responsible for monitoring and enforcing failures to comply with the requirements in this document by players and player support personnel. Failures by tournaments to comply with requirements will be enforced by the ITF.

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Risk Mitigation

1 The Covid-19 Officer must be on-site throughout the tournament (including, as a minimum, from the day the Referee arrives on-site to the day he or she departs) and will be responsible for the overall preparation, implementation and monitoring of the tournament’s risk assessment, the minimum standards in this document and all relevant government requirements on behalf of the tournament.

Adequate resources must be dedicated to this function. It is expected that this will be a dedicated role at larger tournaments.

2 An example risk assessment is available as a supporting document.

3 Local testing services may be required, in the event that participants require such testing (e.g., in order to access another country or to confirm whether they are infected with Covid-19). Key information to be provided includes location, opening hours, testing costs, and turnaround time for results.

4 Event cancellation insurance may be difficult to obtain and/or expensive. However, where it is available at a reasonable price, tournament hosts are recommended to obtain it.

5 Local restrictions should include any location-specific travel advice, and should be provided as soon as reasonably practicable (but in any case no later than 14 days in advance of the tournament and kept updated). At a minimum, the information should include:

- Any requirement to have a certified negative Covid-19 test prior to entering the country or participating in the tournament;
- Any quarantine requirements on arrival into the host country.

6 In practical terms, restrictions such as quarantine (which normally applies for 14 days) are likely to prevent access to a tournament for players and support personnel. Local authorities may be willing to relax those requirements under certain circumstances (e.g. where the traveller has a certified negative Covid-19 test, or where they will be subject to sufficient precautions for the duration of their stay). Any such relaxations will encourage participation.

7 If a dedicated hotel cannot be provided, the fewest number of tournament hotels is recommended. Tournament hotels should be encouraged to implement physical distancing and hygiene practices that are consistent with the requirements of the *ITF Return to International Tennis Protocols*.

8 Where no minimum physical distance is specified by the relevant authorities, or where that minimum is less than 1 metre, the minimum physical distancing shall be 1 metre (except for vulnerable individuals, for whom the minimum physical distancing is 2 metres).

8 All vehicles should be sanitised following each use. Screens should separate the driver from the passengers. The transport schedule should be coordinated with practice and match times to minimise time spent on-site by participants. All transport bookings must be made remotely (telephone or online). Parking arrangements should permit physical distancing and avoid interaction between participants and spectators. Provide sanitiser at pick-up points.

The general principle is to minimise the number of people waiting to enter the venue at any time and to keep them apart while they are waiting.

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Credentials should be obtained online and in advance of the tournament. Ideally, separate entrances/exits would be provided for (1) players, support personnel and officials, (2) tournament staff and (3) spectators.

Tournament hosts must comply with any testing that is required by government in the country concerned and which goes beyond the ITF minimum standards. Any such additional testing must be provided at the tournament's cost.

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Records of all participants' screening responses shall be retained by the ITF in case of a Covid-19 outbreak, in accordance with applicable data protection laws.

Failure to comply with testing will result in the person concerned being denied entry to the site and not being permitted to participate in any ITF tournament until such time that they comply with those requirements in full.

Notices should be posted at site entrance points, emphasising 'no screen, no access' policy.

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Case management protocols are available as a supporting document.

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'Exposed' refers to anyone who has been in close contact with the affected individual within the previous 48 hours of the onset of the affected individual's symptoms. Close contact is defined as: face to face contact (under 1 metre) for any length of time; within 1 to 2 metres for more than 15 minutes; sharing an enclosed space for more than 2 hours; anyone living in the same household or household-like setting (e.g. hotel room, apartment or hostel).

Where required by local legislation, public health authorities must be notified of Covid-19 cases. ITF will endeavour to notify exposed participants and other tennis organisations, as necessary.

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Organisers will need to source, and make available, a suitable supply of Personal Protective Equipment (known as 'PPE') for all tournament staff. Consider providing face coverings at site access points.

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Tournaments may extend the sign-in period to accommodate telephone sign-in.

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Any request to depart from the *ITF Officiating Requirements* must be approved in advance by the ITF. Accommodation that permits physical distancing must be provided for the use of officials between assignments. Face coverings must be worn by officials at all times when indoors.

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Where possible, only mobile tickets should be issued to spectators. Notice of ticket holders' responsibilities should be sent in advance, supported by on-site signage. Staggered arrival, entry and exit of ticket holders should be encouraged. Multiple entry and exit points (separate from participants) that prevent congestion are recommended.

To the extent possible, spectators must not share the use of any parts of a venue with any participants, including entrances and exits, and other amenities (including toilets, changing rooms and dining areas).

All seats should be designated seats. Cash transactions at amenities should be discouraged. Movement flow around the venue should be managed to prevent congregation of groups.

Spectator numbers in all areas publicly-accessible areas (including fan zones, commercial areas and at public concessions) must be restricted to that which is manageable while maintaining physical distancing.

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Movement protocols should encourage physical distancing and hygiene, such as one-way systems, marked pathways and physical distancing markers provided at appropriate locations, such as amenities and entrance/exit points. In toilets, separate entry and exit doors are recommended.

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Ventilation contributes to the dispersal and dilution of airborne droplets that may transmit Covid-19. Where air conditioning is used, it should be set to use a fresh air supply, rather than recirculation, and air flow should be directed away from individuals. Where possible and where weather conditions allow, outdoor venues are preferable.

For full ventilation recommendations, see:

www.ecdc.europa.eu/sites/default/files/documents/Ventilation-in-the-context-of-COVID-19.pdf

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No items shall be given or exchanged between participants during events and functions.

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| 20 | <p>Only pre-packaged meals and individually-sealed drinks should be provided. Public water fountains should be disabled. Dedicated and physically-separated amenities for staff/players/teams should be provided, where possible. Player lounges may be located at the tournament hotel, subject to ITF approval in advance.</p> |
| 21 | <p>The number of media must be limited according to the available space in the relevant media facilities, such that physical distancing can be maintained at all times. All media activities must meet physical distancing requirements, and take place in adequately ventilated rooms, or outside.</p> |
| 22 | <p>It should be possible for persons making deliveries to remain outside the access perimeter, and only the items being delivered cross that perimeter. Consideration should be given to disinfecting deliveries, where deemed necessary.</p> |
| 23 | <p>Common areas should be deep cleaned weekly, with regular disinfecting of high-touch surfaces and in high-traffic areas (surfaces and areas subject to regular cleaning should be set out in the risk assessment, but will include chairs, toilets and all door handles) throughout the day.</p> <p>Deep cleaning covers areas that are not part of a traditional ‘surface’ clean, e.g. behind, inside and under objects; inside and outside windows, full dusting and disinfecting of all surfaces that may be touched (e.g., handles, switches, sockets, control panels). Staff should be responsible for disinfecting their personal items, such as computers, keyboards and telephones. An adequate supply of suitable cleaning products will be required, that allow cleaners to:</p> <ul style="list-style-type: none"> - Decontaminate with disposable cloths/paper towel and a fresh solution of general-purpose detergent and water or detergent-impregnated wipes; - Rinse and dry; - Disinfect using 70% isopropyl alcohol. <p>Cleaning staff must be trained in these procedures and all cleaning staff must wear Personal Protective Equipment (also known as ‘PPE’). Each tournament will need to ensure that a sufficient supply of cleaning products is available for this purpose.</p> <p>Daily cleaning includes medical facilities (between treatments), locker rooms and showers (between uses), toilets, player dining and player lounges, and wheelchair storage facilities. Wheelchair players shall be responsible for placing their wheelchairs in storage locations and are responsible for ensuring that their wheelchairs are disinfected at the time of storage. The tournament is responsible for cleaning the high-touch parts of the storage area (e.g. door handles).</p> <p>Anti-doping staff shall be responsible for cleaning the Doping Control Station.</p> <p>Access points should be passable without the need to touch surfaces (excluding fire doors, toilet doors and anti-doping facilities). measures should be taken to discourage unnecessary touching of surfaces.</p> |

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| 24 | Signs should include contact details of the Covid-19 Officer and the location of the medical post. |
| 25 | ITF practice and match protocols are available as a supporting document. |
| 26 | <p>Showers are permitted only after matches and only where:</p> <ul style="list-style-type: none"> - Physical distancing can be maintained; - Where the player is competing in more than one match in a day and during team events. <p>Where the locker room includes the team lounge, the shower area must be physically separated from all other parts of the lounge.</p> <p>Only single-use personal cleaning products should be provided.</p> |
| 27 | <p>The maximum number of people undergoing treatment at any one time must be determined by the available space in the relevant room(s), such that physical distancing can be maintained at all times (except during treatments).</p> <p>A schedule of treatment times must be published. Medical staff must maintain the strictest hygiene precautions and must use adequate Personal Protective Equipment (also known as 'PPE') during all treatments. Physical barriers between adjacent treatment spaces may be used. Additional treatment facilities meeting the same specifications may be provided at the player hotel(s), subject to ITF approval in advance.</p> <p>All treatment bookings should be online. Between each treatment/patient, all equipment must be cleaned and medical staff must change their PPE as necessary.</p> |
