



GUIDE FOR INDOOR TOURNAMENTS IN THE CONTEXT OF COVID-19¹

Responding to the context of COVID-19, this guide aims to inform organizers, officials, participants, parents/guardians and coaches of the instructions to follow and actions to take in order to ensure the safety and wellbeing of everyone involved with indoor tournaments across the province. During sanctioned indoor tournaments, the work accomplished by the organizers and officials, as representatives of Tennis Québec on the competition sites, will be even more vital in the current environment requiring the mitigation of transmission risks. We sincerely thank you in advance for your efforts. We invite you to contact us before, during and after any tournament, as we will be happy to discuss with you if and how these instructions and new measures could be improved.

The following instructions will need to be respected to ensure the wellbeing of one and all. All our officials will participate in a training session to help them manage the tournament sites according to these security measures. **The officials and organizers will be in charge of issuing two (2) verbal warnings should these instructions not be respected. A third warning will lead to the exclusion from the site of competition and a disqualification from the tournament.**

THE HOST CLUB

Tournament desk

- As customary, the scheduling of matches will be the responsibility of the organizers. The schedule will need to be validated by Tennis Québec before being published online and sent to all the participants. In order to ensure that the number of players on site at any time is kept to a minimum, a staggered schedule for the first matches of the day must be in place. For example, if a tournament is held on four courts, the first matches should start with a two-minute interval instead of all having a similar start time.
- Tennis Québec recommends that clubs hosting competitions should not provide practice courts before the start of the tournament. This recommendation aims to reduce the workload associated with disinfecting equipment on the courts that may prove necessary after practice sessions.
- For tournaments being held on a site where there is an important distance between the courts, the organizers may need to consider reducing the number of courts where matches are played. This decision can be made in collaboration with Tennis

¹ This guide is subject to modifications according to the directives put in place by governmental agencies and Public Health.



- Québec. If required, the lower number of courts used will allow organizers, alongside the official, to ensure that the safety measures are respected by the players, coaches and any other person on site.
- Before the start of the tournament, players will need to complete an online COVID-19 risk recognition and self-evaluation form to confirm that their health condition allows them to compete. **Should this form not be completed and signed, the player will not be allowed to take part in the tournament and a default will automatically be added to the player's file. Please note however that no default will be attributed should a withdrawal be linked to COVID-19 ([consult the policy](#)).**
 - To encourage physical distancing (minimum of two metres) at all time, it will be important to create a safe zone around the tournament desk. This can be done through the use of markers on the floor and/or rope.
 - It is strongly recommended to only allow one person at the tournament desk (or two should physical distancing be possible). Changes in staff should be kept to a minimum and the person(s) in charge should not belong to a category of people deemed at risk (immunodeficiency, respiratory issues, etc.).
 - The organizers will need to wear a mask or a face cover (covering mouth and nose at all time) when they are on the competition site.
 - The use of walkie-talkies to facilitate communication between the organizers and the official is recommended to limit the movements required on site.
 - As necessary, the use of a microphone and speakers is suggested to limit the movements required for the person at the tournament desk.
 - A clearly identified place allowing hand washing or disinfecting should be accessible to everyone on site.
 - The tournament rules and hygiene and physical distancing measures should be well displayed on site.
 - Organizers should take the necessary precautions when handling and distributing the balls to the players. Respecting hygiene measures is of the utmost importance. Organizers must ensure that all the players disinfect their hands immediately before and after their matches. With the use of « green dotted » balls, organizers will need to clearly mark the balls in order to differentiate them from one court to the next. When giving the balls to the players, it is preferable to place them (without the can) at a clearly identified spot where players will be invited to pick them up. Removing the balls from the can will reduce the number of people needing to handle them. At the end of their match, players should be invited to place the balls in a large container instead of returning them at the tournament desk.
 - To reduce the need for gatherings, tournament results should be regularly updated online rather than displayed near the tournament desk.

- The trophy/medal ceremonies and picture taking should be done while maintaining the required physical distancing.

Courts

- It is the organizers' responsibility to ensure that all the equipment handled by the players while on court is disinfected. In order to avoid having to disinfect the chairs after each match, Tennis Québec will inform players of the need to bring their own folding chair for their match.
- It is recommended that all doors leading to the courts should remain open to reduce the risk of contamination.
- The chairs and benches used by the players should be placed at 2.5 metres from the net. When the official is present on the court, this setup will ensure that no one is at less than two metres from the others.
- Score cards should not be used on the courts. Organizers may choose to use this alternative instead:



Should this approach not be used, it will be very important to inform the players of the need to clearly communicate the score to avoid misunderstandings. It is recommended for the player preparing to serve to confirm the score before putting the ball in play and during the entire game.

- Organizers should create clearly demarcated spots on the courts where each player will put their belongings (bags, water bottle, towel, etc.).
- It is important to place a contactless bin on each court for the use of players.
- When clay courts are used, the organizers should take care of the courts between matches or as required. This approach will mitigate the transmission risks by limiting the handling of equipment to a small number of people.



Site

- The players should arrive to the club ready to play, as access to the changing rooms may be restricted. Tennis Québec will remind the players of this requirement when sending the schedule by email. Regarding access to the restrooms, it is recommended to leave the doors open where the setting allows for the users' privacy to be maintained.
- Access to the pro shop could be limited and organizers should inform players of the availability prior to the tournament.
- A clearly identified location allowing hand washing or disinfecting should be accessible to everyone on site throughout the tournament. Organizers should ensure that this location is kept clean and well furnished (disinfectant, paper towels, etc.).
- Organizers should clearly identify the zones where coaches and players should be while on site.

THE OFFICIALS

- Alongside their usual duties, officials will oversee the enforcement of the directives and hygiene and physical distancing measures.
- For the coin toss, players will be invited to stand at least one metre from the net.
- Officials will stand at their usual spot on the courts, close to the net post, and will move along the net to go from one court to the next.
- Officials must always wear a mask or a face cover (covering nose and mouth at all time) while on site.
- Officials must refrain at all times from handling the balls.

THE PLAYERS

- Players must arrive on site close to the start of their first match and already wearing their match clothes.
- It is essential that players wash their hands before and after their match.
- When playing in doubles, partners must maintain physical distancing (two metres) at all time between points, during breaks and when changing sides.
- All players aged 12 and over must wear a mask or face cover (covering nose and mouth at all time) when on site, except during their match.
- Players will place their bag, containing all the equipment required for their match, at the spot the organizers have identified on the court. It is strongly recommended to bring the amount of liquid required to stay hydrated throughout the match, as access to water fountains may be limited.



- Should a player sustain an injury, only the designated coach or a staff member of the host club will have access to the courts to provide first aid. Parents or guardians of the player will be promptly contacted by phone to inform them of the situation.
- Only the balls assigned to their court should be handled by the players.
- Balls from other courts must be returned without handling them.
- It is important to remind players that the person preparing to serve should confirm the score before putting the ball in play and during the entire game. This approach will be particularly important in the absence of the score cards on the courts.
- When changing side on the court, the players should head to their chair one at a time, with the player closest to their chair ideally sitting first. At the end of the break, the player already on their side should head directly to the back of the court, while the opponent should head to the far side of the net in order to avoid proximity between the players.
- At the end of the match, players should congratulate one another while avoiding any form of contact.
- Players in a wheelchair will need to disinfect their chair (including the wheels) before and after each match.
- It will be crucial that players collect all their personal belongings at the end of their match to ensure that the court is ready for the following players.

PARENT/GUARDIAN/PERSONAL ASSISTANT (WHEELCHAIR)/COACH

The hosting capacity varies greatly between clubs. Therefore, it became imperative to limit the number of people granted access to the sites in order to respect the directives implemented by governmental agencies and Public Health. Accordingly, the following rules and measures will need to be in place.

- **No parent/guardian will be allowed to remain on the tournament site.**
- The only exception to this rule will be made for:
 - **Future Stars (U9 category only):** one parent/guardian will be able to accompany the player.
 - **Athlete in a wheelchair:** one personal assistant will be able to accompany the athlete.
- **One coach only per club** will be allowed on the tournament site at any one time and will need to inform the organizers of their presence at the tournament desk upon arrival.
 - In this context, a **coach** is a person with an active certification and a member of the Tennis Professional Association (TPA). Furthermore, the coach will need to be working within a recognised program of a club affiliated to Tennis Québec.



- Prior to the tournament, every club will need to provide the organizers with the name of the coach who will be present on site. Should a coach be replaced during the tournament, the club will need to inform the organizers.
- Coaches and personal assistants will always need to watch the matches from the dedicated spots chosen by the organizers. These spots will need to be clearly identified.
- **Should the rule preventing parents/guardians from remaining on site not be adhered to, the player concerned will be prevented from beginning their match. Should the parent/guardian continue to refuse to leave the site, the official will have the right to disqualify the player concerned.**