

Q1: Our Club is at an outdoor venue/pool, do we still have restrictions?

From 15 April 2021, the new Directive includes a significant easing with all **restrictions previously in place for outdoor** based businesses, activities and undertakings **now removed**.

As per the [Restrictions on Businesses, Activities and Undertakings Direction \(No. 18\)](#), the below are key points in relation to **Swimming Clubs operating out of outdoor venues/pools**:

- Now considered a non-restricted business, activity or undertaking.
- A non-restricted business, activity or undertaking that serves food must not allow food to be served via self-service buffet.
- A non-restricted business, activity or undertaking **may otherwise operate as normal**, with **physical distancing observed** and subject to any other applicable Public Health Directions that may apply from time to time.
- For clarity, 'physical distancing' includes remaining at least 1.5m away from other persons where possible.
- Outdoor events are **not required** to have a COVID-Safe Plan or Checklist.
- **Occupant density** and the requirement to **collect contact information does not apply** for outdoor events.
- **Occupant density** requirements **apply to any indoor spaces** being used, including change rooms and the like.

Clubs, as well as venue owner/operators, have the right to continue implementing some or all of the COVID-Safe measures previously in place as an extra precaution.

Q2: Do Clubs need SQ or Queensland Health's approval to run an event?

No. **Outdoor events** with no dancing are now permitted to operate **without** a COVID Safe Checklist or COVID Safe Plan.

All **indoor Club Events** are permissible when they comply with the approved [Swimming Pool & Aquatic Centre Industry COVID-Safe Plan](#).

You will need to **notify** Queensland Health via the [COVID Safe Submission Portal](#) if you are planning an indoor event with more than 500 attendees.

It is a good idea to **start your planning process early** so you will know the number of attendees well ahead of your event.



You will need to **notify Queensland Health minimum 10 business days prior** if you are planning an:
▶ **Indoor event with more than 500 Attendees**

Q3: Do Clubs need SQ to approve their COVID-Safe Plan?

No.

SQ only requires a copy of your **Statement of Compliance** so we can confirm that the appropriate COVID-Safe measures have been considered and applied. SQ **does not** require copies of other parts of your COVID-Safe Plan (Checklist, Contact Details, Event Site Map etc.).

The venue owner/operator **may** request to see your COVID-Safe Plan (Statement of Compliance, Checklist, Event Site Map etc.) or for you to demonstrate how you are complying with the Industry Plan. You will need to confirm this with your venue.

It is recommended that you keep a hard copy of your COVID-Safe Plan in a folder that is easily accessible.

Please remember that SQ are happy to assist Clubs to develop a COVID-Safe Plan as well as answer questions to help plan an event.



COVID-Safe Plans (Checklist, Event Site Map etc) must be retained and made available if requested by relevant authorities including Local Council, Queensland Police Service and Queensland Health. The **Statement of Compliance** must be printed, signed and **publicly displayed**.



Routine inspections of events may be conducted, with Queensland Health & Queensland Police Service able to issue on-the-spot infringements for individuals and organisations for non-compliance.

Current fines are \$1,334.50 (individuals) and \$6,672.50 (organisations).

Q4: Our Club has a QR Code that SQ provided through EVA Check-in. Is this still ok to use?

When sport resumed following the initial COVID-19 lockdown in 2020, SQ had a subscription to EVA Check-in, a paid service, for secure, contact-less contact tracing of event Attendees. We allowed Affiliated Clubs and Regions to utilise EVA Check-in through our subscription **upon receipt of their Statement of Compliance**.

From 1 July 2021, these codes will become invalid and SQ strongly recommends all Clubs and Regions to use the [Check In Qld app](#) that is free and simple to use.

This removes the need to safely store member information and Queensland Health can quickly and easily access the information for contact tracing as and when required.

Q5: Can we use the COVIDSafe App to manage contact tracing?

No.

The COVIDSafe app is not an alternative to collecting and retaining contact information.

Even if Attendees have the COVIDSafe app, they still need to agree to provide their contact details.

Q6: We have our own QR code, do we have to use Check In Qld app?


No. From 1 May 2021, it is mandatory to use the Check In Qld app for the hospitality industry only.

It is not mandatory for clubs to use Check In Qld app. If your venue/club has an alternate QR code or contact tracing method you may continue to use that system as long as it captures the required information and the club can access the information collected to provide to public health officers if requested.

It is the club's responsibility to ensure an accurate record of **Contact Details** of who is where and when in a venue, to allow for targeted contract tracing and lessen the numbers impacted if a positive COVID case presents.

	Contact Details must include:	
	▶ Full name	▶ Date and time of entry
	▶ Email address (or home address)	▶ Exit time or estimated period, where feasible
	▶ Contact phone number	

Remember that you must not use this information for any other purpose and must retain the information securely for a period of not less than 30 days and not more than 56 days before deleting after this time.

	Contact Details of all Attendees must be recorded and retained for at least 56 days. If requested, an accurate record of Contact Details must be provided to public health officers within the stated time. This information should be readily available to ensure you can fulfil this request.
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Q7: Can toilets and change rooms be shared between Active Participants and Spectators?

Yes.

Whilst it is preferable that Swimmers/Active Participants and Spectators use different toilets, there are many clubs and pools where that is **simply not possible**.

When sharing toilets and change rooms, the use of these facilities must include consideration of cleaning/sanitisation requirements and flow of people within venues. Cleaning measures are to be consistent with Work Health and Safety's [COVID-19: Guide to Keeping your workplace safe, clean and healthy](#).

Also, **physical distancing** and **capacity limits** must apply. It's important you make sure people are only using it as a transient space and are not mingling in the area.

Where toilets and changerooms are **shared between Active Participants and Spectators**, they **cannot be** considered an extension of the **Field of Play** and therefore must be used in accordance with the capacity limits.

If you are completing your COVID-Safe Plan for an event:

- **Checklist Items 4 and 5** detail specific items you will need to consider around physical distancing, hygiene and cleaning
- **Checklist Item 13** details items you will need to consider specifically around toilets and change rooms

Q8: Can we still have barbeques and canteens?

Yes.

The consumption of food and drink is permissible through canteens, kiosks, BBQs and the like so long as the event organisers complete the [COVID-19 Checklist: Dining and Drinking](#). This dining and drinking checklist outlines the steps and requirements to comply with the restrictions in place. Note, there is no requirement to submit this dining and drinking checklist to any authority for approval.

Physical distancing requirements still apply to BBQ and canteen areas, to the extent possible, regarding queuing and adhering to any relevant capacity limits.

Consideration should be given to controls to reduce contact between people e.g. cashless, pre-paid or only exact change, have a staff member allocated to put tomato sauce on sausages rather than having everyone touching

the sauce bottle. It is recommended to make food 'takeaway' to avoid extra contact tracing requirements and have people take their food/drink back to their designated seating area.

If you are completing your COVID-Safe Plan, **Checklist Item 12** details further specific items you will need to consider for kiosks.

Q9: How do I calculate my venue capacity for my indoor event?

The occupant density allowance is 1 person per 2 square metres for **indoor** areas, so an essential place to start is by reviewing the **Event Capacity** section in the [SQ Club Event Guidelines](#) document.

The Event Capacity section of the Guidelines contains working examples of the different ways Event Capacity could be utilised for an event. **Please contact SQ for guidance on the options available to your event and venue.**

Remember that in determining the Event Capacity, you need to consider the capacity of the areas Attendees will be seated in during the event. Even though Attendees may need to move around to utilise shared facilities (bathrooms, changerooms, canteen, etc.) **there needs to be enough space to cater for the times all Attendees are seated during the event.**

Transient areas like toilets, self-marshalling on pool deck, coach viewing area, canteen and BBQ areas **should not count** towards your Event Capacity. You need to work out where people will be seated or stationary the majority of the time.



Remember that **physical distancing must be observed** to the extent possible between different family groups in spectator sections of the venue.

Q10: Should we have separate areas for different groups of swimmers or clubs?

Yes.

All events should consider appropriately separating different groups as a risk management strategy to limit comingling. This is called **Group Management**. Separate areas should be allocated to each club/group with 1.5m buffer zones between clubs/groups.

For events such as training, this could be through lane allocation of different squad groups. For competitions, Group Management can be achieved by allocating club groups to specific areas of the venue to be used for the duration of the event.



Remember that even though physical distancing is not required between swimmers while they are in the pool, **Group Management** is required.

Q11: What is the Field of Play and who is allowed in that area?

For swimming, the Field of Play means the pool and **can be extended** to include areas required for use by **Active Participants** for the purpose of competing. This includes warm up, warm down, change rooms, marshalling areas, areas for waiting between races etc.

An extension of the Field of Play is only permitted if these areas are **clearly defined** with:

- ▶ **no mixing of teams** (i.e. club groups are allocated to designated areas); and
- ▶ **no other persons allowed** (e.g. spectators) in the areas used by Active Participants.

While physical distancing is not required in the pool, it **should be observed to the extent possible** in all other areas of the Field of Play (i.e. warm up, warm down, change rooms, marshalling areas etc.)

Q12: This seems really complicated. Do you have any examples of how we calculate how many can be in the field of play?

Yes we do, and we promise it's not as hard as it seems once you work it out!

The Event Capacity section of the Guidelines contains working examples of the different ways Event Capacity could be utilised for an indoor event. **Please contact SQ for guidance on the options available for your event and venue.**

Q13: Do swimmers and spectators count towards capacity?

Yes.

Both swimmers and spectators are included in the Event Capacity – as is any person attending the event; swimmers, officials, volunteers, coaches, spectators including children accompanying parents as spectators.

Remember that **only Active Participants are allowed into the Field of Play**. This includes all swimmers, coaches, club managers, officials, volunteers, and event staff, required for the safe and effective running of the competition.

Q14: Do children count towards capacity?

Yes.

Your Event Capacity will include children accompanying parents as spectators as well as those swimming.

Q15: Does the pool surface area count towards capacity?

No.

The pool surface area should not be used when calculating the Event Capacity.

Q16: How do we manage our capacity? (online ticketing and event registration)

Firstly, it's important that the **details of all Attendees are known** and **attendance is monitored** below capacity limits.

A register of Attendees ensures the total number of Attendees are known **prior to the event** and the organiser/venue can be confident capacity limits will be adhered to. It also allows the organiser to know who to admit through the entry points and which area/space/group they have been allocated.

For swimmers, where the event includes nomination through online entries (Swim Central), so long as the guardian profile in Swim Central of the nominated swimmer contains a mobile number, this list can be used.

For all other Attendees (parents, guardians, carers, officials, volunteers, coaches, etc.) implementing an online registration process will enable the host club to limit numbers required based on Event Capacity, with a process of allocation for all coaches, officials, club managers and spectators attending.

Monitoring attendance below capacity limits for your event can be done through a ticketing service such as TicketBooth or Eventbrite or manually marking attendees off a pre-register.

Remember that collecting details for contact tracing alone **does not** ensure that your event attendance is below the capacity limit.

Q17: Do we need a new COVID-Safe plan every time there is a change to COVID restrictions or stages?

No. You don't need a new plan every time, you can just update your current COVID-Safe Plan to reflect the new changes as per the Public Health Directive at any given point in time.

Q18: Is any COVID training required?

Yes.

COVID training is important for all 'key staff'. Within the club environment this means that key volunteers or committee members should have an understanding of the key principles of COVID Safety.

There is a free online training course that takes approx. 10mins to complete. It is available at <https://www.aqia.org.au/covidsafety/>.

Every club needs people who are across the COVID-Safe Plan and able to implement it. As part of your COVID-Safe Plan, we would recommend that you ask key committee members/volunteers to do the free online training.

Q19: We're only running a meet between our club and another; does this apply to us?

If you are indoor, yes it does.

Indoor pools/venues are a restricted business, activity or undertaking and where an approved Industry COVID-Safe Plan exists, organisations must comply with this in order for standard activity to be conducted.

For our sport, this is the Swimming Pool & Aquatic Centre Industry Plan. While there may be items of the checklist that do not relate to clubs (i.e. it is for the venue to implement, as opposed to the club e.g. plant operations), you are still required to comply with this Industry Plan for all of the club's 'standard activity' to be conducted. This includes club nights. For this reason, all planning and checklists should be done in consultation with the venue.

Q20: What about our club championships / presentation night; does this apply to us?

If you are indoor, yes.

All club-related standard activity must comply with the relevant aspects of the Industry Plan in relation to the specific activity in question.

Remember that it's important to **communicate and work with the venue**, whether that is your pool, a sports club or other venue, to understand what Industry Plans are already in place, where your activity fits in and who will be responsible for the different items.

Q21: But we're just holding a training session with one other club; does this apply to us?

If you are indoor, yes.

All club-related standard activity must comply with the relevant aspects of the Industry Plan in relation to the specific activity in question.

In this instance, you would need to consider things such as Group Management of the swimmers, bringing of own equipment and Contact Tracing for the session in question. If this is going to be done in line with the venue's Industry Plan, that is ok so long as all appropriate measures are followed.

Q22: What about sign on days?

If you are indoor, yes.

All club-related standard activity must comply with the relevant aspects of the Industry Plan in relation to the specific activity in question.

In this instance you would need to consider things such as the number of people anticipated to attend, areas of the venue they will be accessing, Group Management, measures around any BBQ/Canteen running on the day, physical distancing and Contact Tracing, to name a few. Talk with the venue to determine what actions the club is responsible for and what the venue may already have in place.

Q23: What do we do about people not doing the right thing (e.g. physical distancing)?

As an organiser of a club-related activity, it is **your responsibility** to stage a COVID-Safe event. This includes communication to Attendees about the measures in place and what they will be expected to adhere to including conditions of entry.

The first step would be to remind the Attendees that **everyone has a responsibility to comply** with all COVID related safety measures. If the non-compliance continues (i.e. physical distancing ignored, refusal to provide contact details, etc.), you are well within your rights to remove them from your event.

Remember that if you allow someone to remain on site who is refusing to comply with safety measures, it may result in your organisation being non-compliant with Public Health Directions, which could result in a hefty fine: current fines are \$1,334.50 (individuals) and \$6,672.50 (organisations).

If the situation becomes volatile, best practice would be to remain calm and phone the local police station, as you would in other volatile situations.

Q24: What if someone refuses to use electronic check-in?

If an Attendee refuses to check-in electronically, you can manually record their details. If they refuse to provide their information, you have the right to refuse entry.

This is based on the Queensland Government Restrictions on Businesses, Activities and Undertakings Direction (No. 18, or its successor) and penalties apply for non-compliance with the Direction.

Check In Qld app is an easy to use system that allows for this to be done in a contactless manner and is being used by thousands of organisations across Queensland.

Remember that the COVIDSafe app is **not** an alternative to collecting and retaining contact information. Contact details need to be recorded and stored safely for a period of not less than 30 days and not more than 56 days.

Q25: What if I've nominated for an SQ event, but am sick and/or symptomatic so cannot attend?

Stay at home.

A full refund will be given for non-attendance in these circumstances.

It is a requirement of the **Terms & Conditions** of Entry, that Attendees, including swimmers, do not attend if they are unwell, have COVID-19 symptoms or are required to self-isolate. To read the Terms & Conditions, visit <https://qld.swimming.org.au/news-articles/covid-19-advice-clubs>

Q26: Will my nomination be refunded if an SQ event is cancelled?

Yes.

While all measures required will be implemented for the running of COVID-Safe events, refunds will be processed for:

- Cancelled events;
- Not able to attend due to being unwell; or
- Withdrawing due to concerns about individual safety/comfort levels in this current environment.

If withdrawals/refunds are sought, please email admin.qld@swimming.org.au with the details necessary for this to be processed.

Q27: What if I have a multi-class / medical assisted swimmer attending an event with no spectators. How do I ensure I get a club manager pass?

It is expected that attending clubs would consider all relevant individual circumstances prior to allocating their passes to their parent/carer members based on their athletes attending, their age and any specific care requirements.

If your swimmer falls in this category, it is important to communicate this to your Club so that appropriate consideration can be made when allocations are issued.

It is not the responsibility of SQ or any host club, to dictate how attending clubs use their allocated passes, or the process they go through to allocate them.

Q28: How will we generate revenue, if we have to restrict the number of spectators?

If you run an event with a limited number of Attendees, you can still apply a fee to the allocated passes, to replicate the usual gate entrance fee.

Other avenues for revenue generation could be through the food/drink offerings during the event, which are permissible when complying with the relevant COVID-Safe measures.

If your Event Capacity heavily restricts the number of ticket sales possible, consider splitting the event into separate sessions by age groups, to allow more across the day to come and go without breaching capacity limits.

Q29: Our venue capacity is too small, what are the different ways we could try to reduce the size of our event?

There are many ways to modify usual activities in order to comply with the capacity requirements.

Some ideas include: **splitting the sessions** within the event based on age group bands, with a break between sessions to allow for all to leave before the next group enters. Applying **limits to the number** of swimmers in

each age group or session can help to manage numbers as well as the length of time of the session/event. Finally, running smaller, more frequent **mini-meets** to cater for larger numbers across separate days/weeks. These are all good ways to keep the overall numbers down to a more manageable total as you learn the new processes early in the season.

Q30: How do we fairly allocate locations for the club groups attending our event?

When deciding where to allocate attending clubs to your designated areas of the venue, you may opt to keep it fair by doing a random draw, using alphabetical order, or allowing attending clubs to request their preference and use a 'first in best dressed' approach.

Q31: How can we reduce / limit the number of officials / volunteers we need to run the event?

Depending on the venue and the amount of space available, there may need to be alterations in the way officials/volunteers are used and positioned during the event.

As an example, for a competition, you might consider the following roles:

- Up to 10 timekeepers (1 per lane)
- 2 Referees
- 1 Starter
- 1 Announcer
- 2 Meet Manager/Timing Gear Operators
- 2 Check Starters
- 2 Help Desk Attendees (for self-marshalling)

A further group of volunteers from the host club, or attending clubs, may be used to position at entry/exit points, helping to remind of check-in processes, adherence to physical distancing and flow of people around the venue.

Remember that you should also consider the safety and comfort of members volunteering by implementing measures such as spacing chairs 1.5m apart, cleaning equipment when changing between people, reducing the number of people involved, etc.

Although the immediate pool deck where swimmers, timekeepers, the starter and the referee are positioned is considered the Field of Play, at all times where possible and practicable, physical distancing should be adhered to for the added safety of all involved.

If you can distance from others around you, **you should**.

Q32: Is self-marshalling going to work?

Yes.

Self-marshalling was successfully run during the 2020/21 season including Championship events such as the 2020 McDonald's Queensland Championships.

Self-marshalling not only allows swimmers to warm up more effectively, as they're not required to spend time in the marshalling room prior to their event, it also frees up Technical Officials to perform other officiating roles, as well as helping host clubs to comply with COVID restrictions.

Remember that self-marshalling works best when swimmers come to the event prepared with the information of their event, heat and lane numbers.

Q33: We are holding our presentation day at a park, does this mean we don't have to worry about any COVID requirements?

Yes.

As at 6am on Thursday 15 April, Queensland entered a new phase of restrictions. The new Directive includes a significant easing with all **restrictions previously in place for outdoor** based businesses, activities and undertakings **now removed**.

However, you should still consider good hygiene and physical distancing to the extent possible.

Q34: If a parent is volunteering at the event (i.e. as a timekeeper or similar), and they are sharing this role with another parent, can they swap during the event?

Yes, it is OK for parents to share a volunteer role, but the parent who has been located in the Active Participant area is **not permitted** to then go and sit in the spectator area.

All Active Participants (swimmers, coaches, club managers, officials, volunteers, and event staff) **must remain in their designated area** for the entirety of the event.

The parent who has finished their share of the volunteer role for the day can remain in the Active Participant area – providing the total number in that area does not exceed the calculated capacity of that space.

Q35: Can people move from their allocated location to another, if there is room?

Yes, this may be possible if the host allows it.

The host will need to adjust the event site map to record the move for Contact Tracing purposes in order to comply with Group Management.

Q36: We are a small club, with a small attendance at any of our club activities or events, do we have to run an event with no spectators?

No.

It is not compulsory to run an event with no spectators, but you still need to know your Event Capacity and make sure it is not exceeded.

Even if you don't usually get a large attendance, it is a good idea to communicate with members and families so they know that capacity limits will be in place and you can make sure they aren't exceeded.

If your Event Capacity is such that spectators can attend, consider employing a ticketing system for registration. Such systems are free for free events: www.eventbrite.com.au, www.ticketbooth.com.au, www.trybooking.com.

Q37: We have quite a large space at our venue and can have spectators separate from all areas of the field of play, does this mean we can have spectators?

Yes.

But remember that you still need to know your Event Capacity and make sure it is not exceeded.

If your Event Capacity is such that spectators can attend, consider employing a ticketing system for registration. Such systems are free for free events: www.eventbrite.com.au, www.ticketbooth.com.au, www.trybooking.com.

Q38: We don't have more than 100 people total coming to our club activities (e.g. club night), does the group management and contact tracing apply to us?

For indoor venues/pools, Yes.

Regardless of the number of Attendees coming to your club activities, Group Management should be used whenever it is appropriate, and an accurate record of **Contact Details** must be kept of who is where and when in a venue for contact tracing purposes.



Failure keep an accurate record of Contact Details, or inadequate Group Management, may result in ALL Attendees at your event having to undergo isolation for 14 days if a positive COVID case presents. Infringement notices and significant fines may also be levied against individuals and organisations for non-compliance.

Q39: Our Club uses a council venue for events and club nights, aren't they responsible for all of the Industry Plan requirements?

No – it is a shared responsibility.

Your planned activity will be reliant on the council venue being consulted and approving the use for your event.

SQ recommends that event organisers and venue owners/operators **work collaboratively** to ensure the completion of the Checklist and safe delivery of all standard club activity.

While there will be aspects of the Checklist that are not relevant to your specific event in question, it must be completed. This means some items will be marked as 'not applicable' or potentially marked as 'venue responsibility'.

Q40: Do volunteers and officials need to register prior to attending an event and do they need to check-in on the day?

Yes.

So you can make sure your event does not exceed the Event Capacity, you will need to know the total number of all Attendees. This includes swimmers, coaches, club managers, officials, volunteers, event staff, sports medicine personnel, parents, care givers, visitors and spectators.

Event registration (including for volunteers and officials) is the best way to plan for your Event Capacity as well as being an important part of the collection of details for contact tracing purposes.

Where feasible, the entry and exit time should be recorded as a part of contact details.

Q41: Do we have to clean the stop watches and starting equipment?

Yes.

Health and safety are the number one priority and the implementation of strict hygiene and sanitisation measures are essential.

Checklist item 5 specifically states that you should minimise the sharing of equipment with them being effectively cleaned between use by different people.

Q42: We usually provide catering for our volunteers and officials; can we still do this?

Yes.

A good health and safety measure can be to have the catering packaged up in individual serves or boxes, rather than the use of shared plates and utensils.

If the catering is supplied by your on-site BBQ, implement some small changes to improve hygiene like having only one staff member allocated to put tomato sauce on sausages rather than having everyone touching the sauce bottle.

Q43: We just had a water bubbler installed. We know we are not to use the mouthpiece of it, but can we use the tap part for kids to fill up their water bottles?

Yes.

As the tap part will be a high touch point (used by lots of different people) it is a good idea to implement a system where the tap is frequently and effectively cleaned.

It may be a good idea to tape up, or remove the mouthpiece permanently.

Q44: Are our swimmers allowed on the blocks? Do we need to sanitise their hands as they come and go in marshalling or just at front gate and toilets?

Yes, swimmers can use the blocks and a hand sanitising station in the marshalling area is recommended.

Although the risk with sharing blocks is low, it is still a high touch point, so it is a good idea to implement a system where the blocks are frequently and effectively cleaned.

Q45: Who signs the Statement of Compliance?

The Statement of Compliance should be signed by **someone authorised** to sign on behalf of the club.

Q46: Does SQ have any signage clubs can use for their events referencing COVID-Safe messaging?

Yes.

SQ has developed **COVID-Safe Event Signage** and **Other Useful Resources** that you will find on the [COVID-19 Advice to Clubs](#) page of the SQ website.

Q47: The Swimming Queensland and Swimming Australia rules state that unless we have automatic timing, you need to have 3 timekeepers per lane. What are we supposed to do about this if the recommendation is 1 per lane?

Yes, officially 3 timekeepers per lane is the rule.

You may have the space to physically distance timekeepers during events, but in order to perform their role, the finish of the race requires timekeepers to come close together. Given this is in the field of play, it's allowed under the guidelines. But it's important to remember that we're in the middle of a health pandemic and we need to, wherever possible, adhere to physical distancing.

So it's our strong recommendation that you consider this carefully when planning your events and limit the number of timekeepers to 1 per lane. If the meet is an Approved Meet, the times can be used as qualifying times even where only 1 timekeeper is used.

Q48: We are a small regional club and people travel long distances to attend, we can't not allow the families to come to the event. What do we do?

There is no issue to have families attend your Club's event, however depending on the Event Capacity, you may have to limit the total numbers allowed through the gate at any one time. This might mean there is a limit for each swimmer to have 1 (or 2 depending on the capacity) non-swimmers able to attend.

One way to manage total numbers is through splitting the event into age groups or distinct sessions. Another option may be for clubs to travel together as a team with a smaller number of adults to help supervise the swimmers during the event.

Where family groups are seated together during events, there is a requirement for them to be physically distanced from other family groups (1.5m).

Q49: We struggle to get volunteers at our club nights and events, how can we expect to get people to involved to help implement the COVID measures?

As a result of COVID, we are all experiencing life in a new and different way. For sport, while standard activity is able to resume, there are some differences in what is required and the workload on volunteers has increased. Coupled with the limitations in place for the total number of people able to be gathered, this has presented an enormous challenge for our sport.

It is our shared responsibility to follow the Queensland Government restrictions in order for events to continue and for swimmers to have the opportunity to train and compete. As a community, we need to work together and encouraging your members to get involved in an active role is the best way to ensure they can attend, particularly where the capacity is limited and the event is unable to cater for spectators.

Since the resumption of sport in July 2020, many clubs have found their parent members have been very supportive, getting involved in a range of capacities to help out!

Q50: Does the insurance we have as an Affiliated Club and Financial Member cover COVID related claims? And, does it also provide for any personal liability for the executive committee of the Club/Region for any potential COVID related claims?

The **Public Liability/Professional Indemnity** policy may respond to pandemic events if the insured has been negligent in, or found legally liable for, failing to protect other persons/third parties from infection.

The term 'legally liable' is very broad although it envisages civil liability rather than criminal liability. Legal liability can arise at common law or under statute or a contract with a third party. Most common law liabilities involve a negligent act or omission, that would need to be proved.

We consider the possibility of such liability to be fairly difficult to prove if insured act reasonably to safeguard persons for which they have a duty to protect. However, such coverage could be triggered if liability is legally present or established.

Our response to this would be as follows: there is no exclusion on the policy for COVID 19 related claims, therefore an insured would be covered if a claim were made against them for someone alleged contracting of COVID 19.

It's important to note the relevant conditions on the policy notably:

Condition 8.7

The Insured must:

8.7.1 Exercise reasonable care that only competent Workers and/or employees are employed and take reasonable measures to maintain all premises, fittings and plant in sound condition

8.7.2 Take reasonable precautions to:

8.7.2.1 Prevent Injury and Damage

How this would look in reality would be that an insured firstly must be following the local Public Health Authority guidelines and if they can or cannot operate and the restrictions around the operation if allowed.

Secondly, the insured must be following guidelines and policies set out by the governing body/association etc.

To clarify, there is no exclusion around COVID 19 claims and therefore cover would be in place as per the normal terms and conditions of the policy.

The **Management Liability** policies does not contain an exclusion around Pandemics but is unlikely to be a triggered with the current events.

The **Personal Accident insurance** policy provides cover for injury only, there is no sickness cover provided with this policy.

Should you need further clarification on this or if you would like us to discuss any further insurance related issues, please reach out directly to Marsh.

Q51: If we have club managers or other volunteers at our events, do they require a Blue Card?

This will depend on the relationship between the volunteer and the children participating as well as the frequency of the volunteer role as there are some exemptions in place.

If you have a child participating in the event: Under the Churches, clubs and associations involving children category of regulated employment, a volunteer who is a parent of a child who receives services which are the same or similar to which the employment/volunteering relates are exempt and do not need a blue card. Therefore, these parents would not require blue cards in this instance.

If you do not have a child participating in the event and will volunteer at 4 events in the year: You do not need a blue card if your regulated child-related work is **not more than 7 days in a calendar year**. For this test, a 'day' includes a full day or part of a day (e.g. 2 hours of work on 1 day is considered to be a day). A 'calendar year' covers the period from 1 January to 31 December. Therefore, these individuals would not require blue cards.

If you do not have a child participating in the event and will volunteer at more than 7 events in the year: These individuals cannot rely on either of the above exemptions and will therefore require blue cards to volunteer/work at the event.

Q52: The Blue Card rules changed on 31 August 2020, does this relate to clubs?

Yes.

From 31 August 2020, Blue Card introduced 2 new terms—‘restricted person’ and ‘restricted employment’, which mean certain people are no longer able to rely on an exemption to work or volunteer with children. This means that a restricted person cannot rely on any of the abovementioned exemptions (frequency test or volunteer parent exemption).

Q53: The venue that our Club uses has a COVID-Safe Plan, does that mean our Club doesn't need one?

No.

It comes down to who ‘owns’ the event taking place. It is the responsibility of the **event organiser** to ensure all COVID-Safe measures are implemented. Where the club ‘owns and operates’ the event in question (e.g. club night), it is the club that is responsible to do so in accordance with the restrictions in place at that time. It may well be that every single item within the checklist is being covered by the venue operator and the venue staff. In this instance, the club would indicate this against the relevant items of the checklist when completing their Industry COVID-Safe Plan.

The club is a separate entity to the venue owner/operator and each organisation is responsible for their activities to ensure compliance with the relevant restrictions at any given time. SQ strongly advise all COVID-Safe Plans are done in collaboration with the venue they operate from.

Q54: We have club night every week and an annual carnival, do we have to create a COVID-Safe Plan for each of these?

Where it is possible to complete the checklist in a way that covers all of the club’s usual activities, having one COVID-Safe Plan is ok. Where an activity has additional elements that haven’t been considered in the plan you have completed to date, an additional plan would be required to ensure all aspects of the event are delivered in a COVID-Safe manner. Alternatively, this could be in the form of an appendix to the original plan.

Q55: We are operating at an outdoor pool, but have some indoor spaces, are these restricted?

Any indoor spaces used as part of delivering outdoor events, such as clubhouses and changerooms, must adhere to the occupant density requirements (one person per 2 square metres).

In addition, if you’d like to continue with any previously implemented COVID-Safe measures (e.g. using Check In Qld app for contact tracing), you are well within your right to do so. Your venue owner/operator may also opt to continue with such things.

Still have questions?

If you have further questions beyond what is contained in this FAQ and the Club Event Guidelines [please email us](#). Please include your **Club in the subject field**.

Remember that you can access all our current **COVID-Safe Documents and Resources** on the [COVID-19 Advice to Clubs page of the SQ website](#).