

## Example: Club Manager Role Description

Where venue capacity is restrictive, an option for managing spectator numbers, is to run a closed event, with a pre-allocation to clubs based on swimmer numbers, for adult attendance. These adults (parents, carers) would fill the role of Club Manager, to help supervise and support the swimmers from their Club during the event. Clubs may allow this role to be split across sessions and/or days of the event between parents, so long as contact details are captured for tracing purposes.

SQ will not be outlining the specific role requirements for a Club Manager, however an example can be seen below. 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.

It is expected that:

- attendees communicate with their Club, specifically highlighting any health or other care requirements of their swimmer/s, and where necessary voice their interest in filling this role for the event.
- attending clubs would consider all relevant individual circumstances prior to allocating their passes to their parent/carer members based on their swimmers attending, their age and any specific care requirements.
- Host clubs make necessary arrangements to cater for an appropriate number of attendees at events based on the age, and any other health related care requirements of participants. Depending on the venue's capacity, this may mean separating sessions of the event to allow for smaller groups of swimmers at any given time with a larger allowance for parent/guardians at each.

A list of responsibilities for a Club Manager may include:

- Assist in monitoring physical distancing and ensuring COVID measures are adhered to.
- Supporting the coach and liaising with matters relating to the swimmers/team.
- Ensuring swimmers know what, when and where they are sitting during the event, warming up, self-marshalling, racing, and warming down.
- Being a point of contact for drop-off and collection, if applicable.
- Remind and assist where necessary swimmers' checking in and out at the event.
- Having emergency contact details of all club members in attendance in case of emergency.
- Ensuring all welfare and safety requirements for the team are met.
- Supervising swimmers under 18 years at all times. It is extremely important that all managers are aware of relevant policies and practices including the event site map, venue access and flow.
- Committing to the time required to fill the role for the event, or ability to share this.

Key skills and attributes include:

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches, officials, event staff and parents.
- Strong organisational skills.
- Sound knowledge of the COVID rules/regulations of the event.