**Swimming Queensland (SQ) COVID-19 Information for Attendees**

**<Insert Event Name>**

**Document Version <Insert Date>**

The <Insert Event Name> will be held at <Insert Event Venue> on <Insert Event Date(s)>.

Information on the event is as detailed below. This advice may change prior to the event and any changes will be communicated directly with you.

There are differences from how our events have been conducted in the past and it is important that all **Attendees** read and understand all information provided to ensure the safety of all members and continual resumption of our sport.

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| **Icon  Description automatically generated** | **Attendees:** includes all swimmers, coaches, club managers, officials, volunteers, event staff, sports medicine personnel, parents, care givers, visitors and spectators. |

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| ***Icon  Description automatically generated*** | All **Attendees** will be required to understand this information as well as agree to follow/comply with the COVID-19 Terms and Conditions of Entry. |

All Club Events are permissible when they comply with the approved [Swimming Pool & Aquatic Centre Industry COVID-Safe Plan](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0025/134935/covid-safe-industry-plan-swimming-pool-and-aquatic-centre.pdf?nocache-v2).

Staging a COVID-Safe event is primarily the responsibility of the event organiser, with the key principles and public health strategies implemented and monitored.

However, **all Attendees have a level of responsibility** for their own welfare, as well as that of others around them by following the instructions and restrictions in place when attending events. This includes providing contact details, assuring they are well and practicing good hygiene.

**Please do not attend if you are unwell or experiencing any symptoms on the day.**

PHYSICAL DISTANCING & HYGEINE

Physical distancing must be observed during the event, particularly in the designated seating areas.

All Attendees have a responsibility to ensure this occurs. Event staff, officials and volunteers will be used to remind all Attendees and where necessary, remove from the event anyone not doing the right thing. Please be respectful so we can all stay healthy and continue to participate in the sport.

Club managers and coaches, please assist in ensuring your members are seated in the correct area and distancing accordingly.

CONTACT TRACING & GROUP MANAGEMENT

All Attendees must provide **Contact Details** to allow for targeted contract tracing and lessen the numbers impacted if a positive COVID case presents.

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| **Icon  Description automatically generated** | **Contact Details** must include:* Full **name**
* Email **address** (or home address)
* Contact **phone** number
 | * Date and **time of entry**
* **Exit time** or estimated period, where feasible
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Upon arrival and departure contact details will be collected using **<EVA Check-in (or similar)>.** This is a quick and easy process, using a QR Code specific to the event, and needs to be completed for each person on site.

Participating swimmers (or parents/guardians on their behalf) are encouraged to check in check and out so that the time in and out is captured. Alternatively, so long as the guardian profile in Swim Central of the nominated swimmer contains a mobile number, this list will be used irrespective of the time in attendance.

Where appropriate, **Group Management** will be used at this meet.

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| **Icon  Description automatically generated** | **Group Management:** is the appropriate separation of participation groups to ensure there is limited co-mingling (e.g. splitting an event into age groups or distinct sessions). |

An Event Site Map will be distributed for this event that clearly shows defined areas/spaces and flow in and around the venue.

Once nominations are finalised, each club group will be assigned defined areas/spaces, showing clearly where they are to be seated during the event. This will be communicated prior to the event with final information

There will be an option to collect details manually by the host club upon arrival for those unable to utilise the electronic process.

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| ***Icon  Description automatically generated*** | 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. |

SPECTATORS <DELETE IF NOT APPLICABLE TO YOUR EVENT>

Spectators are **not permitted to access the Field of Play** i.e. the pool, the pool deck, or marshalling areas. Please ensure you remain in your allocated seating areas and **do not enter** other group seating areas. Current restrictions have increased emphasis on ensuring record keeping of who is where and when in a venue to allow for targeted Contact Tracing and lessen numbers impacted in the case of an attendee presenting with COVID.

TICKETS <DELETE IF NOT APPLICABLE TO YOUR EVENT>

All Attendees must have a ticket to gain entry. If you do not have a ticket, you will not be allowed to enter. There will be no sales of tickets at the gate.

Where large numbers arrive at the same time, please be patient and ensure physical distancing is practiced as you move through by keeping a distance of 1.5m between yourself and others.

***<<<<Insert relevant information about ticketing or pre-registration here if applicable>>>>>***

FOOD AND DRINK <DELETE IF NOT APPLICABLE TO YOUR EVENT>

You are welcome to bring your own food/drink with you to the event. Alternatively, catering outlets will be operational during the event. Note, all sales are CASHLESS.

Please be aware, all orders filled as takeaway and all food and drink should be consumed in your designated seat.

***<<<<Insert relevant information about food and drink if applicable>>>>>***

CLUB MANAGERS <DELETE IF NOT APPLICABLE TO YOUR EVENT>

A pre-allocation to clubs based on athlete numbers will be used for adult Attendees (parents, guardians or care givers). These adult Attendees would fill the role of club manager to help supervise and support the athletes during the event, or attend in a volunteer capacity to help with the general running of the event (i.e. timekeeper, etc.).

This role can be split across sessions/days of the event to share between parents, so long as Contact Details are captured for Contact Tracing. Depending on the Total Capacity of the venue and ability to cater for required numbers, a ratio may be used to ensure equal passes are available to each club attending the event. Host clubs will determine the allocations once nominations are closed.

Please note, there will be a healthy number of allocations based on a ratio of swimmers per club to cater for adequate supervision of young swimmers. Each Club attending will be responsible for the distribution of their Clubs’ allocated club manager passes once received by the host club, with consideration given to their individual athletes attending and any specific care or health issues of note.

Please liaise with your Club around your interest in attending in the capacity of a club manager, filling a volunteer role if they are seeking this assistance.

SELF-MARSHALLING

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.

**Self-marshalling process for swimmers**

On event day, swimmers report to the Self-Marshalling Area located behind the starting platform of their designated lane. Swimmers should report a certain number of heats prior to their heat being in the water, as follows:

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| 50m events:  |  | Four (4) heats prior to the heat in the water  |
| 100m events:  |  | Four (4) heats prior to the heat in the water  |
| 200m events:  |  | Three (3) heats prior to the heat in the water  |
| 400m events:  |  | Two (2) heats prior to the heat in the water  |
| 800m and 1500m events:  |  | One (1) heat prior to the heat in the water  |

Before reporting, swimmers must ensure they know their:

* Event number/s
* Heat number/s
* Lane number/s

Swimmers can approach the Help Desk for assistance as required or ask their club manager or coach.

A reporting swimmer follows the below steps:

1. Report to the Self-Marshalling Area behind the starting platform in the lane they’re allocated
2. Move progressively forward, with the other swimmers in their heat
3. Mark off their name on the program at their designated lane just before their heat is swum

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| Text  Description automatically generated | 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). |