



# COVID-19 Club & Area Activity Guidelines

September 2020



We extend our appreciation to NSW Health, Swimming Queensland and Swimming Victoria for their assistance with creating these guidelines.

## PURPOSE

The purpose of the Swimming NSW (SNSW) Club Activity Guidelines is to provide recommendations to assist our Areas and Clubs with the planning and organisation of events, **i.e. activities including, but not limited to, training, combined training sessions, club nights, presentation days/nights, time trials, development, qualifying and championship meets** in a COVID-Safe environment.

## IMPORTANT NOTES

All Area and Club events (as described above) are permissible when they comply with the NSW Health [Public Health \(COVID-19 Restrictions on Gathering and Movement\) Order \(No 4\) 2020](#) and **do not** require additional approval. The Order requires all Areas and Clubs to have a [COVID-19 safety plan](#) for community sporting competitions and full training activities. Clubs and Areas can either use the template provided by NSW Health or develop their own plan to address the checklist of matters. Swimming NSW recommends that all affiliated Areas and Clubs register as a [COVID-Safe Business](#).

This guide captures the key details from the above-mentioned documents to ensure our Areas and Clubs have all the required information to plan and operate their events in a COVID-Safe way.

## RESPONSIBILITIES

**Host Clubs/Areas** organising an event have primary responsibility for staging a COVID-Safe event that is compliant with the current Public Health Orders. This is done by completing the community sporting competitions and full training activities [COVID-19 Safety Plan](#) and then running the event in accordance with the completed plan.

**Venue owners/operators** are responsible for ensuring that specific public health measures applicable to their venue are understood and implemented by any hosts operating in their venue. Certain venues may have other requirements to consider. For this reason, all event planning should be done collaboratively with the venue.

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

Specifically, for swim meets, all attendees, including coaches, managers, officials, volunteers, spectators and swimmers, must read, understand and agree to comply with the *COVID-19 Terms & Conditions* (Appendix 2) and *Meet Information for Attendees* (Appendix 1) prior to nominating and/or attending an event.



**COVID-19 Safety Plans should be retained and made available if requested by relevant authorities, which includes Local Council Authorities, NSW Police and NSW Health.**

## DOCUMENT UPDATES

Version 1.1 published Thursday, 24 September 2020, supersedes all prior versions and reflects new updates from SNSW and the NSW Government.

# COVID-19 SAFETY PLANS

The NSW Government has provided COVID-19 Safety Plans for the various industry sectors. The approved Industry COVID-19 Safety Plans are publicly available for all businesses and organisations within that industry to access (regardless of membership to an industry body). For Swimming, the [Community sporting competitions and full training activities Industry COVID Safe Plan](#) outlines the measures necessary to ensure our Clubs & Areas create and maintain a safe environment for their players, participants, volunteers and spectators at community sporting and training activities. Swimming NSW affiliated Clubs & Areas **must develop and comply** with the plan in order for any activities to be conducted, and must ensure their plans remain up-to-date and compliant with current Public Health Orders.

## Key principles of the plan

### 1. Wellbeing of staff and customers

- Exclude staff, volunteers, parents/carers and participants who are unwell.
- Provide staff and volunteers with information and training on COVID-19, including when to [get tested](#), [physical distancing](#), and cleaning, and how to manage a sick visitor.
- Make staff aware of their leave entitlements if they are sick or are required to self-isolate.
- Display conditions of entry (website, social media, venue entry).
- If hiring the facility, consult with the owners/operators to address these requirements and understand what measures may already be in place.
- Ensure COVID-19 Safety Plans are in place, where relevant, for:
  - [swimming pools](#)
  - [gyms](#)
  - [indoor recreation facilities](#)
  - [restaurants and cafes](#) (for kiosks or canteens)
  - [major recreation facilities](#).
- Ensure processes are in place to exclude participants (including spectators and officials) who have visited Victoria within the previous 14 days.
- Ensure processes are in place to exclude participants (including spectators and officials) who have attended any of the [reported case locations listed on the NSW Health website](#).
- Take all reasonable steps to minimise the number of spectators attending community sport events, such as one parent/guardian per child.
- If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.

### 2. Physical distancing

- Ensure the number of people in a facility does not exceed [one person per 4 square metres](#) of space (excluding staff) to a maximum of 500 people.
- Minimise co-mingling of participants from different games and timeslots where possible.
- Ensure all spectators maintain 1.5 metres [physical distance](#) where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent the co-mingling of spectators from different games and timeslots.
- Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with designated drop off and pick up zones or staggered start/finish times.
- Reduce crowding wherever possible and promote physical distancing by placing markers on the floor to show people where to stand or queue.

- Have strategies in place to reduce crowding and physical distancing in communal facilities such as showers, change rooms and lockers. Where practical, stagger the use of communal facilities and/or strongly encourage participants to shower/change at home where possible.
- Use telephone or video platforms for essential staff meetings where practical.
- Review regular business deliveries and request contactless delivery and invoicing where practical.
- Avoid carpools or bus travel with people from different household groups where possible.

### 3. Hygiene & cleaning

- Adopt good [hand hygiene practices](#).
- Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.
- Ensure bathrooms are well-stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.
- Avoid shared food and drinks. Encourage participants to bring their own water bottle, snacks and sweat towels.
- Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.
- Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect.
- Clean frequently touched areas and surfaces, including in communal facilities, several times per day.
- Clean areas used for high-intensity sports with detergent and disinfectant after each use.
- Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.
- Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.
- Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.
- Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
- Encourage contactless payment options.

### 4. Record keeping

- Keep a record of the name, mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, for a period of at least 28 days, where this is practical.
- Ensure records are used only for the purposes of tracing COVID-19 infections and are [stored confidentially and securely](#).
- Make your staff and volunteers aware of the [COVIDSafe app](#) and its benefits to support contact tracing if required.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 10 50.

***The above measures must be explained clearly via visual cues and signage where possible.***



**IMPORTANT: Routine inspections of events may be conducted by both NSW Health and NSW Police, with both able to issue on-the-spot infringements for individuals and organisations for non-compliance with Public Health Orders.**

## MEET APPROVAL PROCESS & KEY DATES

The Meet approval process that currently operates for swimming in NSW remains unchanged, but Clubs should confirm this with their respective Areas.

For the 2020/21 Summer Season, Club & Area meets held at Sydney Olympic Park Aquatic Centre will need to have their COVID-19 Safety Plans approved by Swimming NSW. These Plans need to be sent to [meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au) at least seven (7) days prior to the first day of competition.

Whilst Swimming NSW is happy to assist and answer questions during the meet planning process, unless the meet is to be held at SOPAC there is no requirement for your COVID-19 Safety Plans to be submitted to SNSW for approval.

Furthermore, the venue/facility being used may request to see your completed COVID-19 Safety Plans and you should check this with your venue prior to your event.



**Swimming NSW recommends that event organisers/hosts and venues/facilities work collaboratively to ensure the safe running of events.**

### KEY DATES FOR THE 2020 SWIMMING NSW SUMMER SEASON

| DATE                | MEET                                   | VENUE |
|---------------------|--|-------|
| 10-11 October 2020  | SNSW Long Course Qualifying Meet #1    | SOPAC |
| 17 October 2020     | SNSW MC Championships                  | SOPAC |
| 17-18 October 2020  | SNSW Long Course Qualifying Meet #2    | SOPAC |
| 28-29 November 2020 | SNSW Junior Metropolitan Championships | SOPAC |
| 12-17 December 2020 | SNSW Senior State Age Championships    | SOPAC |
| 19-20 December 2020 | SNSW Open Water Championships          | SIRC  |
| 23-24 January 2021  | SNSW Country Regional Meets            | TBC   |
| 19-21 February 2021 | SNSW Country Championships             | SOPAC |
| 27-28 February 2021 | SNSW Senior Metropolitan Championships | SOPAC |
| 6 March 2021        | SNSW Speedo Sprint Series Finals       | SOPAC |
| 7 March 2021        | SNSW MC Meet #1                        | TBC   |
| 18-21 March 2021    | SNSW State Open Championships          | SOPAC |
| 27-28 March 2021    | SNSW Junior State Age Championships    | SOPAC |
| 13-16 May 2021      | SNSW Sydney Open                       | SOPAC |

## PLANNING YOUR EVENT

Before running any event, Clubs & Areas must consider how to meet capacity, physical distancing and hygiene obligations. Remember, while everyone has a role to play in keeping our sport safe, it is the event organiser's responsibility to stage a COVID-safe event that is compliant with the current Public Health Orders. This is done by completing the community sporting competitions and full training activities [COVID-19 Safety Plan](#) and then running the event in accordance with the completed plan.

It is important that event organisers work collaboratively with the venue owner/operator to meet the necessary requirements of their COVID-19 Safety Plan.

In relation to events such as club nights, meets and championships, all attendees at your event will be required to understand your *Meet Information for Attendees* (refer to template in Appendix 1) as well as agree to follow/comply with the *COVID-19 Terms and Conditions of Entry and Attendance at Events* (Refer to Appendix 2).

There will be differences between the way events were conducted in the past and the current situation and it is important to read and understand all information provided to ensure the safety of all members and the continued enjoyment of our sport. If you feel confident and ready to run an event, refer to Appendix 7 for a quick 'Host Club/Area Event Checklist'.

### MEASURES FOR ALL EVENT TYPES

#### Physical Distancing

Anyone intending on opening facilities or delivering events must look to minimise the risk of spreading infection by implementing measures that protect participants, coaches, volunteers, spectators, and officials.

Under current restrictions, physical distancing does not apply on the 'field of play' where the activity is being carried out (i.e. in the pool) but should be observed to the extent possible in all other areas of the 'field of play'.

At all other times, physical distancing is required by all those involved with or attending the activity, particularly in the designated seating areas. Event staff, officials and volunteers should be used to remind attendees and, where necessary, remove from the event anyone not doing the right thing. Where possible, it is also recommended that Club/Team Managers assist in ensuring their members are seated in the correct area and distanced accordingly.

Please be respectful so we can all stay healthy and continue to participate in the sport.

#### Calculating Capacity

Event organisers should determine the total number of people allowed on site at any given time, and the number of people allowed within each discrete area of the site at any given time, per the physical distancing requirements. A discrete area is a demarcated room or space within which the number of people can be managed. The number of people includes event staff, event attendees and all other persons on site. The venue owner/operator may have this information prepared, so check with them before trying to work out the capacity yourself.

If required, determine the event capacity following these steps. This can be used to calculate both the total capacity of the event and the capacity of discrete areas.

1. Determine the entire site size in metres squared.
2. Determine the size of non-useable spaces in metres squared (such as space taken up by plant equipment, storage containers and other impenetrable structures).
3. Minus the non-usable area size from the entire site size.
4. Divide the useable area of the site by 4.

### Group Management & Event Site Map

The emphasis within the current restrictions is on group management to limit co-mingling and to allow for targeted contact tracing with the least amount of impact to the event and community. Clubs & Areas should have an Event Site Map that clearly shows defined areas/spaces and the flow in and around the venue. Contact the venue first. They may have one or be able to assist with developing one for your event.

#### Details to consider including on the map:

- Event boundaries, if applicable.
- The total size of the site, the total useable area of the site, and the maximum number of people permitted on the site based on physical distancing requirements.
- Discrete areas of the site and the maximum number of people permitted in each discrete area (a demarcated room or space within which the number of people can be managed) based on physical distancing requirements (i.e. where each club group will be seated).
- The location of hand washing stations, alcohol-based hand rub stations and cleaning stations.
- Expected queueing locations (e.g. at entrances, bathrooms, food outlets).
- Location of staff/volunteers monitoring behaviour to ensure physical distancing is maintained.
- Arrows showing access and flow management.
- First aid posts and discrete isolation areas.

Once entries are finalised for events such as club nights, presentation days/nights, time trials, development, qualifying and championship meets, each 'club group' can be assigned to these defined areas/spaces, showing clearly where they are to be seated during the event. This must be distributed to all attendees in the information sent prior, as a way of communicating the arrangements in place, particularly if it is different to previous events.



**Failure to comply with this process will result in ALL attendees at the event requiring to undergo isolation for 14 days where a positive COVID case presents.**

## Collection of Details & Contact Tracing

All event attendees, including participants, coaches/instructors, officials, sports medicine personnel, visitors, spectators, volunteers and event staff must provide their details to organisations delivering events or providing a service for the purpose of contact tracing. Details captured must include their full name and an email address or mobile phone number.

The organisation is free to implement a system of their choosing. However, they must not use this information for any other purpose and must retain the information confidentiality and securely for a period of at least 28 days. The information collected must be provided to NSW Health if requested. Whilst there are now numerous ways to collect this information, Swimming NSW recommends the [Service NSW App](#).

Where a mobile application is used to manage collection of contact information:

- the Club or Area validates for itself that the application is able to provide contact information immediately (or at least within the hour on request); and
- the Club or Area ensures that all attendees use the application when entering the venue.

This is a simple and effective process that all attendees can complete for themselves, on their device, when arriving and departing. There should be an option to collect details manually at the entry point upon arrival for those unable to utilise the electronic process. See Appendix 5 for a template that can be used for this purpose. As many Aquatic venues are also required to collect this information, please check with the venue if they are willing to capture this information for your event or not. This may also depend on whether or not you have exclusive use of the venue for your event or not.

**Please note**, participating swimmers (or parents/carers on their behalf) are also required to check in and out as above for targeted contact tracing based on their arrival and departure times. However, so long as the guardian profile in Swim Central of the nominated swimmer contains a mobile number, this list can be used for contact tracing irrespective of the time in attendance.

Alternatively, consider employing a ticketing system for registration. Swimming NSW has a partnership with [Ticketbooth](#). Please contact Swimming NSW if you would like further information on this service.

## Spectators

In order to minimise the total number of people at the venue, where possible and practicable, limit the parent/guardian attendees to one per family group. For older athletes, it is recommended that parents/guardians drop, go, and collect at the end. At all times, consider the health and safety of your members and the public at large. All events can resume, however limit, wherever possible, the total number of people required to gather. The total number allowed will be determined by your venue capacity limits or 500, whichever is smaller.

For events that only involve members of your Club, in order to comply with and manage the COVID requirements and control the total attendance, we strongly advise running closed events with a process for pre-registration and allocated seating for all adults in attendance.



Depending on the capacity of the venue and ability to cater for required numbers, a ratio may be used to ensure a fair allocation of passes are available to each individual swimmer attending the event. You may offer these for no fee, or at a cost, similar to what a spectator would otherwise pay at the gate.

For events that involve more than one club, such as time trials, development, qualifying and championships, please read 'additional considerations for meets' below.



**Failure to comply with this process will result in ALL attendees at the event requiring to undergo isolation for 14 days where a positive COVID case presents.**

## ADDITIONAL CONSIDERATIONS FOR MEETS

### Closed Events

To comply with and manage COVID-19 requirements, SNSW strongly recommends all meets are run as closed events (i.e. all attendees are known prior to the event taking place) with assisted self-marshalling. To effectively run a closed event, a pre-allocation to each club based on their swimmer numbers for adult attendance should be in place. These adults (parents and/or carers) can also fill the role of Club/Team Manager, to help supervise and support the swimmers from their Club during the event or may attend in a volunteer capacity to help the host club with the general running of the event. Clubs may allow these positions to be split across sessions of the meet between parents, so long as contact details are captured for tracing purposes.

Depending on the capacity of the venue and ability to cater for required numbers, a ratio will be used to ensure that a fair distribution of passes are available to each club attending the event. Host clubs can determine the allocations once nominations are closed. Please note, a healthy number of allocations based on a ratio of swimmers per club is required to cater for adequate supervision of young swimmers, where appropriate.

This recommendation is not intended to see no parents/carers in attendance at events. Rather, it is a safety measure to ensure all attendees are known and able to be catered for to meet capacity limits of specific venues and to enable attendees the ability to practice appropriate physical distancing.

### Officials & Volunteers

To comply with and manage COVID-19 requirements, the total number of attendees must be considered and managed, including officials and volunteers. To help with manageable numbers and to run an effective meet, the following allocation is suggested:

#### 20 x Officials/Volunteers

- Up to 10 Timekeepers (1 per lane)
- 1-2 Referees
- 1 Starter
- 1 Announcer
- 2 Meet Manager/Timing Equipment Operators
- 2 Check Starters
- 2 Clerk of Courses/Help Desk Attendees (please refer to self-marshalling below)

More officials can be used if required, but this needs to be carefully considered against other participant numbers, bearing in mind that all events will have a maximum number of attendees for the foreseeable future.

### Assisted Self Marshalling

Swimming NSW encourages the use of the Assisted Self Marshalling at all Club and Area meets during this time. The process outlined in Appendix 1 is a Guideline on how to implement Assisted Self Marshalling at your meet. It can be altered to suit individual meet and venue requirements, based on swimmer numbers and venue capacity.

## FINAL REMINDERS

In relation to events such as club nights, meets and championships, all attendees of your event will be required to understand your 'Meet Information for Attendees' (Please see Template in Appendix 1) as well as agree to follow/comply with the 'COVID-19 Terms and Conditions of Entry and Attendance at Events' (Please see Appendix 2).



**REMEMBER: Routine inspections of events may be conducted by both NSW Health and NSW Police, with both able to issue on-the-spot infringements for individuals and organisations for non-compliance with Public Health Orders.**

## GOT QUESTIONS?

Join our **SNSW State Forum Webinar #3: COVID-19 Restrictions Update & SNSW Activity Guidelines** for all the latest on COVID-19 restrictions in sport and guidance for Clubs and Areas on planning and running their activities this summer.

 REGISTER

## USEFUL LINKS

- [Australian Government three-step framework for a COVID-safe Australia](#)
- [AIS Framework for Rebooting Sport in a COVID-19 Environment](#)
- [Swimming Australia's National Guidelines for Restarting Club Environments](#)
- [Office of Sport COVID-19 information](#)
- [COVID-19: SNSW advice](#)

# HOW TO STAGE A COVID-SAFE EVENT



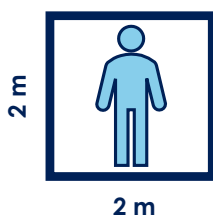
### HAVE A COVID-19 SAFETY PLAN AND FOLLOW IT!

The current Public Health Order requires clubs to have a **COVID-19 Safety Plan** for community sporting competitions and full training activities. Events must be run in accordance with this plan, which should be up-to-date and readily available if requested by relevant authorities. Failure to do so could result in **on-the-spot fines**.



### KNOW THAT YOU HAVE OVERALL RESPONSIBILITY

Whilst it is recommended and expected that event organisers/hosts and venues/facilities work collaboratively to ensure the safe running of events, it is ultimately the **Host Clubs/Areas** organising the event that have primary responsibility for staging a COVID-Safe event that is compliant with the current Public Health Orders.



### UNDERSTAND CAPACITY LIMITS

The number of people in a facility cannot exceed **one person per 4 square metres of space** (excluding staff) to a maximum of 500 people. This applies to both indoor and outdoor facilities. **Physical distancing** (1.5 m) must always be observed, or the use of face masks where this is not possible (not required in the 'field of play'), and **good hygiene**.



### CONSIDER THESE RECOMMENDED ADDITIONAL MEASURES

- Consider running a **closed event**, with pre-allocated ticketing and seating, and implement **Assisted Self Marshalling** at all Club and Area meets.
- Where possible, **limit co-mingling of participants and overall attendance numbers**.
- Have an **Event Site Map** and regularly **communicate your event's COVID-safe measures** to attendees via pre-event communications (e.g. *Meet Information for Attendees* and *COVID-19 Terms and Conditions of Entry and Attendance at Events*), signage, visual cues, and regular announcements at your event.

# APPENDIX 1: MEET INFORMATION FOR ATTENDEES TEMPLATE

## Event Attendees Information

<Insert Event Name>  
Document Version <Insert>

The <Insert Event Name> will be held at <Insert Event Venue> on <Insert Event Date(s)>. Information on the Meet is as detailed below. This advice may change prior to the meet and any changes will be communicated directly with you. There are going to be differences in how our events have been conducted in the past and it is important to read and understand all information provided to ensure the safety of all members and continual resumption of our sport.

### General Meet Safety Information

We ask that you please be aware of the following safety information in relation to the event.

- If you or any member of your household are feeling unwell or have any symptoms of COVID-19, please do not attend the event.
- If you or any member of your household have tested positive for COVID-19, please do not attend the event.
- If you or any member of your household have visited any of the locations listed on the [NSW Health website](#), or Victoria in the last 14 days, please do not attend the event. Please note that this page is updated daily, so we ask that you check back regularly to this page prior to the event.
- If you are unable to attend due to the reasons above, <Insert Event Host name> will provide you with a full refund for your entries.
- All event attendees will need to register their details prior to entry into <Insert Event Venue>.
- We request that only one spectator attend the event per household.
- Please practice proper hygiene whilst present at the event and if you do begin to feel unwell during the day, please leave the venue. There will be several hand sanitiser stations available throughout the venue as well as fully stocked bathroom facilities.
- <Insert Event Host name> encourages the wearing of masks at the event for spectators and competitors when they are not swimming, although this is not mandatory.
- Please be mindful of social distancing at all times, particularly for spectators when selecting a seat.
- There will be COVID Marshalls and <Insert Event Host name> volunteers in attendance at the <Insert Event Venue> and we respectfully ask for your compliance and cooperation with complying with instructions from these individuals.
- We ask that you minimise your time at the venue and only attend for the period that you need to swim. We encourage all competitors to shower at home after the meet.
- <Insert Event Venue> will have food available for sale, however, <Insert Event Host name> encourages competitors to bring any food or drink they require with them and do not share this with others. If Competitors or Spectators do purchase food or drink from the venue, please don't share this with anyone outside your household.
- Please bring with you, all of your own equipment that you need to compete and please do not share this with others.
- <Insert Event Host name> will ensure that any equipment that does need to be shared to ensure the smooth running of the meet is cleaned at regular intervals throughout the event.
- If you have not already done so, we encourage you to download the COVIDSafe app.

# APPENDIX 1: MEET INFORMATION FOR ATTENDEES TEMPLATE (CONTINUED)

## Social Distancing

Parents, club managers, and coaches are responsible for ensuring that their team members adhere to social distancing, both within the venue and warm up pool at all times. **Coaches & Swimmers** are required to maintain social distancing at all times.

## Assisted Self Marshalling

<Insert Event Host name> has decided to implement Assisted Self Marshalling at this Meet as per the procedures below <Please amend as required>

- Swimmers are responsible for being ready to take their position on the starting platform or in the water when whistled up by the Referee.
- Swimmers will self-marshall with assistance. Check Starters will be available to assist, support and direct swimmers on the pool deck when requested by the swimmer. The Clerk of Course in the marshalling area will indicate when the next heat is required to move to the chairs behind the blocks.
- Swimmers are expected to know what event, heat and lane they will be swimming in from the published program.
- Copies of race sheets should be made available at the venue.
- Swimmers should **report to the chairs behind the blocks**, for their event preferably via the marshalling area, as per the following process. **The fastest heats will report first.**
- In order to avoid congestion and ensure social distancing, please note that swimmers need only be available to enter the marshalling area or chairs behind the blocks:
  - **four (4) heats prior** to their heat for 50m, 100m and 200m events.
  - For events 400m and more, **two (2) heats prior** to their event.
- The **first heats of sessions** should report **10 minutes prior** to the scheduled start time.
- There will be chairs behind the timekeepers (100m, 200m, 400m, 800m and 800m Events) at the start end and also chairs put behind the starting blocks at the turn end of the pool (50m Events).
- After the start of the previous heat, swimmers may progress to the next deck chair position without causing any interference to Technical Officials. Swimmers are expected to be at the chair ready for the whistles to start their heat.
- Swimmers will not be prevented from swimming if they only make it to their seat one heat prior to their event (This is a guide only to allow the event to flow. Leniency will be employed by Referees whilst this process is initially implemented). If a swimmer misses their heat, they must alert a Technical Official and they will be placed in a spare lane if, it becomes available.
- The Referee will ultimately make decisions as to entitlement to swim.
- There will still be a Marshalling area setup with two (2) rows of chairs (In case there is a need revert to full Marshalling). Swimmers will have the option to either report directly to the row of chairs behind each lane or proceed through the Marshalling area to pool deck. We will have some Clerks of Course (Technical Officials) in the Marshalling area to assist swimmers if needed. These Officials will be available for Athletes, Team Managers and Coaches to find information on events, withdraw swimmers and make enquiries.
- Swimmers will need to leave any clothing so that it is able to be collected without re-entering the competition area after their event.
- Where a swimmer has entered, but will not be in attendance for a day, or the whole meet, the Recorders should be advised prior to the commencement of the day's competition.

<Insert Event Host name> will actively monitor all relevant guidelines, health directives and restrictions and will communicate any updates to event attendees through email, social media and the SNSW website. We appreciate everyone's cooperation to make our events safe for all attendees and wish all swimmers the best for the meet.

## APPENDIX 2: COVID-19 TERMS & CONDITIONS OF ENTRY AND ATTENDANCE AT EVENTS

**All attendees will be required to read these Terms and Conditions and the Meet Information before entering or attending the event. Entering, or attending the event, confirms your acceptance of these Terms and Conditions.**

1. I acknowledge that by nominating for, or attending an event, I agree to abide by and adhere to these COVID-19 Terms and Conditions.
2. I acknowledge that I must follow all COVID-safe directions related to attending an event.
3. As an attendee, I understand that I am responsible for adhering to physical distancing, health, and hygiene guidelines. These include, but are not limited to:
  - i. Keep 1.5 metre distance between yourself and others
  - ii. Adhere to all designated venue flow, entry and exit points as per event maps
  - iii. Stay home, do not attend the event, and seek testing if you are unwell
  - iv. Wash your hands often and cover coughs and sneezes
  - v. Do not share food, drink, or sporting equipment with others
4. I confirm, that neither I, nor any member of my household, is experiencing any COVID-19 symptoms, has been in contact with any confirmed or suspected COVID-19 cases, has visited any known COVID-19 hot spot or travelled to Victoria in the previous 14 days.
5. I confirm that if I return a positive COVID-19 test within 14 days of the event, I will immediately notify my Club and SNSW.
6. I acknowledge that I have read, understood, and agree to comply with the published Meet Information.
7. I warrant that I will provide all information required by the event organiser and that it will be true and correct.
8. I authorise my information to be used and disclosed to relevant bodies where necessary to implement the government directions with regards to COVID-19 and the resumption of sporting activity; in particular for contact tracing purposes as required from time to time.

## APPENDIX 3: CLUB/TEAM MANAGER ROLE

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) could also fill the role of Club/Team 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.

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

### **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 the 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/Team 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 are fully informed about the event, including 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 team 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.
- Working with Children Check and familiarisation with the Swimming Australia Safe Sport Framework

## APPENDIX 4: INFORMATION REGARDING INSURANCE & COVID-19

There is no exclusion on the policy for COVID-19 related claims. Therefore the insured would be covered for a claim if someone alleges the contracting of COVID-19 as a result of attending their event.

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

Please remember, clubs must have completed their entity registration process and paid their registration fee to be covered by insurance for the 20/21 season.

It is 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

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](#).



# APPENDIX 5: TEMPLATE FOR MANUAL COLLECTION OF DETAILS FOR CONTACT TRACING

## [Club Name] Register of attendees

Activity: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

| Arrival time | Departure time | Full name | Phone | Email address | In the previous 14 days, have you: <ul style="list-style-type: none"> <li>• Had any COVID-19 symptoms?</li> <li>• Been in contact with any confirmed/suspected COVID-19 case?</li> <li>• Travelled to Victoria or a COVID declared or <a href="#">reported case locations listed on the NSW Health website</a></li> </ul> | Downloaded and using COVIDSafe app? |
|--------------|----------------|-----------|-------|---------------|---|-------------------------------------|
|              |                |           |       |               |   |                                     |
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## APPENDIX 6: ANNOUNCER NOTES FOR COVID-SAFE EVENTS

An important part of hosting COVID-Safe events is communication. So that all attendees are aware of the measures in place, clear communication in the lead up to, and during the event, will be essential. Below are a few examples to use as announcements during your event to help communicate the COVID-specific measures in place and act as reminders at pre-determined frequencies. Please adjust accordingly for your event.

- Please ensure you are keeping a 1.5m distance from other attendees during the event to the extent possible and use the hand sanitising stations located throughout the venue.
- All attendees are reminded to check-in and check-out of the event to comply with contact tracing requirements. Parents can do this on their swimmer's behalf.
- Managers and coaches are responsible for ensuring their club members are seated in their designated areas and are practicing physical distancing accordingly.
- Event hosts reserve the right to remove anyone who is not doing the right thing and following the COVID related measures in place.
- Please refer to the Event Site Map to understand and follow the flow, in and around the venue.
- It is important for all attendees to check-out using the QR Code to comply with contact tracing requirements. This is our way of keeping the community safe and our sport running in this COVID environment.
- Self-marshalling not only allows swimmers to warm up more effectively but assists host clubs to comply with the restrictions. Keep your eyes on the progress of the meet and make your way to the blocks as your heat approaches.
- If you need to confirm what event, heat and lane you are in, please see the Help Desk located near the Self-Marshalling Area.
- Please be aware that routine inspections of events may be conducted by NSW Health and the NSW Police and on-the-spot infringements can be issued by them to individuals and organisations not complying with Public Health Directions. We have a shared responsibility to ensure the safe running of events. We appreciate your support in making this happen.
- Hosting a COVID safe event is a team effort and we need your help. All attendees are responsible for:
  - Keeping 1.5 metre distance between yourself and others
  - Adhering to all designated venue flow, entry and exit points as per event maps
  - Not attending the event and seeking testing if you have symptoms or are unwell
  - Washing their hands often and covering coughs and sneezes
  - Not sharing food, drink, or sporting equipment with others
  - When eating or drinking, do so in your designated seating area

## APPENDIX 7: HOST CLUB/AREA EVENT CHECKLIST

Before organising any event, organisations must consider how to meet capacity, physical distancing, and hygiene obligations and comply with the Community sporting competitions and full training activities Industry COVID Safe Plan.

While everyone has a role to play to in keeping our sport safe, it is the event organiser's responsibility to stage a COVID-safe event that is compliant with the current Public Health Orders. All attendees have a level of responsibility for their own welfare, as well as that of others, by following the instructions and restrictions in place when attending events. This includes providing correct contact details, assuring they are well, maintaining appropriate physical distancing, and practicing good hygiene.

It is important that event organisers work collaboratively with the venue owner/operator to meet the necessary requirements of their COVID-19 Safety Plan.

In relation to events such as club nights, meets and championships, all attendees at your event will be required to understand your *Meet Information for Attendees* (refer to template in Appendix 1) as well as agree to follow/comply with the *COVID-19 Terms and Conditions of Entry and Attendance at Events* (Refer to Appendix 2).

There are going to be differences in how events have been conducted in the past and it is important to read and understand all information provided to ensure the safety of all members and the continued enjoyment of our sport.

If you feel confident and ready to host an event, refer to questions below to ensure all aspects of planning and hosting a COVID-Safe Event have been considered. These questions are relevant to any club hosting an event, regardless of whether the participants are their own members or are members from other clubs.

### HOST CLUB/AREA EVENT CHECKLIST

1. Have you read and understood the SNSW COVID-19 Club Activity Guidelines?
2. Have you confirmed with your venue/facility if there are any considerations required outside of and/or on top of compliance with the Community sporting competitions and full training activities Industry COVID Safe Plan?
3. Have you looked into the venue/facility capacity and considered the ability to comply with capacity limits, group management, contact tracing, event flow, physical distancing, cleaning and hygiene requirements for the event you are planning to run?
4. Have you completed the COVID-19 Safety Pan (ensuring compliance with current Public Health Orders) and saved a copy along with any other event-relevant information, with the ability to produce it if/when asked by a compliance/enforcement officer?
5. Have you communicated the above information clearly with all of your event attendees?



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