

Next steps for host club with assistance from Swimming Queensland/Brisbane Swimming:

1. By **Close of Business (COB) 6/8/20**, confirm with Swimming Queensland (SQ)
 - which designated area/space each 'club group' will be positioned, reflected in the event site map (e.g. Club 1 = Area A, Club 2 = Area D)
 - If help is needed to finalise the event site map, confirm with SQ, the location of:
 - Designated areas to reflect location for club groups (e.g. Area A, B, C, etc.)
 - Self-marshalling area
 - Self-marshalling help desk
 - Entry/exit points
 - Any food/drink if available
 - Facilities in use and who for (if more than one available)
 - Advise if any attendees will be charged an entry fee as this will need to be communicated to clubs in step 4. Please note, entry fees will need to be taken offline e.g. invoice sent to attending clubs.
2. On **7/8/20**, SQ will set up online ticketing in Eventbrite for each meet, with ticket types reflecting the allocations above, ready for registration by coaches, team managers and volunteers. If requested as above, SQ will also finalise the event site map to reflect confirmed details and club group areas.
3. By **COB 7/8/20**, SQ will send to host clubs
 - Their online event details and process of registration for meet officials/volunteers
 - Event site map
 - EVA QR code, ready to be printed and displayed at the meet (if Statement of Compliance has been received). This QR code **is not** to be provided to attendees in advance.
4. By **COB 7/8/20**, SQ will send to all attending clubs, details of their allocation for coach and team manager passes, along with details for the process of registration for these passes, with all registrations needing to be completed by 11/8/20 (11:59PM). An entry list will also be provided to clubs and available on the BSA website.
5. SQ will confirm which BSA officials will be attending and have them register by 11/8/20 (11:59PM)
6. By **COB 11/8/20**, Host club to provide SQ the completed Statement of Compliance for the EVA QR code to be issued, if not already done as per step 3.
7. By **COB 12/8/20**, SQ will communicate to all attending clubs, swimmers and registered attendees final meet information, including the measures in place on event day, event site map, reminder of 'SQ T&C for Attendance', only those registered will be given access on the day (provide proof with printed ticket or display on device), use of EVA Check-in, importance of following all directions for the safe running of the meet and necessary compliance with COVID-Safe measures.
8. By **COB 12/8/20**, SQ will communicate to all host clubs final information as above, with EVA QR code if not issued prior, final numbers based on registration, list of all registered attendees including BSA officials and Meet Manager File.
9. Host club can access COVID graphics for use on social media leading into the event, or share BSA posts.
10. Host club to print multiple copies of the EVA QR code, ready for the meet
11. On event day, host club to:
 - Display the EVA QR code at various locations, especially at entry/exit access points
 - Use COVID announcements at regular intervals
 - Ensure only registered attendees are allowed access
 - Remind all attendees to be checking in and out using EVA (team managers or coaches can do on behalf of swimmers where necessary)
 - Have a manual form for anyone unable to use EVA to capture all relevant details
 - Monitor social distancing, flow, designated club group areas and other measures implemented for compliance

Useful resources to assist with the above <https://qld.swimming.org.au/news-articles/covid-19-advice-clubs>