

COVID Safe Official Duty Statement

14th July 2020.

Background

LAVic is pleased to release the protocols for the conducting of competition and training activities in areas outside of metropolitan Melbourne and Mitchell Shire.

This is only applicable to those Centres and athletes not located and residing in metropolitan Melbourne and Mitchell Shire.

These protocols have been shaped by the Sport & Recreation Victoria, Vicsport, the Department of Health & Human Services and Little Athletics Victoria.

Central to the safe implementation and ongoing compliance is the requirement for Centres to appoint one (or multiple) 'COVID Safe Official(s)' (CSOs). Centres will not be authorised to proceed without this role and associated responsibilities being fulfilled.

The CSOs at our Centres are the cornerstone of the successful and safe return of our sport. An enormous level of responsibility is invested in these tasks, which are designed to minimise the risk of COVID-19 transmission and infection, and maximise the protection of the health of athletes, parents/carers, coaches, officials, volunteers, Committee members and the general public.

For this, our volunteer CSOs are owed an enormous debt of gratitude.

Definitions:

- Supervising parent/guardian: the parent/guardian primarily responsible for supervising an athlete at a sanctioned competition or training activity. The presence of the supervising parent/guardian is required for the safe conduct of sanctioned Little Athletics activities.
- Spectators: those in attendance that are not essential for the conducting of sanctioned training or competition activities. These may include the non-supervising parent, non-competing siblings, other relatives such as grandparents, friends, coaches (competition only) etc.
- Competition: refers to cross-country competition only at the time of release of this document.
- Training: can be either of a track & field or cross-country nature.

CSO responsibilities

The CSO:

- Must thoroughly read and understand the "LAVic Return to Competition and Training Protocols - Framework" document released by Little Athletics Victoria.
- Is responsible for the Centre's implementation of, and compliance with, the protocols.
- Will maintain up to date knowledge of the protocols and implement changes as advised by LAVic.
- Act as the point of contact for all protocol-related enquiries.
- Will educate athletes, coaches, officials, volunteers, supervising parents/guardians and spectators on the protocols and competition and training procedures, with particular emphasis on:
 - hygiene practices;
 - physical distancing of >1.5m;
 - equipment usage and disinfection procedures;
 - venue access;
 - managing ill attendees;
 - venue cleaning practices;
 - encouraging all in attendance to 'Get in. Train/Compete. Get out';
 - compliance by all parties in attendance with the protocols.
- Will ensure compliance with the protocols and may be required to intervene if a breach is observed.
- Will record breaches of protocol and report these to the Centre Committee and LAVic.
- Will display posters, flyers and other documents prominently around the Centre.
- May advise the Centre communications officer on matters related to competition and training protocols.
- Will ensure an attendance register is provided on site at the commencement of each training session.
- Will ensure that attendees to all training sessions are recorded on the attendance register.
- Will ensure that an athlete registration process is in place for all competition events.
- Will maintain registration records for a minimum of 30 days.
- Will manage the use of the facilities, in conjunction with the Centre administrators and venue managers,
- Will implement and oversee a thorough cleaning schedule to:
 - disinfect all common areas and high touch surfaces, including equipment;
 - thoroughly clean and disinfect the toilets before and after each sanctioned activity;
- Will ensure adequate supplies of cleaning equipment, hand sanitiser, disinfectant wipes and appropriate personal protective equipment are available at all times.
- Will ensure that hand sanitiser is provided for use at the athlete registration area, toilets and each event site.
- Will ensure that disinfectant wipes are available at each event site where equipment is used.
- Will assist the coach source equipment from the equipment shed and return it.
- Will ensure all equipment in use for competition and training is disinfected before and after each sanctioned activity, along with moving any equipment to the event site.
- Ensure that the Centre's equipment will not be taken offsite under any circumstances.

The CSO is encouraged to undertake the free online Australian Government [COVID-19 Infection Control Training](#).

Version control

Date	Version #	Action Taken / Updates
28 th May 2020	1.0	New document
14 th July 2020	2.0	Updated to include cross-country competition & align with current restrictions.