

Return to Competition & Training Protocols - Framework

14th July 2020

Background

The Victorian State Government has imposed restrictions to minimise the spread of COVID-19. LAVic has developed a set of protocols to assist Centres commence competition and training activities, in alignment with advice from Sport & Recreation Victoria, Vicsport, and the Department of Health & Human Services.

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

Centres are advised to carefully review the conditions below, and to give full consideration of the implications on their volunteer capacities, financial and other resources, before committing to proceeding.

Please refer all related queries to LAVic's 'COVID Safe Co-ordinator' in writing to office@lavic.com.au.

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.
- Organising Bodies: entities co-ordinating Cross-Country competitions on behalf of a group of Centres.
- Attendees: all in attendance at sanctioned competition and training,
- 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.
- Venue manager: the body responsible for the management of the venue. This might typically be a Local Government Organisation, committee of management, collective sporting body, school or similar.
- Stakeholder: entities mutually interacting with a Centre in any given season. These typically might be athletes, families, volunteers, committee members, venue managers, entities sharing facilities, sponsors, Local Government Organisation, local media outlets, etc.

RETURN TO COMPETITION AND TRAINING

General principles

- Centres must receive written permission from LAVic to conduct insured sanctioned competition and training activities.
- Centres intending to conduct competition and/or training must appoint a COVID Safe Official.
- Attendees contact details will be recorded prior to each sanctioned activity.
- Physical distancing (>1.5 metres) must be observed by parents/carers, athletes (exempted when training or competing only), and others present at all times.
- The maintenance of high standards of personal hygiene – such as regular hand sanitisation – is critical.
- Equipment must be disinfected before and after use.
- A “Get in, Train/Compete, Get Out” approach to sanctioned activities must be communicated.
- Individuals essential to the conducting of sanctioned activities only are to be present.
- Spectators are encouraged not to attend sanctioned activities.
- Competition and training group sizes are unlimited.
- Attendees should avoid all contact with others, such as handshaking and giving high fives.
- Access to changerooms, clubrooms and other club facilities is permitted subject to conditions expanded on in ‘Venue’ section (below).
- Canteens are permitted to operate in accordance with Business Victoria guidelines.

COVID Safe Official

- Centres must appoint a minimum of one COVID Safe Official (CSO).
- The CSO is responsible for the Centre's implementation and compliance with these protocols.
- CSOs are encouraged to complete the free online Australian Government [COVID-19 Infection Control Training](#) course.
- Permission to commence training and/or competition will not be granted to Centres that do not have at least one appointed CSO.
- The tasks and responsibilities assigned to the CSO role are documented in the CSO Duty Statement. [Click here](#) to view.

Communication

- The Centre must communicate its return to competition and training protocols to all members, athletes, coaches, volunteers, Committee members, families, sponsors, venue managers and other Centre stakeholders.

Attendance Records

- An attendance register is to be maintained for all training sessions. (While an MS Excel template will be supplied, Centres are encouraged to explore online tools to facilitate the administration of this process, such as the Team App '[Attendance Tracker](#)').
- Centres and Organising Bodies must have a formal entry procedure in place for all competition activities so as to capture the contact details and identities of competing athletes. This will take the form of an online portal provided by LAVic.

Locked down areas

- Athletes residing in metropolitan Melbourne and Mitchell Shire are not allowed to participate in community sport, inclusive of competition and training, and inclusive of locations outside of the lockdown area.
- Centres located in metropolitan Melbourne and Mitchell Shire must not conduct competition and training.

Training and competing with another Centre/Organising Body

- Athletes residing outside of metropolitan Melbourne or Mitchell Shire only can participate in training and/competition.
- Athletes may seek permission to train with a Centre, other than the Centre they are registered. Permission must be sought and granted in advance from the Centre, which in turn, must advise LAVic via email (office@lavic.com.au).
- Athletes will be permitted to participate in competitions conducted by other Centres and Organising Bodies, other than the Centre they are registered with. Permission must be sought and granted in advance from the Centre/Organising Body, which in turn, must advise LAVic via email (office@lavic.com.au).
- Athletes:
 - residing outside of metropolitan Melbourne & Mitchell Shire, and;
 - that are members of a Centre located within metropolitan Melbourne & Mitchell Shire;may compete or train with other Centres and Organising Bodies, by agreement with the other Centre or Organising Body and LAVic. Permission must be sought and granted in advance from the Centre, which in turn, must advise LAVic via email (office@lavic.com.au).

Equipment

- Athletes are encouraged to bring their own water bottles, towels and other personal equipment to avoid sharing equipment where possible.
- Athletes clothing items, such as tops, hoodies, etc, are to be separated when not worn to avoid contact with other athletes' items.
- Uniform items are not to be shared.
- For training, athletes should be advised to supply their own equipment where practicable; the sharing of equipment is to be avoided where possible.
- For training, athletes will be required to only use the equipment allocated to them unless they supply their own.
- For training, athletes are to collect their own equipment.
- All equipment is to be cleaned with disinfectant wipes before and after use (the exception being if an athlete supplies their own equipment).
- Athletes will be required to sanitise their hands after using equipment, including their own.
- In training, only the coach will be allowed to use the rakes, brooms, and tape measures for any activities. Parents are not permitted to handle equipment.
- The athletes will not share gym mats used for strength training,
- High jump: all forms of high jump are permissible, with the following provisos:
 - that all equipment is thoroughly cleaned after the session;
 - each athlete sanitises their hands after each jump.
- Javelin: javelins can be used as long as they are cleaned and sanitised for use for each athlete.
- Long & triple jump: when athletes are leaving the pit, athletes must clean their hands of sand first and then sanitise.
- Only the Coach and CSO can collect equipment from the equipment shed and then return it.

Managed access

- Attendees are encouraged to "Get in, Compete/Train, Get Out" and minimise social interaction prior to, and after competition or training.
- Prior to the commencement of sanctioned competition athletes will be required to register for the event via online portal, as provided by LAVic and the Centre or Organising Body.
- Prior to the commencement of sanctioned training activities, all athletes will have their attendance recorded by the CSO in a register, at a designated area.

- Supervising parents/guardians, athletes, officials, CSOs, volunteers only are considered essential for conducting competition.
- Supervising parents/guardians, athletes, officials, CSOs and coaches only are considered essential for conducting training.
- Spectators (see the definition above) are to be discouraged from attending sanctioned activities.
- There is no maximum number of competitors in a race or athletes in a training group.

Uniform requirements

- It is compulsory for athletes in all sanctioned competition:
 - to wear their Centre uniform;
 - to display their SUBWAY patch;
 - to have a Coles badge properly affixed to their uniform, in accordance with uniform guidelines.
 - Not to share uniforms.

Venue

- If training is conducted indoors:
 - The maximum number of training athletes will be determined by the coach(es);
 - Supervising parents (see above definition) may be in attendance subject to 1.5m physical spacing and 4 square metres per person;
 - spectators (see definition above) should be discouraged from attending.
 - CSOs are to manage room capacity.
- Signage must be displayed at the point of entry of clubrooms, pavilion etc outlining the maximum number of people allowed inside at any one time, based on 4 square metres per person.
- The CSO, Centre administrators and venue managers will manage the use of the facilities.
- Toilets should be opened.
- Canteens are permitted to operate in accordance with the 'Hospitality Industry Guidelines'.

Physical distancing

- All attendees (exclusive of training/competing athletes) will be required to strictly maintain physical distancing of at least 1.5m at all times.
- Any spectators present must be physically spaced and in groups of not more than 10. Individuals must not move from one group of 10 spectators to another.

Personal infection control & management

- CSOs must advise those attending sanctioned competition and training to go home that if they have:
 - Any cold or flu symptoms;
 - Been in direct contact with a known case of COVID-19 in the previous 14 days;
 - A high risk from a health perspective (for example the elderly and those with pre-existing medical health conditions).
- Attendees must inform the CSO if they are feeling unwell, can only return once medically certified to do so.
- Attendees must disclose to the CSO if they are being tested for COVID-19, and can only return once cleared by the health authorities, along with a medical certificate confirming their health. The CSO must take the following actions:
 - Record the incident details in the attendance register;
 - Advise the Centre Committee;
 - Advise LAVic;
 - Report the incident to the health authorities.
- Athletes, coaches, officials, Centre administrators, volunteers and parents/carers at sanctioned competition and training activities are advised to:

- Regularly and thoroughly wash hands;
- Carry and use hand sanitiser;
- Cover a sneeze or cough with an elbow or a tissue rather than hands;
- Immediately dispose of used tissues in the bin;
- Avoid close contact with people who are unwell;
- Limit the touching of eyes, nose or mouth;
- Not spit or clear nasal/respiratory secretions;
- Avoid contact with other participants, inclusive of handshakes, high fives, huddles and celebrations.

Hygiene

- Participants must use hand sanitiser prior to commencement and completion of any sanctioned activity.
- Participants must thoroughly wash their hands after using the toilets,
- Athletes are required to sanitise their hands following use of the toilet and sneezing/coughing.
- Hand sanitiser must be provided for use at athlete sign in, toilets and each event site.
- Disinfectant wipes must be available at each event site where equipment is used.
- Centres must support adequate supplies of cleaning, sanitation and appropriate personal protective equipment.
- Centres must display posters to provide regular guidance on hygiene (supplied by LAVic).

Cleaning

- Centres must devise a regular and thorough cleaning schedule to disinfect all common areas and high touch surfaces.
- The toilets must be thoroughly cleaned and disinfected before and after each training session.

School bookings

- In coming weeks, some Centres may be contacted by schools requesting assistance to conduct their school athletics carnivals. LAVic recognises that some Centres derive significant revenue from school bookings.
- LAVic is in the process of securing protocols from the Department of Education & Training Victoria it requires schools to comply with for conducting athletics carnivals off campus.
- As Centres are not insured or authorised to assist with school carnivals, they must not take school bookings or offer resources to assist schools with their carnivals until LAVic can provide the protocols to comply with.

Compliance

- Centres and participants, parents, coaches and volunteers must comply with these protocols at all times.
- The Department of Health & Human Services 'Sport & Exercise Restrictions COVID-19' website, states: '*Directions will continue to be enforced through spot checks by Victoria Police and use of emergency powers by DHHS and Local Government Authorised Officers to ensure compliance with the directions of the Chief Health Officer*'.
- CSOs are required to report incidences of blatant/flagrant non-compliance to their Centre Committees and to LAVic.
- Upon being advised of a non-compliance, the Centre and/or LAVic may investigate further. This may result in the provision of advice and support to help prevent further breaches, or where the breach is been found to be blatant or flagrant in nature, sanctions may be considered.
- If found to be in breach, a Centre, participants, parents, coaches and volunteers may receive a sanction from the Centre and/or LAVic. These may range from issuing a 'please explain', a warning, the revoking of permission of a Centre to conduct competition and training activities, or in serious cases referring the matter to relevant authorities.

ACCEPTANCE OF PROTOCOLS

The Centre named below advises LAVic of its intention to commence competition and training and agrees to comply at all times with the conditions set out in this document.

Centre name: _____

President name: _____

Signature: _____

Secretary name: _____

Signature _____

Date: _____

Version control

Date	Version #	Action Taken / Updates
28 th May 2020	1.0	New document
14 th July 2020	2.0	Renamed. Updated to include references to competition and align with current restrictions.