

COVID Safe Official Duty Statement

21/22 Summer Track & Field competition & training – Victorian Centres

21st January 2022

Background

The Victorian State Government has imposed restrictions to minimise the spread of COVID-19. LAVic has developed a set of protocols to assist Affiliated Little Athletics Centres conducting activities in **Victoria**, with the advice from Sport & Recreation Victoria (SRV), Vicsport, and the Department of Health (DHS).

Central to the safe implementation and ongoing compliance is the requirement for Affiliated 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 CSO is responsible for the Centre's implementation of - and compliance with - the protocols.

Definitions:

- Attendees: all in attendance at sanctioned competition & training activities, inclusive of all Centre & Club Committee members, coaches, officials, volunteers, athletes, supervising parents/guardians, and siblings.
- Centre contacts: attendees identified as having been in close contact with a COVID positive attendee.
- Come & Try athletes: children not registered as a Competitive Member or a Trial Athlete. (Come & Try Days are no longer conducted or permitted).
- Community sport: Little Athletics operates under the terms of 'community sport' as defined in the Victorian State Government's Pandemic Open Premises Orders (No. 3, 12.01.22). Community sport involves activity with fully registered & financial Competitive Members and/or registered Trial Athletes.
- Competitive Member: is a financial registered athlete in the current season.
- Members of the public: people that are not registered Competitive Members, registered Trial Athletes, Associate Members or hold a formal role necessary for the conduct of Little Athletics activities.
- Physical Recreation: involves physical activity performed by members of the public, as defined in the Victorian State Government's OPDs. Little Athletics **does not** operate under the physical recreation definitions.

- Spectators: includes relatives (such as grandparents), friends, members of the general public etc. whose presence is not essential for the conducting of sanctioned competition or training activities or required to supervise children.
- 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 etc.
- Summer Track & Field competition & training pertains to the period 1st September 2021 to 31st March 2022.
- Supervising parent/guardian: the parent/guardian is responsible for supervising children at a sanctioned competition or training activity. The presence of parents/guardians are required for the safe conduct of sanctioned Little Athletics activities.
- Trial Athlete: an athlete registered as a Trial Athlete in the current season.
- Venue manager: the body responsible for the management of the venue. This will typically be a Local Government Organisation, committee of management, collective sporting body, school or similar.
- Volunteer: a person that will, or may potentially, undertake voluntary duties during the course of the season. These include parents/guardians, coaches, officials, Committee members, Associate Members, and Honorary Members.

CSO responsibilities

The CSO:

- Is responsible for the Centre's implementation of, and compliance with, the LAVic COVID-19 protocols.
- Must understand and maintain knowledge of the most up to date LAVic COVID-19 protocols document released by Little Athletics Victoria. These can be found [HERE](#) on the LAVic website.
- Will act as the point of contact for all protocol-related enquiries.
- Must not undertake additional or other volunteer duties when rostered to undertake CSO duties.
- Must maintain an up to date [Community Sport COVID Safe Plan](#) and be able to produce when requested by an authorised officer (Victoria Police, WorkSafe, Department of Health & Human Services, Local Government). It is also advised that a copy of the [LAVic COVID-19 Protocols](#) be kept to hand.
- Must advise the President in the event that additional CSOs are required to ensure Centre compliance. The President should regularly consult with the CSOs to ensure adequate CSO resources are available to oversight sanctioned activities.
- Must be rostered to oversee the entire duration of the sanctioned activities.
- Will educate athletes, coaches, volunteers, and parents/guardians on the protocols and training procedures.
- May be required to intervene if a breach of protocols or non-compliance is observed.
- Will record breaches of protocol and report these to the Centre Committee and LAVic.
- Will promote COVID safe practices and compliance by prominently displaying posters, flyers, and other documents at the Centre. Click [HERE](#) to access DHS resources; click [HERE](#) to access LAVic resources.
- May advise the Centre communications officer on matters related to competition & training protocols.
- Must be present at all times to ensure all attendees register their attendance at sanctioned competition & training activities via the [Victorian State Government QR](#)

Code system. A hardcopy register may also be required for attendees unable to register their attendance via the QR Code system.

- Will maintain registration records for a minimum of 28 days (hardcopy versions only).
- Will manage the use of the facilities, in conjunction with the Centre administrators and venue managers,
- Will implement and oversee a 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 ensure that the responsibility for accessing the equipment shed and handling the equipment for competition & training is properly allocated.
- Will ensure that the equipment shed is secured at all times.
- Will ensure all equipment in use for competition & training is disinfected before and after each sanctioned activity, along with moving any equipment to the event site.
- Will 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.
28 th September 2020	3.0	Revised for regional Victorian Centres – second step of roadmap to recovery.
12 th October 2020	3.1	Updated responsibilities.
2 nd November 2020	4.0	Adapted for metro Melbourne and regional Victoria.
24 th November 2020	4.1	Updated and revised.
16 th April 2021	4.2xc	Updated & revised for cross-country competition & training.
16 th April 2021	4.2tf	Updated & revised for winter Track & Field training.
8 th October 2021	4.3tf	Updated & revised for summer Track & Field training for regional Victorian Centres.
15 th October 2021	4.4tf	Updated for vaccination requirements.
25 th October 2021	4.5tf	Adapted for metro Melbourne.
3 rd November 2021	4.6 tf	Updated for Victorian Centres for the resumption of competition.
11 th November 2021	4.7tf	Updated for spectator attendance and complying with the LAVic COVID-19 Protocols – Victoria v6.5tf.
3 rd December 2021	4.8tf	Updated in accordance with Open Premises Directions No.7.
21 st January 2022	4.9tf	Updated in accordance with the Pandemic Open Premises Orders (No. 3, 21.01.22).