

TO: **Centre & Region Secretaries**
FROM: **Anthony McIntosh – Chief Executive Officer**
DATE: **Monday, 12th October 2020**
SUBJECT: **LAVic Season Update 12.10.20**

- **Attendance Register update: QR codes & Google Forms**
- **Update on canteen access via clubrooms**
- **Regional Councils permitting Little Athletics**
- **Minor update to protocols for regional Victorian Centres**
- **Signing Protocols**
- **Seeking assistance from the LAVic office**

Attendance Register update: QR codes & Google Forms

A tutorial for setting up a Google form version of the attendance register has been posted to the LAVic website. Centres/Regions will require a Google account and basic technical knowledge to set up a template online form and QR code.

This solution will require attendees to sanctioned Little Athletics activities to scan a QR code with a smart device, which takes them through to a simple form to complete. The form is designed to capture the attendance of family groups via the one device.

Click [HERE](#) to download/view the tutorial.

Update to canteen access via clubrooms

Restrictions around the operations of canteens in sporting clubs in regional Victoria have been updated and now read:

Club rooms and indoor sitting areas remain closed under the Directions but people are permitted to access the clubhouse to use toilet and change room facilities, and indoor food areas are permitted to be open subject to density requirements and gathering limits.

<https://sport.vic.gov.au/our-work/return-to-play/Restrictions-for-areas-outside-of-metropolitan-Melbourne>

Note, there are no stated restrictions precluding access to the canteen working space via closed clubrooms.

Regional Councils permitting Little Athletics

LAVic has been made aware of a small number of regional Councils not permitting regional Centres to conduct Little Athletics, either at all, or as the restrictions allow. While LAVic is of the view that this is incorrect and unnecessary, LAVic is engaging constructively with those Councils to remove those road blocks.

Centres requiring assistance in dealing with their Council over matter pertaining to the commencement of the season are advised to alert the LAVic office at the earliest opportunity.

Minor update to protocols for regional Victorian Centres

The following points have been added to the Regional Victoria Competition & Training Protocols Framework document and CSO Duty Statement:

- *The CSO 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.*
- *One or more CSOs must be allocated to oversee the entire duration of the sanctioned activities.*
- *When rostered, the CSO can only undertake the role of the CSO and not undertake additional or other volunteer duties.*

Version 3.1 of the protocols and version 3.1 of the Regional Victorian CSO Duty Statement have been loaded onto the [COVID-19 page](#) of the LAVic website.

Signing Protocols

Centres (metropolitan and regional) that have signed and submitted previous version of the LAVic Protocols, are not required to sign or submit subsequent versions.

This only needs to be completed the once, and must contain both the signatures of the President and Secretary. Centres are, however, required to familiarise themselves and comply with the latest versions upon their release.

Seeking assistance from the LAVic office

The LAVic team is currently working from home, cannot access the Lakeside Stadium office, and expects to continue operating in a restricted manner for the coming months. In contacting the office, members may experience slightly slower response times, on occasion.

The commencement of new season brings a surge in requests for assistance and increased demands on the team. To ensure that the team can respond to Centres & Regions in a timely manner, they are advised to (in order of preference):

1. Put queries in writing to office@lavic.com.au and a team member will respond.
2. Phone (03) 8646 4510 for urgent matters only. In the event the call goes through to voicemail, leave a message and a team member will respond. Please do not call again until the message has been responded to.



**Little
Athletics**
Victoria

Thanks in advance. Your co-operation and patience will assist the team enormously.

The LAVic Team.

Little Athletics Victoria

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