

## LAVic Metropolitan Melbourne COVID-19 Protocols

20/21 Summer Track & Field Season

2<sup>nd</sup> November 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 metropolitan Melbourne Affiliated Centres commence competition and training activities, in alignment with advice from Sport & Recreation Victoria (SRV), Vicsport, and the Department of Health & Human Services (DHHS).

This is only applicable to those Affiliated Centres and athletes located and residing in metropolitan Melbourne.

Please refer all related queries to LAVic's 'COVID Safe Co-ordinator' in writing to [office@lavic.com.au](mailto:office@lavic.com.au).

### Definitions:

- Parent/guardian: the parent/guardian is responsible for supervising children at a sanctioned competition or training activity. The presence of parents/guardian is required for the safe conduct of sanctioned Little Athletics activities.
- Spectators: includes relatives (such as grandparents), friends, members of the general public etc. whose presence is not essential for the conducting of sanctioned training or competition activities, or required to supervise children. Coaches are considered as spectators during competition activities and therefore not permitted to attend. Coaches are essential for training activities and therefore permitted to attend.
- Organising Bodies: entities co-ordinating track & field competitions on behalf of a group of Centres.
- Attendees: all in attendance at sanctioned competition and training,
- Competition refers to track & field competition, for the period 1<sup>st</sup> September 2020 to 31 March 2021
- Training: pertains to track & field events.
- 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.

## METROPOLITAN MELBOURNE COMPETITION AND TRAINING FOR SEASON 20/21

### General principles

- Affiliated Centres must receive written permission from LAVic to conduct insured sanctioned competition and training activities.
- Affiliated Centres intending to conduct competition and/or training must appoint a minimum of one (preferably several) COVID Safe Officials (CSOs).
- Attendees contact details will be recorded prior to each sanctioned activity.
- Physical distancing (>1.5 metres) must be observed by all attendees at all times. Physical distancing requirements for athletes are spelled out in detail in the 'Competition' section.
- 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.
- Attendees essential to the conducting of sanctioned activities only are to be present. This includes supervising parents/guardians.
- Only one parent/guardian is permitted to be present to supervise their child/children at all times. Note: where a family is rostered on, regularly volunteers, or is selected to fulfil volunteering duties, both parents/guardians are permitted to be in attendance for purposes of child supervision.
- Spectators are not required or essential to the conducting of sanctioned activities and cannot attend.
- Competition (track and field events) cannot exceed 10 athletes at a time. Officials & volunteers conducting the event are in addition to the athletes.
- Training (track & field events) group sizes cannot exceed 10 athletes at a time. Coaches & volunteers conducting the event are in addition to the athletes.
- Attendees should avoid all contact with others, such as handshaking and giving high fives.
- Access to changerooms and toilets is permitted.
- Access to clubrooms and pavilions is not permitted prior to 11.59pm on 8<sup>th</sup> November 2020.
- Face masks are to be worn by all attendees 12 years of age and older, including athletes when not competing, that is when they are not on the field of play.
- Canteens are permitted to operate in accordance with '[Accommodation and food services sector guidelines](#)'.
- Car pooling is to be avoided for compliance with child safety standards and COVID-19 safety.

### COVID Safe Official (CSO)

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

### **Communication**

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

### **Attendance Records and Managed Access**

- Prior to the commencement of sanctioned Centre training and competition activities, all attendees will have their attendance recorded by the CSO (or delegated representative) in a register, at a designated area. The register is to be maintained for a period of at least 28 days ([QR Code / Google Form tool](#) and [MS Excel template](#) have been developed for this purpose, Centres can also explore the use of other tools for this process, such as the Team App '[Attendance Tracker](#)').
- For competition events involving multiple Centres, such as Open Days, the Organising Bodies must have a formal entry procedure in place for all competition activities for the capture and recording of contact details and identities of competing athletes. This will take the form of an online portal provided by LAVic.
- Attendees are encouraged to "Get in, Compete/Train, Get Out" and minimise social interaction prior to, and after competition or training.
- Parents/guardians supervising children, athletes, officials, CSOs, and volunteers only are considered essential for conducting competition.
- Parents/guardians supervising children, athletes, coaches, CSOs and volunteers only are considered essential for conducting training.
- Spectators (see the definition above) are not to be permitted to attend sanctioned activities.
- Attendees are not permitted to travel more than 25km from their home to the Centre or venue where sanctioned activity is being conducted prior to 11.59pm Sunday 8<sup>th</sup> November 2020.

### **Training and competing with another Centre/Organising Body**

- Athletes residing in metropolitan Melbourne and registered with a regional Victorian Centre cannot participate in training and competition activities at their home Centre venue prior to 11.59pm on 8<sup>th</sup> November.
- Athletes residing in metropolitan Melbourne may seek permission to train and compete with another Centre or Organising Body in metropolitan Melbourne. Permission must be sought and granted in advance from both Centres.
- Athletes residing in regional Victoria and registered with a metropolitan Melbourne Centre cannot participate in training and competition activities at their home Centre venue prior to 11.59pm on 8<sup>th</sup> November.
- Athletes residing in regional Victoria may seek permission to train and compete with another Centre or Organising Body in regional Victoria. Permission must be sought and granted in advance from both Centres.

### **Equipment**

- Athletes are encouraged to bring their own water bottles, towels and other personal items to avoid sharing 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 competition, throwing implements are to be cleaned with disinfectant wipes after every attempt.
- For training, shared throwing implements are to be cleaned with disinfectant wipes after every attempt.
- For training, athletes are to collect the throwing implements allocated to them.
- Athletes will be required to sanitise their hands after using shared, or their own equipment.
- In training, only the coach (or other designated individual) will be allowed to use the rakes, brooms, and tape measures for any activities.
- 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: for the purposes of clarity, javelin is a permitted event.
- Long & triple jump: when athletes are leaving the pit, athletes must clean their hands of sand and sanitise.
- For competition and training, Centres are required to allocate the responsibility for accessing the equipment shed and handling equipment. Access to the equipment shed can be accessed by authorised people only. To assist with this, the equipment shed should be secured at all times.

### **Competition**

- Competition events must not exceed 10 athletes at a time. This applies to both track and field events.
- Field events: athletes must maintain 1.5m physical distancing while waiting for their attempts.
- Track events: physical distancing of 1.5m between athletes is not required while competing (i.e. standing at start line and during the race).
- Multiple heats may be lined up at the start line with 1.5 metres of spacing between each line of athletes.
- Once a field event with a maximum of 10 athletes has concluded, the next group of 10 athletes can commence.
- Upon completion of track event, athletes are to maintain physical distancing of 1.5 metres.
- Face masks are to be worn by all attendees 12 years of age and older, including athletes when not competing, i.e. when they are not on the field of play.

### **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**

- Toilets and communal changerooms can open.
- Access to clubrooms and pavilions is not permitted prior to 11.59pm on 8<sup>th</sup> November 2020.
- Canteens are permitted to operate in accordance with the '[Accommodation and food services sector guidance](#)'.
- The CSO, Centre administrators and venue managers will manage the use of the facilities.

- Centres must prominently display posters and signage promoting COVID Safe practices (supplied by [LAVic](#) and [DHHS](#)).

### **Physical distancing**

- All attendees will be required to maintain physical distancing of at least 1.5 metres.
- For requirements pertaining to athletes on the field of play, refer to the 'Competition' section.
- Attendees not on the field of play may not gather in groups exceeding 10 people.
- Groups of up to 10 people must be reasonably spaced apart.

### **Personal infection control & management**

- CSOs must advise those attending sanctioned competition and training to go home and get tested 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.
  - Suspected COVID-19 infections at the Centre must be reported to the COVID-19 Hotline: 1800 675 398 (open 24 hours, 7 days).

### **Hygiene**

- Face masks are to be worn by all attendees 12 years of age and older, including athletes when not competing, i.e. when they are not on the field of play.
- 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 after sneezing/coughing.
- Hand sanitiser must be provided for use at athlete sign in, toilets, each event site and at the canteen.
- Disinfectant wipes must be available at each event site where equipment is used.
- Centres will receive a delivery of hand sanitiser, surface sanitiser and disinfectant wipes. Additional supplies may be ordered and advice on how to do so will be provided.
- Centres must prominently display posters and signage promoting COVID Safe practices (supplied by [LAVic](#) and [DHHS](#)).

### **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 competition and training session.

### **School bookings**

- Centres receiving and authorising bookings for school athletics carnivals are responsible for providing the school the LAVic protocols for the safe conduct and compliance with COVID-19 protocols of the event.
- Local Government Organisations, Committees of Management or other bodies receiving booking for school athletics carnivals are to responsible for the safe conduct and compliance with its COVID-19 protocols of the event.

### **Compliance**

- Affiliated Centres and all attendees must comply with these protocols at all times.
- Centres are required to have and produce upon request by an authorised officer (from Victoria Police, WorkSafe, DHHS or Local Government), an up to date COVID Safe Plan (supplied by LAVic).
- CSOs are required to report incidences of blatant/flagrant non-compliance to their Centre Committees and to LAVic.
- Breaches of these protocols may be punishable by law.

## 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 <sup>th</sup> May 2020	1.0	New document
14 <sup>th</sup> July 2020	2.0	Renamed. Updated to include references to competition and align with current restrictions.
28 <sup>th</sup> September 2020	3.0	Revised for regional Victorian Centres – second step of roadmap to recovery.
12 <sup>th</sup> October 2020	3.1	Updated reference to CSOs & canteen operations.
2 <sup>nd</sup> November	4.0	Adapted for Metro Melbourne from 26.10.20 Restricted Activity Directions.