Purpose

The positions of COVIDSafe Marshall and Officers have been established to support the delivery of COVIDSafe LSV-led carnivals, in line with the LSV Sport COVIDSafe Event Plan and in accordance with Victorian Government coronavirus (COVID-19) protocols.

These positions play a pivotal role in the health and safety of participants in all levels of sport, particularly at a community level. The COVIDSafe Marshall will be appointed by LSV and the Carnival Committee and will oversee the whole carnival. There will be a COVIDSafe Officer appointed to each ‘field of play’ at a carnival. The Officers will report to, and be supported by, the COVIDSafe Marshall.

Anyone can be a COVIDSafe Marshall and Officer, and it is expected that Officers will rotate throughout a carnival. COVIDSafe Marshalls and Officers are advised to follow a simple 3-step process (‘Before’, ‘During’, ‘After’) while volunteering at a carnival.

Follow LSV Carnival COVIDSafe Event Plan

All activities at a carnival must be completed in accordance with LSV’s Carnival COVIDSafe Event Plan – view HERE, that is managed by the LSV Aquatic Sport Team, with oversight from the LSV Aquatic Sport Executive and LSV Pandemic Team.

- Familiarise yourself with LSV’s Carnival COVIDSafe Event Plan – view HERE.
- Adhere to and action the LSV Carnival COVIDSafe Marshall & Officer Position Description (this document).
- Educate all carnival attendees on the relevant elements of the LSV Carnival COVIDSafe Event Plan.
- Complete the feedback template as required (issues, near misses, feedback, areas of improvement.
Key tasks

Before carnival/shift (on the day)

- Register interest with the LSV administration tent or via club Team Manager to fulfill role of COVIDSafe Marshall (typically already appointed by LSV) or Officer.
- Collect a COVIDSafe Marshall/Officer radio, clipboard and bib from the LSV administration tent.
- COVIDSafe Marshall – Check in with SEMC and Carnival Committee. Attend all required pre-event briefings.
- COVIDSafe Officers – Check in with the COVIDSafe Marshall and be allocated a field of play.
- Review this document and understand tasks required.

During carnival/shift

- Ensure attendees ‘get in, compete, get out’.
- COVIDSafe Marshall:
  - Ensure COVIDSafe Officers are assigned and in place at each field of play, and that they have the required equipment/resources.
  - Ensure COVIDSafe principles – including physical distancing or wearing a face mask where unable to, good hand hygiene, not participating if unwell and coughing and sneezing into tissue or elbow – are communicated and reinforced to all attendees.
  - Liaise with key personnel when necessary, e.g. at carnival – the COVIDSafe Officers, Carnival Referee, SEMC and LSV staff.
  - Record issues, near misses, feedback or suggestions for improvement on the templates provided in the clipboard.
- COVIDSafe Officers:
  - Identify and introduce yourself to the field of play’s Area Referee.
  - Position yourself at the single entry/exit point to the field of play, ensure there is hand sanitiser and a QR code and sign are set up.
  - As attendees enter the field of play:
    - Check they are eligible to enter (parents/spectators are not permitted. Officials, Water Safety Personnel, Power Craft Operators and athletes are permitted, plus one Team Manager per club);
    - Check attendees have registered attendance via the QR code; and
    - Offer hand sanitiser as people enter and exit.
  - Ensure COVIDSafe principles – including physical distancing or wearing a face mask where unable to, good hand hygiene, not participating if unwell and coughing and sneezing into tissue or elbow – are communicated and reinforced to all attendees.
- Liaise with key personnel when necessary, e.g. at carnival, the COVIDSafe Marshall, Carnival Referee and SEMC, LSV staff.
- Record issues, near misses, feedback or suggestions for improvement on the templates provided in the clipboard.

**After carnival/shift (on the day)**

- Ensure cleaning advice and protocols are adhered to, in line with the [COVIDSafe Cleaning Guide](#).
- Return radio, clipboard and bib to the LSV administration tent, or alternatively, pass to the next Officer on duty.
- Complete the feedback template as required.
- Attend debriefings as required.