



Position Description

COVID Check-In Marshal

This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your Club and is consistent with any requirements set out in your Club's rules.

Please delete this message prior to releasing the Position Description.

Overview

A COVID Check-In Marshal is required at all entrances to the venue.

A COVID Check-In Marshal is an individual stationed at the entrance to the venue/facility, who ensures that every person attending the venue checks in via the venue's Victorian Government QR Code for contract tracing purposes.

Responsibilities

1. Must wear clothing or an identifying badge that makes their role clear to members of the public.
2. A COVID Check-In Marshal promotes a positive culture and encourages COVIDSafe practices across the Club.
3. Is aware of the current Football Victoria Return to Play Conditions at all times.
4. Is aware of the Club COVID Safe Plan, Principles and Guidelines.
5. Ensures that Victorian Government QR Codes are prominently displayed at every entrance to facilities.
6. Managing devices that have [Kiosk check-in](#) set up to assist people who cannot check-in.
7. Provide alternate record keeping methods (such as pen and paper) when it is not possible to use the QR code (for example, there is an internet outage and QR code and kiosk check-in can't be used).
8. Adopts and encourages the Get in, Train, Get Out guidelines.
9. Reporting of COVID related incidents to the Committee as soon as practicable after the incident.

Notes

A COVID Check-In Marshal must not face discrimination or any adverse action for discharging their duties.

Managing compliance:

A COVID Check-In Marshal can only request that people entering show them confirmation of a successful check-in and cannot compel anyone to do so.



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If a person refuses to show evidence of a successful check-in, the COVID Check-In Marshal can ask that person not to enter the venue. If the person does not comply with the request, the COVID Check-In Marshal is not required or encouraged to enforce the refusal of entry.

COVID Check-In Marshals are encouraged to contact security or the Police Assistance Line (131 444) if support is required.

Number of Check-In Marshals:

We encourage Clubs to have multiple people available for this role to share the responsibility.

End of year hand over

Updating key documents

At the end of each year a key activity of the Committee of Management will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming COVID Check-In Marshal

An important responsibility of outgoing COVID Check-In Marshal is to train, mentor and support the incoming COVID Check-In Marshal.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children check
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters

The estimated time commitment required as the COVID Check-In Marshal is **xx hours** per week.

Disclaimer

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