

COVID-19 Officer Roles & Responsibilities



INTRODUCTION

Prior to restarting club sport, coaches, clubs or groups running organised sessions, should consider appointing a Covid-19 Officer. This could be one person overseeing all sessions or it can be undertaken by different people within the club or group.

This individual will be responsible for ensuring that each session is run in line with Government advice, Governing Body return to sport guidelines and other industry advice as appropriate.

It is recommended that either the Club Welfare Officer or Club Secretary take on this role as they are already familiar with the club's existing health and safety policies and procedures, however it is also worth considering their existing responsibilities and consider appointing someone who does not already have a time consuming role, who can work alongside the Club Welfare Officer and Club Secretary.

Coaches should take on this role for their sessions to ensure that all necessary health and safety procedures are followed during their coaching sessions.

ROLES AND RESPONSIBILITIES OF THE COVID-19 OFFICER (OR COACH)

- Be aware of Government guidelines and Covid-19 related safety, hygiene and social distancing protocols.
- Work with the Club Committee to ensure each session is compliant with the guidance.
- Ensure all participants attending sessions understand the guidelines for the session.
- Complete a Covid-19 risk assessment for each session.
- Liaise with the session venue to gather information on the venue's Covid-19 guidance to ensure the session adheres to this.
- Ensure the session implements a pre-booking system to manage the number of participants attending each session, allowing for you to maintain social distancing measures.
- Ensure contact details for all players attending are collected.
- Manage session delivery and movement within indoor spaces to ensure that group sizes are not exceeded and social distancing is maintained at all times.

All participants (players, coaches, coordinators) have a responsibility to notify the Covid-19 Officer should they get symptoms of Covid-19. The person with symptoms should seek a test promptly and follow the NHS Track and Trace procedure - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

The Covid-19 Officer should contact everyone who attended that session to advise them that an individual within the group has reported symptoms. If the individual is a coach who has led additional sessions, all participants in these sessions need to be contacted.

The Covid-19 Officer may join in at sessions, but they must be counted in the total number of people attending.

FURTHER SUPPORT AND GUIDANCE

These guidelines are accurate at the date of publication but are subject to change in line with government guidance. If you need further support, please contact sport@liveactive.co.uk