

EBVC Role Description for Club COVID Officer – [NEW]

The Club COVID-19 Officer is responsible for all COVID-19 matters for the club and will be responsible for liaising with key stakeholders and other organisations in relation to the club's response to COVID-19.

They should be co-opted on to the club committee until the post can be ratified at the next AGM.

They promote clear and effective club communication channels and ensure all members feel supported and have someone to go to should they have any questions or concerns.

They ensure that all club volunteers, coaches, and other club post holders are aware of and follow COVID-19 guidelines. The club may decide, depending on factors as club size, to have assistant Club COVID-19 Officers to provide additional support. The post can be held by another committee post holder, but this cannot be the Club Chair.

Main Tasks and Responsibilities

- Act as a main point of contact for all members with regards to COVID-19.
- To oversee the implementation of all risk assessments applicable to club sessions and venues.
- Act as the link between the club and venue operators and ensure both are following current up to date guidelines.
- Keep up to date with the latest Government and Scottish Volleyball advice and guidelines on COVID-19.
- Communicate with committee any COVID-19 protocol concerns raised by members to any of the COVID-19 Officers concerning the Club
- Regularly review the clubs risk assessments and safety documents and recommend changes when necessary.
- Ensure all coaches conduct thorough risk assessments before the start of each session and this is communicated to all participants.
- Promote good practice to members and remind members of protocols where necessary.
- Communicate directly to all members and parents/carers to remind members of new rules and promote via the club's social media accounts to educate all personnel about the COVID-19 controls in place.
- Ensure an attendance register is taken, and retained, before the start of each club session in case of the need to track and trace.