

Club COVID-19 Officer

Title: Club COVID-19 Officer

Club: Portsmouth Triathletes

Reports to: Club Chair

Position Overview

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.

Commitment

This will depend on the size of the club. The Club COVID-19 Officer would expect to be involved in all aspects of planning the delivery of club training sessions and where possible attend sessions to support members and coaches to comply the latest COVID-19 guidance. The post of Club COVID-19 Officer should remain a statutory post until such time that British Triathlon advise the post is no longer required.

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.
- 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 British Triathlon 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.
- To support the Chair, Welfare Officer and/or coaches with any related COVID-19 issues.
- Advise the committee on the effectiveness of the COVID-19 risk assessments and other documentation and seek advice and guidance where required.
- If the club organise and deliver an event to ensure the race director is following the latest British Triathlon COVID-19 Event Delivery Guidelines

Relevant Skills and/or Aptitudes

- Reliable and proactive with a positive approach
- Excellent communicator with good verbal, written and IT skills
- Good listener with excellent interpersonal skills
- Approachable
- Tactful and discrete.
- Logical thinker

Knowledge and Experience

Essential

- Understanding of the risk assessment process.
- Knowledge of club structure and local venue operators
- Government COVID-19 guidelines
- Understanding of GDPR

Desirable

- Thorough knowledge of risk management and associated material.

Personal Attributes

Essential

- Commitment to responding to customer needs.
- Positive and common-sense approach to dealing with challenging issues
- Treats people with respect
- Protects confidential information
- Adheres to the club's policies and demonstrates loyalty to the club.
- Strong individualist & decision maker with high determination to succeed
- Self-motivated

Support from British Triathlon

- Access to British Triathlon COVID-19 Guidelines for individual activity, clubs, coaches and events & competition.
- Support through the local Regional Manager.

Further Support Information and Documentation

- Government (COVID-19): guidance on the phased return of sport and recreation.
- Club Matters: Restarting sport and Physical Activity and Reopening Toolkit for Clubs and Organisations.
- Health & Safety Executive: Working safely during the coronavirus (COVID-19) outbreak

NAME	Kevin McTaggart		
SIGNED	<i>K. McTaggart</i>	DATE	13 July 2020