
Non-protected

COVID Officer

summary of role

Sport for life

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the national agency for sport

Introduction

We want to help club and community organisations return to safe sport. To help ensure this, Scottish Governing Body (SGB) guidance requires clubs to appoint a named **COVID Officer** for the club. The following COVID Officer role summary is designed to help SGBs and clubs establish this important role.

The purpose of this role is to help the club oversee and implement public health and safety measures across the club, as well as helping the club to operate in a safe manner that adheres to Scottish Government and relevant SGB guidelines. This really important role could be a new volunteer role or added to a current role within the club.

Purpose of the role

1. To be the main point of contact for your club on all things related to Coronavirus (COVID-19)
2. Oversee the clubs implementation of public health and safety measures across the club
3. Ensure that the club has appropriate processes in place to document risk assessments and that all appropriate mitigations are put in place before any activity is undertaken
4. Ensure that the club has the correct processes in place for the club to take an accurate record of all attendees in line with Scottish Government Test & Protect
5. Ensure that all processes are being followed

Responsibilities of a COVID Officer

- Keep up to date with ongoing [Scottish Government](#) and [SGB](#) advice and guidance relating to Coronavirus (COVID-19)
- Ensure processes are in place for documented risk assessments and all appropriate mitigations are identified, and ensuring that the club undertakes these assessments and implements the necessary mitigation before any activity is undertaken
 - Click here for: [Sample risk assessment](#) / [Blank template \(Word\)](#) / [Blank template \(Excel\)](#)
- Ensure club policies and procedures are updated accordingly in relation to Coronavirus (COVID-19)
- Ensure that the club has appropriate processes in place to allow the club to take an accurate record of all attendees, including coaches, for all sessions in line with

Scottish Government Test & Protect (and to check that these processes are being followed)

- As a minimum, NHS Test & Protect request that this includes the name of each member, a contact telephone number, and the date/time of the session
- [Attendance register template \(Word\)](#)
- Attend committee meetings and ensure an update is provided to committee
- Ensure there is awareness of your clubs Coronavirus (COVID-19) protocols and encourage members and participants to take individual responsibility
 - [Example booking checklist for participants](#)
 - [Example participant guide](#)
- Where deemed appropriate, ensure the club provides access to a supply of appropriate personal protective equipment (PPE) for coaches
- Where appropriate, ensure the venue has appropriate visible signage to manage new Coronavirus (COVID-19) protocols
 - [Sample signage](#) from Scottish Rowing
- Ensure procedures are in place so that all training equipment can be sanitised before and after each training session and check that these procedures are being properly followed
- Ensure the club offers reassurance to members and participants that the club is a safe and welcoming place, e.g. share videos highlighting safe coaching practices or a facility walk through, appoint a [return to sport coordinator](#) to welcome participants. (This could be part of the COVID Officer role but is more focused on supporting participants face to face as they return to activity)
- Ensure that the club regularly provides clear, up to date and positive communication to members and participants at facilities and through social media & email in accordance with the SGB Child Wellbeing & Protection policy
- Encourage club officials to engage members and participants in conversations on how they are feeling about Coronavirus (COVID-19)
- Engage with fellow COVID Officers from other sports and clubs for support and to ensure that best practice guidelines are being adhered to

Find out more about the role by completing our COVID Officer elearning module: <https://sportscotland.org.uk/covid19-officer-training/>

Notes

- Depending on the size of your club you may choose to divide up some of these responsibilities across several people. If this is the case, please ensure that you have one named contact that is the overall point of contact for Coronavirus (COVID-19)
- The club must ensure that all members are notified of who their COVID Officer is, should they have to pass on their details to a member of the NHS Scotland Test & Protect team
- Test and Protect: This register should be accessible by both the COVID Officer and the session deliverer. The register should also note the name(s) of the coaches/deliverers who were in contact with the group during their time at the session. Contact details should be held for no more than 3 weeks (21 days) after the session. All personal data should be held and disposed of in a safe and secure manner

- It is not the responsibility of the club to inform members if someone at the club has tested positive for Coronavirus (COVID-19). This will be done by the NHS Scotland Test & Protect team. An individual's right to privacy must be observed
- The club will be expected to be able to pass on contact details of all participants should they be asked by a member of the NHS Scotland Test & Protect team
- Data protection laws allow for the sharing of personal data where this is necessary for certain permitted purposes, such as in the interests of public health. Disclosing relevant contact details to a member of the Test & Protect team will not be a breach of the GDPR. If you are using an electronic system to gather and store personal data and contact details you may need to register with the Information Commissioner's Office (ICO) as a Data Controller
- To find out if you need to register your club with the ICO complete the [registration self-assessment](#)