

**SWIM
IRELAND**

CLUB TOOLKIT

**COVID-19 Return to Water
Lead COVID-19 Officer
Roles & Responsibilities
(June 2020)**

**SWIM
IRELAND**

Me and
the water

Roles & Responsibilities

Recommended Skills

- Excellent communication skills
- Respects confidentiality
- Organised
- Comfortable interacting with young people

Lead COVID-19 Officer

The role of the Lead COVID-19 Officer is to lead in the implementation and monitoring of the Swim Ireland Return to Water COVID-19 protocols across club activities.

The Club Committee must appoint a Lead COVID-19 Officer, and if required further COVID-19 Officers. A sub-committee may be formed made up of the Lead COVID-19 Officer as the chair, plus several other COVID-19 Officers, up to a maximum of six people.

The Lead COVID-19 Officer will be responsible for chairing meetings, communicating with club committee, attending club committee meetings and be the main point of contact for all things COVID-19 related, especially acting as the one point of contact with Swim Ireland. All club sessions require a COVID-19 Officer to be present.

A Chairperson, Secretary, Treasurer, Coach or CCO may not act as Lead COVID-19 Officer.

Lead COVID-19 Officer Roles and Responsibilities

- Remain up to date with all COVID-19 advice/protocols and ensure all members are aware of any protocols required to be implemented by the club
- Promote good practice to ensure compliance to the Swim Ireland codes of conduct including additional COVID-19 requirements as relevant
- Attend Swim Ireland COVID-19 Officer training in protocols relevant to the COVID-19 health and safety requirements
- Lead in the completion of the Return to Water Risk Assessment
- Remind members of protocols where necessary
- Report incidents of non-compliance to Person in Charge of training session or Secretary of Club Committee as appropriate (according to the Swim Ireland Complaints and Disciplinary Procedures)
- Receive incidents of non-compliance and report incidents as appropriate
- Liaise with relevant individuals to ensure that attendance records of individuals attending club activities are being kept for contact tracing purposes
- Issue and receive, from all members prior to training, self-report screening form
- Receive and record Medical Certificate from members who have tested positive for COVID-19 with confirmation they are fit to return to training. Lead COVID-19 Officer will inform appropriate personnel, e.g. coach, of receipt of fitness to attend
- Regularly check that there is sufficient up to date signage within the facility; signage should include reminders about hand washing, use of hand sanitiser, social distancing, what to do if symptoms are identified, etc.
- Communicate directly to individuals and parents/carers to remind their children of new rules and promote via the club's social media accounts to educate all personnel about the COVID-19 controls in place.
- Promote good practice to members and stakeholders
- Liaise with facility to ensure that the Club and facility are working to same COVID-19 protocols including any current updates
- Communicate with committee any COVID-19 protocol concerns raised by members to any of the COVID-19 Officers concerning the Club
- Communicate with facility any COVID-19 protocol concerns raised by members to any of the COVID-19 Officers concerning the facility
- Update committee of all relevant information in relation to COVID-19
- Act as the point of contact for the club in relation to all COVID-19 protocol matters



Roles & Responsibilities (continued)

Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to support your club return to the water
- Working as a team with other volunteers and young people is a skill you can use in other areas of your working life
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

Requirements

Mandatory

- Swim Ireland Member
- Swim Ireland COVID-19 Officer training
- Signed Code of Conduct
- Completed Self Reporting Screening form
- Generic email contact (i.e. aerlinguscovid19officer@gmail.com)
- Vetting - **under 18 clubs only**
- Safeguarding 1 workshop - **under 18 clubs only**

