

Role: COVID-19 Officer

Role Purpose: Oversee public health and safety measures across the Club, ensuring that it operates in a safe manner and adheres to Scottish Government and relevant Badminton Scotland guidelines.

Commitment: 2hrs per week addition to Club Executive/General Committee

Term: 12 months

Main Tasks:

- 1) Keep up to date with ongoing Scottish Government and Badminton Scotland advice and guidance relating to Coronavirus (COVID-19).
- 2) Ensure documented risk assessments and all appropriate mitigations are put in place for the Club before any activity is undertaken.
- 3) Ensure club policies and procedures are updated accordingly in relation to Coronavirus (COVID-19).
- 4) Ensure an accurate record of all attendees, including coaches, for all sessions in line with Scottish Government 'Test & Protect', including: the person's name, a contact telephone number, and the date/time of the session.
- 5) Attend Committee meetings and ensure an update is provided to Committee.
- 6) Ensure there is awareness of the Club's Coronavirus (COVID-19) protocols and encourage members and participants to take individual responsibility.
- 7) Where deemed appropriate, ensure coaches have access to a supply of appropriate personal protective equipment (PPE).
- 8) Where appropriate, ensure the venue has appropriate visible signage to manage new Coronavirus (COVID-19) protocols.
- 9) Ensure all training equipment is sanitised before/after each training session.
- 10) Offer 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 representatives to welcome participants.
- 11) Provide clear, up to date and positive communication to members and participants at facilities and through social media & e-mails.
- 12) Engage members and participants in conversations on how they are feeling about Coronavirus (COVID-19).
- 13) Engage with fellow COVID Officers from other sports and clubs for support and to ensure that best practice guidelines are being adhered to.

Skills Required:

- 1) Enhanced organisational skills
- 2) Review and critically analyse policy documents
- 3) Administrative and information technology skills
- 4) Communication skills and ability to speak publically
- 5) Enthusiastic and ability to motivate others.