

CLUB ROLE DESCRIPTIONS

Club Management Team Role for COVID-19 Planning

- Appoint a COVID-19 Coordinator
 - If appropriate and the person is willing, your Club Safeguarding Officer may be suitable for this role since the key focus will be on the health, safety and wellbeing of club members. However, at a minimum, it is advisable this person is on the COVID-19 Safety Team.
 - From time to time, your club may need to contact the Regional Director in the Regional Office (as first option) or Special Olympics Ireland's COVID-19 Compliance Officer in relation to COVID-19 queries. Alternatively, we may need to contact you. Please consider, if appropriate, appointing your Safeguarding Officer as this point of contact for COVID-19 related queries. We see this as a good fit and one that will support communications on safeguarding now and into the future.
 - Your clubs may also wish to establish if there is a club member with relevant or specialist training/ experience or knowledge that might join the COVID-19 Safety Team.
- Oversee the establishment of a COVID-19 Safety Team
 - A maximum of 6 individuals is recommended to be effective and efficient – for some clubs this will be a smaller team. Team composition might include the Safeguarding Officer, one or more COVID-19 Activity Lead(s), a Club Management Team member or a First Aid Responder or perhaps a club member that may be familiar with implementing procedures through their workplace experience.
- Oversee the planning for the safe return to activities for the club
- Support the work of the COVID-19 Safety Team e.g. with club communications to and from members, procuring of PPE and implementation of the Safety Plan.

COVID-19 Coordinator

The **COVID-19 Coordinator** shall undertake the following duties:

- Lead the COVID-19 Safety Team
- Ensure that a COVID-19 Activity Lead(s) is appointed for each club training session/activity
 - The number of COVID-19 Activity Leads will be proportional to the size of the club, the number of teams and number of athletes. We recommend that this individual is a volunteer other than the coach. The COVID-19 Activity Lead should work in close collaboration with the coach and must be present at the activity/training session.
- Receive updates from COVID-19 Activity Lead(s) on activities.
- Lead the development of the Club Covid-19 Safety Plan and support the team in carrying out the Risk Assessment (templates will be provided).
- Implement procedures for club activities and for the participation of members to return to club activities in line with forthcoming guidance from Special Olympics Ireland and published guidance from Government.
- Keep updated with ongoing Government, Health Authority and Special Olympics Ireland advice and update the procedures accordingly

- Communicate with members on latest updates and changes to training and club activities
- Develop an emergency response in line with Government, Health Authority and Special Olympics Ireland advice for a suspected COVID-19 case
- Ensuring that all management and club members are provided with and participate in necessary induction, training, and ad hoc briefings
- Co-ordinate ad hoc briefings when required to communicate messages about good hygiene, respiratory etiquette and physical distancing
- Ensure all management & members have returned their Pre-Return Declaration Form. These shall be provided to the club by Special Olympics Ireland.
- Ensure that each COVID-19 Activity Lead carries out pre-session inspections to ensure safe equipment including personal protective equipment, where necessary
- Ensure Signage and Information relating to COVID-19 symptoms and hygiene requirements are in place
- Ensure action checklists for the COVID-19 Activity Lead(s) are completed.
- Address any club member concerns
- Report regularly to the Safety team and to the Club Chairperson

COVID-19 Safety Team

- Ensure COVID-19 Risk Assessment is carried out
- Ensure COVID-19 Safety Plan is prepared
- Ensure adequate controls and procedures are in place at all times
- Revise/update the above when new information becomes available from Government and Health Authorities
- Support the Club Lead and Activity Lead(s) in their role

COVID-19 Activity Lead(s)

COVID-19 Activity Lead will carry out the monitoring of compliance with protocols as set out in the **Return to Activities Protocol** at the particular club session or activity to which they have been appointed as the Lead.

The COVID-19 Activity Lead shall:

- Ensure athletes and club members are aware of COVID-19 and the clubs' procedures
- Monitor activity to ensure social distancing and hygiene rules are followed, including disinfecting sports equipment
- Complete the action checklist (weekly, monthly), retain completed checklist as record of activity and provide confirmation of completion of task to the COVID-19 Club Coordinator
- Keep updated with all new Government, Health Service Executive/Public Health Authority and Special Olympics Ireland guidelines
- Report to the COVID-19 Club Coordinator with any updates
- Review the Pre-Return to Activity Declaration Forms that must be completed by those who intention is to return activity/training session, i.e. **Participants** – coaches, athletes and volunteers
- Maintain confidentiality of suspected cases
- Provide safe equipment including personal protective equipment, where necessary

- Follow protocols for persons showing symptoms of COVID-19.
- Maintain a record of all attendees at each session to facilitate contact tracing should there be a confirmed case of COVID-19.
- Keep in contact with any member with a suspected case and attain confirmation from a medical professional that it is safe to return to play.
- Give advice in instances where non-compliance with social distancing, respiratory etiquette and hygiene rules are observed.