

CLUB TOOLKIT

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

Roles & Responsibilities

Recommended Skills

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

COVID-19 Officer

The role of the COVID-19 Officer is to monitor the Swim Ireland Return to Water COVID-19 protocols whilst on duty at club activities. A COVID-19 Officer must be present at all club sessions, including dryland, pool, and outdoor activities. This individual may perform the same function as a person on duty according to the Swim Ireland requirements, whilst observing the implementation of the codes of conduct that includes the additional COVID-19 requirements to the codes of conduct for all members.

A Coach or CCO may not perform this duty.

COVID-19 Officer Roles and Responsibilities

- Remain up to date with all COVID-19 advice/protocols
- Oversee the club session and 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
- Remind members of protocols where necessary
- Report incidents of non-compliance to Person in Charge of training session or to the Lead COVID-19 Officer
- Liaise with relevant individuals to ensure that attendance records of individuals attending club activities are being kept for contact tracing purposes
- Communicate to Lead COVID-19 Officer any concerns raised by members regarding club/facility protocols

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 COVID-19 Officer training
- Signed Code of Conduct
- Completed Self Report Screening form



Dealing with breaches of COVID-19 Protocols

