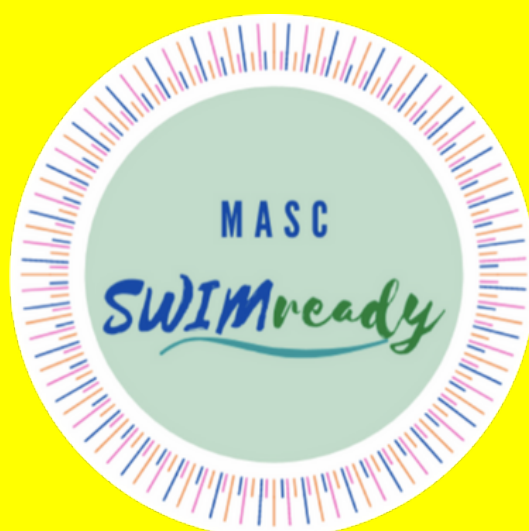


Musselburgh Amateur Swimming Club, home of the
Musselburgh Marlins



COVID LIAISON ROLE DESCRIPTOR SWIMREADY COVID-19 GUIDANCE

Last Updated: 22 August 2020



COVID-19 Liaison Officer Role Descriptor

Purpose

The COVID-19 Liaison Officer is essential to allow the safe and effective return to training for members. The COVID-19 Liaison Officer helps to ensure that each session is conducted within the parameters of the appropriate guidance and procedures, while supporting athletes and team staff to adjust to the new situation appropriately. There should be a COVID-19 Liaison Officer at every session. Where there is more than one squad within the session, there is no need for more than one Liaison Officer, unless this is due to workload, pool programming or as a requirement of a risk assessment. A coach should not perform this role.

Who we are looking for?

- You will be reliable and proactive with a positive approach
- You will be an excellent communicator with good verbal, written and IT skills
- You will be a good listener with excellent interpersonal skills
- Hold a valid PVG with the Club

Main Functions and Duties

1.	Remain up to date and oversee the club sessions and promote good practice to ensure compliance to the Scottish Swimming, the facility and club guidance and procedures with regards to COVID-19 as appropriate
2.	Liaise with facility staff regarding operational details before, during and after the sessions as necessary
3.	Work with the COVID-19 Lead Officer/Team to ensure all athletes have completed a Health Screen survey and a self-declaration prior to resuming club training. Store data in accordance with their data protection policy
4.	Ensure attendance records of individuals attending club activities are being kept for contact tracing purposes
5.	Report incidents of non-compliance to Person in Charge of training session and/or to the COVID-19 Lead Officer/Team and remind members of the guidance and procedures as necessary
6.	Liaise with relevant Coaches & Team Staff to ensure that attendance records of individuals attending club activities are being kept for contact tracing purposes in line with the club data protection policy
7.	Communicate to COVID-19 Lead Officer/Team any concerns raised by members regarding club/facility guidance or procedures
8.	Refer Wellbeing concerns to the Wellbeing and Protection Officer when necessary
9.	Ensure activities are conducted within the parameters of the appropriate risk assessments. Inform the COVID-19 Lead Officer/Team if there any amendments required or additional aspects need risk assessing
10	Supervision of athletes U18 to ensure compliance with all club COVID-19 measures & protocols

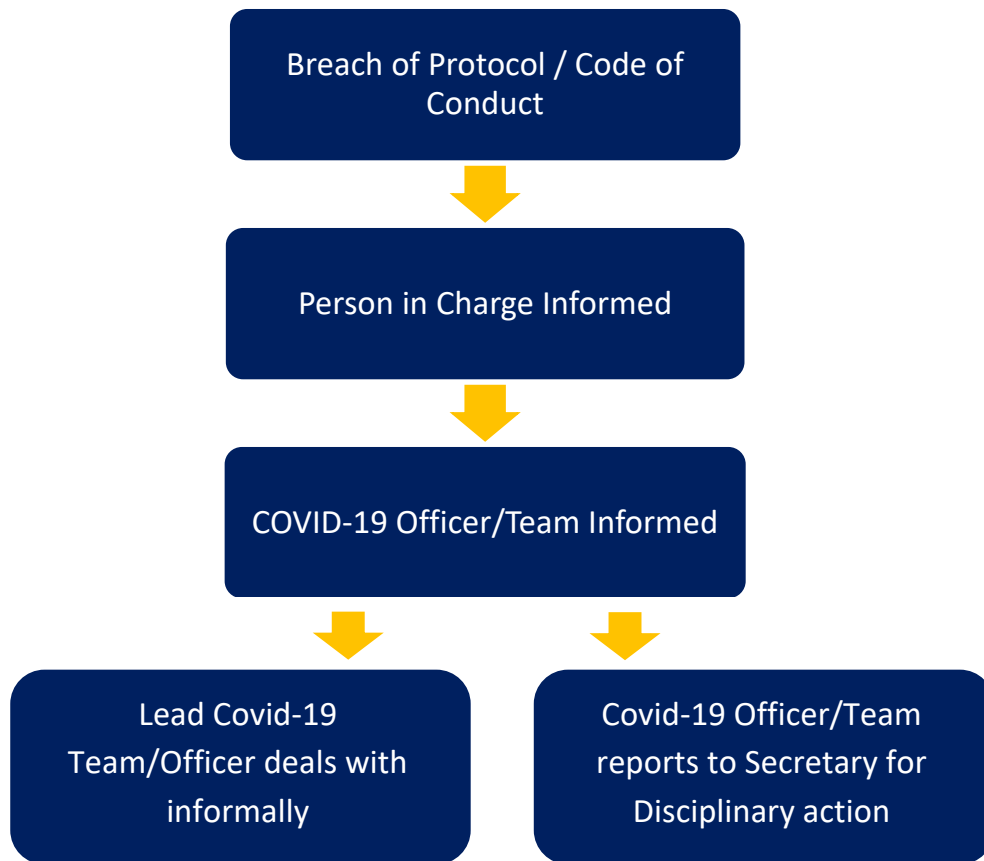
Level of commitment required

Ongoing responsibilities and regular attendance at training sessions. Regular communication with the Covid-19 Officer.

Additional Information

SKILLS AND ATTRIBUTES	Excellent communication & organisational skills
	Respects confidentiality
	Good project management skills
	Comfortable interacting with people
	Approachable and friendly
	Prepared to make instant decisions when necessary
ROLE REQUIREMENTS	Be a member of Scottish Swimming
	You cannot be the liaison officer for a session that you are coaching at
	PVG Scheme Membership
	Complete a Heath Screen Survey and self-declaration
	Attend appropriate training
	Sign and adhere to the Club's Volunteer Code of Conduct
TRAINING AND SUPPORT	COVID-19 Officer training
	Child Wellbeing & Protection in Sport Workshop (recommended)
BENEFITS OF VOLUNTEERING	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

Dealing with breaches of Covid-19 Protocols



Contact Details

COVID Liaison Officer: mascovidliaison@gmail.com