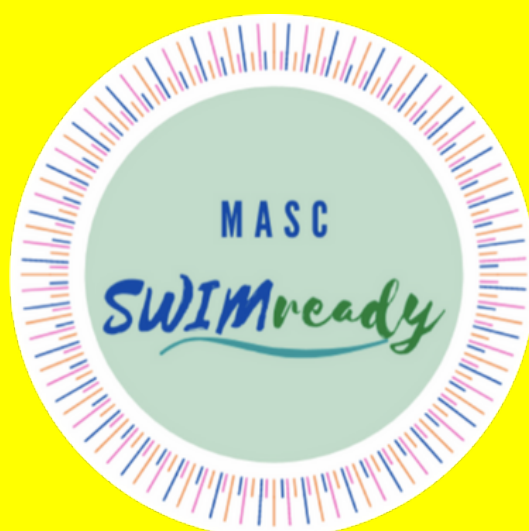


Musselburgh Amateur Swimming Club, home of the
Musselburgh Marlins



COVID OFFICER ROLE DESCRIPTOR SWIMREADY COVID-19 GUIDANCE

Last Updated: 22 August 2020



COVID-19 Lead Officer/Team Role Descriptor

Introduction

The COVID-19 Lead Officer is the key resource and contact for all matters COVID-19 for the club and will be responsible for liaising with key stakeholders and other organisations in relation to the club's response to COVID-19. They promote clear and effective club communication channels and ensure all members feel supported and have someone to go to should they have any questions or concerns. Clubs may choose to share the workload out to more than one committee member and work as a team to ensure the guidance, necessary tasks and information is managed to ensure a safe and effective transition back to the pool.

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.	To link with and support the pool operator and implement changes as required, meeting regularly and ensuring good communication between the facility team and the Club
2.	To keep up to date with the latest Scottish Swimming, Scottish Government and sportscotland advice and guidelines on COVID-19 as appropriate
3.	To manage the appointment and organisation of the COVID-19 Liaison officers ensuring all training sessions are covered and they have the appropriate information and resources to carry out their duties
4.	To act as a main point of contact for all members with regards to COVID-19. Communicate directly to members and parents/carers to inform/remind them of the new guidance and the relevant COVID-19 controls that are in place
5.	To be responsible for risk assessments to include: <ol style="list-style-type: none">1. Oversee the implementation of the relevant risk assessments2. Regularly review the clubs risk assessments and safety documents and recommend changes when necessary3. Advise the committee on the effectiveness of the COVID-19 risk assessments and other documentation and seek advice and guidance where required
6.	Manage the COVID-19 Liaison Officers & Team Staff to ensure that: <ol style="list-style-type: none">1. Attendance records of individuals attending club activities are being kept for contact tracing purposes2. Work with the COVID-19 Liaison Officers to issue and receive the Health Screening Survey and the self-declaration forms from all members as appropriate
7.	To support the Chair, Wellbeing & Protection Officer and/or coaches with any related COVID-19 issues
8.	Communicate with committee any COVID-19 guidance or procedure concerns raised by members to any of the COVID-19 Liaison Officers concerning the Club
9.	Communicate with facility any COVID-19 guidance or procedure concerns raised by members to any of the COVID-19 Liaison Officers concerning the facility

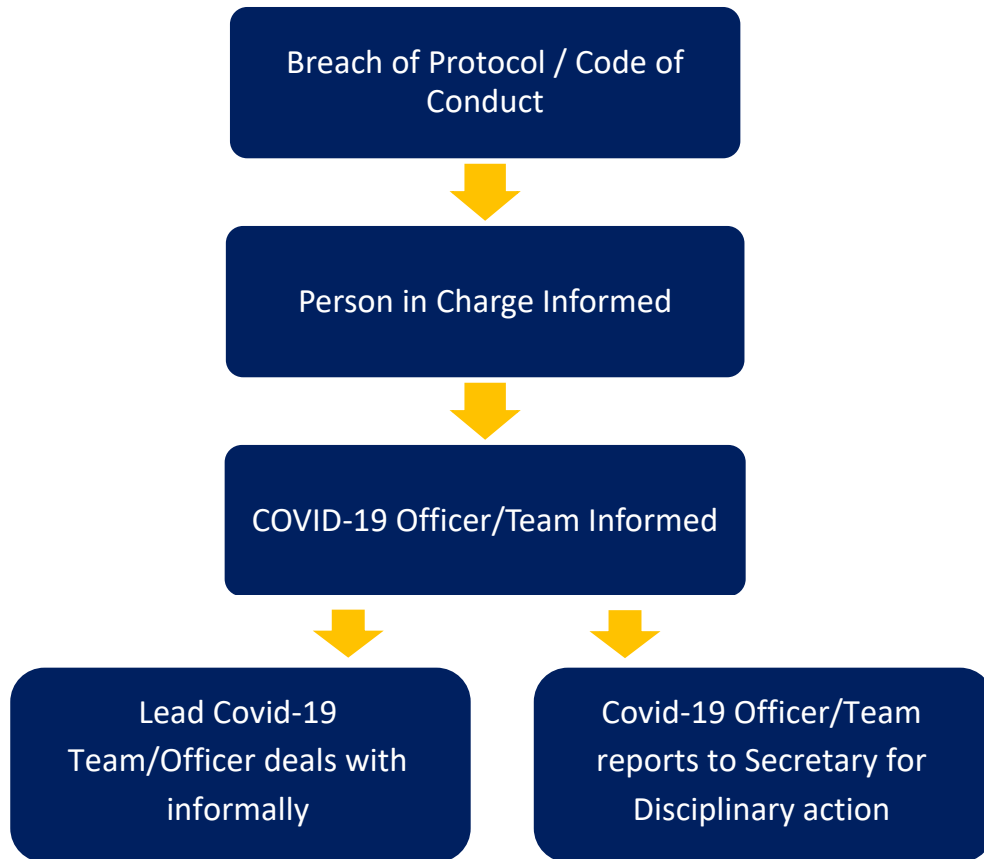
Level of commitment required

Ongoing weekly responsibilities and regular attendance at training sessions. The Covid-19 Officer will be 'on call' during all club training sessions (if not present) in case they are required for example if a coach falls ill.

Additional Information

SKILLS AND ATTRIBUTES	Excellent communication & organisational skills
	Respects confidentiality
	Project Management skills
	Good interpersonal skills
	Approachable and friendly
	Prepared to make instant decisions when necessary
ROLE REQUIREMENTS	Be a member of Scottish Swimming
	PVG Scheme Membership
	Complete a Health 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 Lead Team: mascovidteam@gmail.com

COVID Officer: mascvidofficer@gmail.com