

Covid-19 Officer Job Description

Introduction

Before rounders restarts, Rounders England requires each club, team or group running organised rounders sessions or matches to nominate an individual who will take on the role of the Covid-19 Officer. This can be one person who does it for all sessions, or it can be undertaken by different people within the club, team or group.

The Covid-19 Officer will be responsible for ensuring that each rounders session is run in line with Rounders England's Return to Play guidelines.

It is recommended that the Covid-19 Officer role is taken on either by the Club Welfare Officer or Club Secretary as they are already familiar with the club's existing health and safety policies and procedures. Coaches should also take on the role as it is their responsibility to ensure all training sessions are carried out with all the correct health and safety procedures during their coaching sessions.

Roles and responsibilities of the Covid-19 Officer

- Be the main point of contact within the club/team with regard to Covid-19.
- Be aware of Government guidelines and Covid-19 related safety, hygiene and social distancing protocols – free training is available through CIMPSA – www.cimpsa.co.uk
- Make sure that club, team or group's sessions are compliant with the guidance.
- Ensure all players attending sessions understand the guidelines for the session.
- Make sure that the 3rd party venue has been liaised with so that the venue is complying with Covid-19 guidance.
- Ensure that all training sessions use a pre booking system so that the number of players attending are manageable under government guidelines.
- For matches make sure that it is only the players playing that attend and umpires. Only under special circumstances should spectators attend. When spectators do attend, they must adhere to strict 2-metre social distancing.
- Ensure that all contact details of players, umpires and spectators are collected through an opt in Self Declaration form which will be retained safely for 21 days and then disposed of in line with GDPR regulations.

If any participant (player/coach/umpire/spectator) has symptoms of Covid-19 they must notify the Covid-19 Officer. The person with symptoms should seek a test promptly and follow the NHS Track and Trace procedure - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

All participants (players/coach/umpire/spectator) have a responsibility to notify the Covid-19 Officer should they get symptoms of Covid-19. If this happens, then the Covid-19 Officer should notify all participants from that group that someone has reported symptoms. The Covid-19 Officer may join and play at sessions or games but must be counted in the total number of people at the venue.