**COVID-19 Officer Roles and Responsibilities**

**Introduction**

Prior to restarting goalball, each club must appoint individual/s who will take on the role of COVID-19 Officers for the club.

To help with workload we suggest this is two people.

1. Lead officer responsible for communications with the venue, enforcement of procedures, and register as the club’s COVID-19 officer with Goalball UK.
2. Supporting officer responsible for communication with the playing population and workforce to ensure people are well informed of the risks and mitigations in place.

If required one person can oversee both roles.

These individuals will be responsible for ensuring that each session is run in line with Goalball UK’s ‘Return to Play’ guidelines.

It is recommended that either the Club Welfare Officer or Club Secretary take on the lead role as they are already familiar with the club’s existing health and safety policies and procedures.

Coaches should also help by taking an active role for their sessions to ensure that all necessary health and safety procedures are followed during their coaching sessions.

**Roles and responsibilities of the COVID-19 Officers**

* Be aware of the latest Government guidelines and COVID-19 related safety, hygiene and social distancing protocols by completing the CIMPSA ‘Reactivate’ training. Sign up here: <https://prozone.futurefit.co.uk/goalball-uk/plans/1005> You can then sign into your account anytime here: <https://prozone.futurefit.co.uk/goalball-uk/login>
* Lead and complete a COVID-19 risk assessment
* Work with the Club Committee to ensure each session is compliant with the guidance.
* Ensure all players attending sessions understand the guidelines for the session.
* Complete a COVID-19 risk assessment for each session
* Liaise with the session venue (see Venue Checklist appendix C in the return to play guidance) to gather information on the venue’s COVID-19 guidance to ensure the session adheres to this
* Ensure the session implements a pre-booking / registration process to manage the number of participants attending each session allowing for you to maintain social distancing measures.
* Ensure contact details for all players attending are collected prior to the session
* Manage session delivery and movement within the sports hall to ensure that group sizes are not exceeded, and social distancing is always maintained.
* Ensure cleaning products are purchased and available and protocols are followed linking to fomite transmission

**NHS Test and Trace**

All participants and workforce have a responsibility to notify the lead COVID-19 Officer should they get symptoms or test positive for COVID-19. The COVID-19 Officer should contact everyone who attended that session to advise them that an individual within the group has reported symptoms or tested positive. If the individual is a coach who has led additional sessions, all participants in these additional sessions need to be contacted.

Full details and process of person displaying symptoms can be found in section 9 - Displaying of COVID 19 symptoms process of the Goalball UK return to play guidance.

**Further support**

These guidelines are accurate at the date of publication but are subject to change in line with Government guidance. Keep checking <http://goalballuk.com/the-sport/r2p/>for the latest version and supporting information or if you have any questions please contact [Covid@goalballuk.com](mailto:enquiries@goalballuk.com)