

COVID-19 Co-ordinator Role Description

Welsh Netball requires each of its affiliated clubs to nominate an individual to become its COVID-19 Co-ordinator. Details of the individual will need to be shared with Welsh Netball. To assist clubs in appointing the right and most appropriately skilled person for the role, below is a list of responsibilities for the COVID-19 Co-ordinator:

Role of the Covid-19 Co-ordinator

- Main point of contact for all matters relating to COVID-19 at the club.
- Conduct and maintain regular risk assessments in line with Welsh Government and Welsh Netball advice and guidance.
- Be the key implementor and oversee all aspects of the club's 'Return to Play' journey. Ensure the Club is compliant with current Welsh Government and Welsh Netball's COVID-19 advice and guidance.
- Responsible for the collection and appropriate storage of a register and contact details of attendees (participants & non-participants) at each organised activity.
- Ensure there is a 'responsible person' at each session to ensure all attendees make 'COVID Self Declarations'.

What do you need to have?

Please ensure that you have the following:

- Names and contact details of all those attending (including staff and volunteers), along with a printed copy of the 'Self-Assessment' statement. This statement can be found in Welsh Netball's *COVID-19 Netball.Activity Session Guidelines*, which can be downloaded [here](#).
- Your own means of transport to and from the venue, **DO NOT** lift share and avoid public transport where possible.

What will you need to do?

Your responsibility is to:

- Communicate your role to all club personnel and to Welsh Netball via the **#NetsGetReady** registration [form](#).
- Conduct/update/maintain risk assessments – directly applicable to the activity.
- Communicate to all participants/staff/volunteers the control measures that must be implemented:
 - Appoint someone to manage attendance
 - Appoint a First Aider
 - Determine and share drop off/ pick up points
 - Determine if there are any access restrictions to the venue or planned entry/exit routes
 - Appoint someone responsible for equipment i.e. bibs, balls, cones (in line with your risk assessment)
 - Appoint someone responsible for safeguarding

- Communicate guidance for individuals' own equipment (named drinks bottle, personal hand sanitiser, etc.)
- Check in with all participants, ensuring that the club has up-to-date contact information.
- Ensure all participants have sight of the 'COVID-19 Self-Assessment' statement and verbally acknowledge with you, that they agree to the statement.

This list of duties is not exhaustive and will require the responsible COVID-19 Co-ordinator to be pro-active in their role and adopt additional duties as required (sometimes at short notice)

It is all our responsibility to control the virus, reduce the risk and stop the spread of COVID-19.