



COVID-19 OFFICER ROLE DESCRIPTION



Volleyball England requires each club, coach or group that is running an organised session to nominate an individual who will take on the role of Covid-19 Officer before they restart any volleyball activity.

This could be one person overseeing all sessions or it could be several people within a club or group who undertake the role at different times. Either way, the person or persons will be responsible for ensuring that each session is run in line with Volleyball England's 'return to play' guidance.

For clubs, their Welfare Officer or Secretary may be best placed to assume this role as they are already familiar with the club's existing health and safety policies and procedures.

Coaches may take on this role during their own sessions to ensure that all necessary health and safety procedures are followed.

Roles and responsibilities:

- Be aware of Government guidelines and coronavirus-related safety, hygiene and social distancing protocols. Basic training will be available for free through CIMSPA, the sector's professional body, and can be found [here](#).
- Liaise with the session venue to gather information on its coronavirus guidance to ensure the session adheres to it.
- Work with the Club Committee to ensure each session is compliant with the guidance.
- Complete a coronavirus risk assessment for each session.
- Ensure the session implements a pre-booking system to manage the number of players attending each session, to allow social distancing to be maintained.
- Ensure all the participants attending each session understand the guidance.
- Ensure the contact details for all participants in attendance are collected.
- Manage session delivery and movement to ensure that group sizes are not exceeded, and social distancing is always maintained outside of gameplay or training.

Coronavirus symptoms and NHS Track and Trace

All participants have a responsibility to notify the Covid-19 Officer should they get coronavirus symptoms. The person with symptoms should seek a test promptly and follow the NHS Track and Trace procedure as [detailed here](#).

The Covid-19 Officer should contact everyone who attended that session to advise them that an individual within the group has reported symptoms. If the individual is a coach who has led additional sessions, all participants in these sessions need to be contacted too.

The Covid-19 Officer may join in and play at sessions but they must be counted in the total number of people within the sports hall.

Please check www.volleyballengland.org/coronavirus for our latest guidance.