



**JOB TITLE:** Club COVID-19 Co-ordinator

**ROLE OF CLUB COVID-19 OFFICER:** To be the main point of contact within the club with regards to COVID-19 both for club members and for Boxing Scotland.

**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:**

- Well organised
- Good communication skills
- A strategic thinker, who can plan ahead
- Prepared to make a regular time commitment to assist the club
- Friendly and approachable manner

**MAIN DUTIES:**

- 1) Take responsibility to ensure the club is following the relevant guidance with regards to COVID-19.
- 2) Be up to date with what the current guidance is from the Scottish Government, sportscotland and Boxing Scotland.
- 3) To ensure that this information is communicated clearly to the coaches and members of their club.
- 4) To be the first point of contact for any enquiries from club members with regards to COVID-19.
- 5) To be the point of contact for Boxing Scotland within the club with regards to COVID-19 and to receive any relevant information regarding COVID-19 from Boxing Scotland.
- 6) To advise the club about activities which are/are not currently allowed under the Boxing Scotland guidance and the Scottish Government's 'COVID-19 – Framework for Decision Making Scotland's route map through and out of the crisis'
- 7) To conduct a COVID-19 specific Risk Assessment ahead of the 2020-21 season.
- 8) To ensure action points from the Risk Assessment have been carried out within agreed timescale(s).

**SIGNATURE:** Club COVID-19 Co-ordinator (sign) \_\_\_\_\_

Date \_\_/\_\_/\_\_\_\_\_

Print name \_\_\_\_\_

E-mail \_\_\_\_\_

Phone Number \_\_\_\_\_