



How to use the supporting Covid 19 Event documents.

The following documentation is intended for use at all Rowing Ireland sanctioned events. For events to be sanctioned by Rowing Ireland all participating clubs must be affiliated to Rowing Ireland and all participating Rowers must be a registered member of Rowing Ireland.

Under rule 2.8 of the Rules of Rowing Ireland, 'Any Organising Committee (OC), which must be an affiliated club or a group of affiliated clubs, which proposes to hold a regatta or head of the river, shall apply for a licence for that purpose'.

RI Ref: covdoc1

Member; health screening declaration form (Individual)

- As per the Sport Ireland and Sport Northern Ireland guidance all participants (Officials, Umpires, Event staff, Coaches, club support staff and Rowers) should complete a health screening document before attending the event.
- Each individual club should get their members that proposed to attend the event to complete the health screening form. This form will be kept by the individual clubs Covid Officer.

Some clubs have an electronic version of this form in operation, if so that type of form is acceptable to Rowing Ireland, however the information must be available to the club covid officer to be used for contact tracing purposes if required.

RI Ref: covdoc2

Club; health screening Declaration form (Club participants)

- Compiled by the club Covid Officer this document states that all member of the respective club proposing to participate in the event has returned an individual health screening declaration form and all are fit and well and free from any signs and symptoms of Covid-19.
- This document (covdoc2) should be accompanied with a list of all attendees from the submitting club including, (Coach, Rowers, Support staff, Trailer drivers and any other club member deemed essential for the club's participation in this event).
- This form should be returned to the event Covid officer by email no later than 24 hours prior to the event.
- If this form is not returned with a list of attending club members, then that club shall not be granted access to the event or partake in any of the races.

RI Ref: covdoc3

Event Covid Officer, Master sheet

- Compiled by the event Covid Officer This form will have all the contact details of all participating Club Covid Officers in attendance at the event.
- This form will be used as a contact tracing sheet if an outbreak occurs during the event or is reported shortly after the event. The Event Covid Officer will contact the Club Covid Officer.
- If the Event Covid Officer witnesses or has reported to them breaches of event covid protocols and these occurrences can be identified to a particular club the Event Covid Officer will report the occurrence to the Club Covid Officer.

Every participating club must appoint a Club Covid Officer that will be in attendance at the event for the entire time that their club has members in attendance at the venue. This may be a coach if that helps in keeping numbers down. Whomever the Club Covid Officer is, their contact details must be on the master sheet (covdoc3)

RI Ref: covdoc4

Event Covid Officer roles and Responsibilities.

- This document summarizes the roles and responsibilities of the Event Covid Officer.
- Remember it is the responsibility of all the event organising staff to ensure Covid protocols are adhered to by all participants.
- The Event Covid Officers main function to advise and ensure implementation of all Covid protocols in operation at the time of the event.

RI Ref: covdoc5

CLUB COVID OFFICER for Events

- This document summarizes the roles and responsibilities of the Club Covid Officer for events.
- Each club must appoint a Club Covid Officer for each event. this person can be a coach if that helps to keep numbers at the event low.
- This person must be contactable and easily recognisable (Hi-vis vest) have a risk assessment and event safety plan.

RI Ref: covdoc6

Rowing Ireland Event Check List

- This document is intended to help event organisers in ensuring they are following the correct process in, planning, delivering and executing a, fun, safe and enjoyable event for all.

Rowing Ireland on behalf of all its members would like to thank all organising committees for running events for our members. These events have been sorely missed over the last number of hard months and we all look forward to doing what we do best, participating.

RI Ref: covdoc7

Rowing Ireland example Covid-19 Related Risk Assessment

- Event organisers and Clubs may have their own risk assessment process in place if so, this is acceptable. This document is a template for clubs and event organisers to help with completing a relevant risk assessment.
- Each event must have a risk assessment and event safety plan.

*Rowing Ireland would like to thank **Sport Northern Ireland** for the initial template that this risk assessment is based on.*