



RI Ref: covdoc4

Event COVID OFFICER

Your event organisation committee should appoint an EVENT COVID OFFICER.

The EVENT COVID OFFICER will be your key resource and central point of contact for all matters COVID-19 for your event.

The EVENT COVID OFFICER will be responsible for liaising with your club members, participating clubs event officer, National Governing Body, parents and volunteers and other relevant stakeholders in relation to your events committee's response to COVID-19.

To assist event committees in appointing the right and most appropriately skilled person for this role, below is a list of the responsibilities for your EVENT COVID OFFICER

EVENT COVID OFFICER Roles and Responsibilities

- Complete the relevant risk assessment documentation by considering the actions set out in risk assessment and implementing (or arranging to implement) relevant considerations in your organisation and documenting justifications for not undertaking particular actions.
- Oversee the development and implementation of the organisation's return to sport arrangements by documenting those arrangements in a [COVID-19 Safety Plan](#).
- The COVID-19 Safety Plan should address:
 - Points of COVID-19 transmission risk;
 - Transmission controls;
 - Hygiene and behaviour requirements;
 - Physical and fitness preparations before a restart; and
 - Education and communication to relevant personnel.
- Advise the organisation committee on the effectiveness of COVID-19 Safety Plan arrangements and seek assistance where required.
- Assist your organisation committee (operationally) to safely run the event.
- Act as the contact point for your organisation's members, event staff and participating clubs and their members – particularly around questions relating the actions your organisation has taken to be COVID Safe – and other relevant stakeholders (including, your National Governing Body, government, public health and other authorities).
- Ensure covdoc1 is completed by all event staff, officials, umpires and host club members.
- Ensure covdoc2 is returned via email before the event by all of the participating clubs.
- Ensure covdoc3 is completed and available before, during and after the event for contact tracing purposes.