

# COVID-19 COMPLIANCE OFFICER: ROLE DESCRIPTION

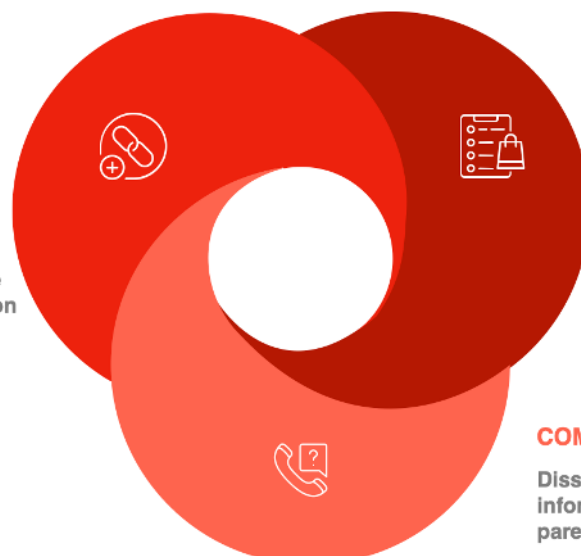
The status of the current COVID-19 pandemic is an ever changing and evolving situation and these guidelines will continue to be adapted, in line with and guided by Welsh Government legislation and Public Health Wales guidelines. Clubs must appoint a Covid-19 Compliance Officer as a main point of contact. We have created a role description for this role, with the main responsibilities being:

- Operate as the point of contact for the club in relation to communication with Welsh Judo.
- Implement and manage the return to judo protocols across the club.
- Disseminate relevant COVID-19 related information to judoka and parents within the club.
- Coordinate the recording of attendees at all training sessions for contact tracing purposes

## COVID-19 COMPLIANCE OFFICER

### POINT OF CONTACT

Act as a point of contact for the club in relation to communication from Welsh Judo



### 6 STEPS TO JUDO

Oversee the implementation of the six steps to return to judo for the club.

### COMMUNICATE

Disseminate COVID-19 related information to members and parents within the club.

# COVID-19 COMPLIANCE OFFICER RESPONSIBILITIES

## Training Venue, Facilities & Equipment

- Coordinate the completion of a COVID-19 Risk Assessment on all club training venues prior to its use.
- Ensure that COVID-19 signage is visible throughout training facilities if club owned or managed. If the facility isn't club owned or managed, ensure that this is coordinated with facility provider.
- Ensure that sanitary facilities are accessible for judoka and coaches.
- Ensure that all club training equipment, including crash-mats, are sanitised before and after every training session.

## Club Training Sessions

- Ensure that government legislation regarding session size and social distance is adhered to within each session
- Ensure that only essential personnel access club training
- Ensure guidance is adhered to by all judoka and coaches when accessing and leaving the dojo.
- Ensure judoka, coaches and parents refrain from congregating at the venue or car park during pick-ups and drop-offs

## Coaches, Judoka & Parents

- Communicate with coaches, judoka and parents ensuring they understand and adhere to their responsibilities
- Keep a record of attendees at all training sessions for contact tracing purposes

## Point of contact

- Regularly liaise with the Club Chairperson and relevant coaches regarding the training sessions
- Act as point of contact for Welsh Judo