

COVIDSafe Officer

(COVID-19) EQUESTRIAN VICTORIA

Version FINALv1.0 27/10/2020



POSITION DESCRIPTION

Reports to: Club Executive Committee or Event Director

Aim: To ensure Equestrian sport remains safe for all members, competitors, officials, volunteers and spectators.

Role: The COVIDSafe Officer is responsible for overseeing the event specific COVIDSafe Checklist & Plan (based on Equestrian Victoria's COVIDSafe Resource).

It is the role of the Organising Committee to develop and implement the COVIDSafe Checklist & Plan.

Extent: This role extends to all activity undertaken by an affiliated Equestrian Victoria Club or Competition. Clubs and Event Organising Committees may appoint one or more COVIDSafe Officers to support a COVIDSafe environment. A COVIDSafe Officer may delegate duties as required.

Tenure: To be appointed per event

BACKGROUND

Equestrian Victoria (EV) requires the appointment of a COVIDSafe Officer at any affiliated EV event to provide a safe experience for participants and their families, volunteers, coaches, officials, spectators and to ensure the safety of the wider community.

SCOPE OF POSITION

The COVIDSafe Officer will oversee the implementation the COVIDSafe Checklist & Plan, developed by the Organising Committee as part of the commitment for a safe return to Equestrian sport.

This role is a dedicated, stand-alone role and not to be associated with any other roles on site.

This role is to be filled by person/s independent of the Organising Committee and or associated club (where possible), to allow for transparency and independence.

While this role oversees the implementation of the COVIDSafe Checklist & Plan, they are not solely responsible for the COVIDSafe Checklist & Plan. All persons on site, particularly club and/or event officials, are required to comply with the COVIDSafe Checklist & Plan.

NOTE: It is not the role of the COVIDSafe Officer to write or develop a COVIDSafe Checklist & Plan, however it would be reasonable to expect the COVIDSafe Officer will have input into the development of the plan.

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DUTIES

COVIDSafe Checklist & Plan

- To attend event(s) and oversee implementation of the COVIDSafe Checklist & Plan.
- Ensure volunteers are in place where required (i.e. gate attendants, toilet cleaners, medical staff, COVIDSafe marshals etc), as outlined in the COVIDSafe Checklist & Plan.

Physical distancing

- Ensure physical distancing is maintained including compliance with the current government density quotient. Note: The COVIDSafe Officer has the authority to request compliance from members and visitors.

Data Collection

- Coordinate (or oversee) the collection of names, contact details, other required information and time of arrival at events.
- Maintain a detailed and secure manifest of all persons on site (for contact tracing purposes if required).

Cleaning & Sanitization

- Coordinate the cleaning schedule of event facilities i.e. toilets and public places as required and appropriate supplies of sanitiser and paper towels are maintained, in accordance with the COVIDSafe Checklist & Plan.

Non-compliance

- Report instances of non-compliance to the Club or Event Director/Organising Committee. It is the Committee's responsibility to address or evict of people who refuse to comply.
- Implement mandatory exclusion, that is, people who are displaying symptoms of sickness must be directed to leave the premises immediately are excluded.

Reporting

- Provide regular feedback and reporting to Organising Committee.
- Attend and contribute to post event debrief.

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REQUIRED SKILLS AND TRAINING

- Strong relationship skills, active listening skills the ability to be diplomatic and fair but firm.
- Must be able to maintain an understanding of the EV COVIDSafe Checklist & Plan and work with the club or event organising committee(s) to provide a COVIDSafe environment.
- Must be thoroughly briefed and familiar with the EV COVIDSafe Resource and ensure it is in place and adhered to.
- Requires a sound understanding and appreciation for COVIDSafe principles and protocols

- Is required to have completed the following courses (and present proof of completion):

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

<https://www.openlearning.com/courses/covid-safe-sport-coach-certification/>

DESIRABLE SKILLS

- Some familiarity with how the sport functions would be an advantage to understanding the comings and goings of people and horses.