

# Covid-19 Officer Roles and Responsibilities

## Introduction

Prior to restarting indoor badminton, Badminton England requires each club, coach or group running an organised session with 6 or more players, to nominate an individual who will take on the role of Covid-19 Officer.

This could be one person overseeing all sessions or it can be undertaken by different people within the club or group.

This individual will be responsible for ensuring that each session is run in line with Badminton England's 'Return to Play' guidelines.

It is recommended that either the Club Welfare Officer or Club Secretary take on this role as they are already familiar with the club's existing health and safety policies and procedures.

Coaches should take on this role for their sessions to ensure that all necessary health and safety procedures are followed during their coaching sessions.

## Roles and responsibilities of the Covid-19 Officer (or coach)

- Be aware of Government guidelines and Covid-19 related safety, hygiene and social distancing protocols – basic training will be available for free through CIMSPA, the sector's professional body and can be found [here](#).
- Work with the Club Committee to ensure each session is compliant with the guidance.
- Ensure all players attending sessions understand the guidelines for the session.
- Complete a Covid-19 [risk assessment](#) for each session.
- Liaise with the session venue to gather information on the venue's Covid-19 guidance to ensure the session adheres to this.
- Ensure the session implements a pre-booking system to manage the number of players attending each session allowing for you to maintain social distancing measures. You cannot allow members to play without them having pre-booked their attendance. Badminton England has made a [booking system](#) available to affiliated clubs at no cost.
- Ensure contact details for all players attending are collected.
- Manage session delivery and movement within the sports hall to ensure that group sizes are not exceeded and social distancing is maintained at all times.

All participants (players, coaches, coordinators) have a responsibility to notify the Covid-19 Officer should they get symptoms of Covid-19. The person with symptoms should seek a test promptly and follow the [NHS Track and Trace](#) procedure.

The Covid-19 Officer should contact everyone who attended that session to advise them that an individual within the group has reported symptoms. If the individual is a coach who has led additional sessions, all participants in these sessions need to be contacted.

The Covid-19 Officer may join in and play at sessions but they must be counted in the total number of people within the sports hall and must also only play in their designated group.

## **Further support and guidance**

These guidelines are accurate at the date of publication but are subject to change in line with government guidance. Keep checking [www.badmintonengland.co.uk](http://www.badmintonengland.co.uk) for the latest version and supporting tools and information