

APPENDIX 1:

COVID-19 CLUB OFFICER - ROLE AND KEY RESPONSIBILITIES

Basketball England are requiring each club to nominate an individual to become the Basketball COVID-19 Officer - details of the individual will need to be provided during team entry/registration process. This individual should have a knowledge of safeguarding, GDPR and be able to access the Basketball England website for further information on this evolving pandemic. It is suggested that the clubs Safeguarding Officer or Club Secretary could undertake this role.

The key roles and responsibilities will include:

- Ensure the club is compliant with Basketball England COVID-19 guidance and current Government guidance (formation of a COVID-19 Committee may help to distribute roles and responsibilities across a club during this re-start phase).
- Responsibility for completing appropriate COVID-19 risk assessments.
- Keeping abreast of developments within the UK and basketball itself to reduce the risk of COVID-19 infection and communicate it to all club members. Sources of information may include:
 - The Basketball England **website**
 - Basketball England's social media outlets
 - FIBA **website**
 - **NHS**
 - UK Government **website**
- Lead on screening of all players and staff for each training session or game, in accordance with the guidelines in this document.
- Upskill other staff or coaches to be able to conduct the screening.
- Responsibility for the collection and appropriate storage of screening forms and attendance forms.
- Responsibility for contact-tracing in relation to the individuals that have been in contact with a suspected case of COVID-19 within the basketball session, once an individual has notified the club that they have been infected with COVID-19.
- Responsibility for directing an individual that has been infected by COVID-19 to report this to the NHS and get a test in order to commence NHS led contact tracing.
- Reporting any current COVID-19 infection to Basketball England via this **form**.