

POSITION DESCRIPTION - CLUB COVID SAFE OFFICER

OVERVIEW

To keep Pony Club safe for participants, members, parents, volunteers, coaches, officials and spectators, and to ensure the safety of the wider community Pony Club Victoria strongly supports the appointment of a Club COVID Safe Officer.

The COVID Safe Officer will be of assistance in implementing a safe return to Pony Club activities.

It is recommended that this role is a ‘stand-alone’ role, however, can be combined with other duties that do not restrict the duties of the COVID Safe Officer.

SCOPE OF POSITION

Aim: To ensure Pony Club remains safe for all members.

Role: The COVID Safe Officer is responsible for implementing the club Return to Riding plan which is based on the PCV Return to Riding template, and to ensure that all the actions outlined are in place prior to an activity commencing.

NOTE: It is not the role of the COVID Safe Officer to write or develop a COVID Return to Riding plan, that is the role of the club committee, however it would be reasonable to expect the COVID Safe Officer will have input into the development of the plan.

Extent: This role extends to all activity undertaken by the club: Rallies, Events, all other riding activity, and all non-riding activities including working bees. The club committee may appoint one or more COVID Safe Officers to ensure a presence at all activity. The COVID Safe Officer can delegate duties as required.

Reports to: Club Executive Committee.

EXPERIENCE REQUIRED

Must be able to maintain an understanding of the club Return to Riding plan as amended from time to time to reflect PCV template plans and state government requirements.

DUTIES:

- To ensure the club COVID Return to Ride plan is in place and updated.
- To attend club activities to monitor the implementation of the COVID Return to Ride plan.
- Ensure volunteers are in place where required ie gate attendants, toilet cleaners etc
- Ensure social distancing is maintained including compliance with density. The COVID Safe Officer has the authority to request compliance from members and visitors.
- Ensure collection of names, contact details and time of arrival.
- Ensure toilets and public places are cleaned as required, and supplies of sanitiser and paper towels are maintained.
- Reporting instances of non-compliance to the committee. Committee is to deal with evictions of people who refuse to comply.
- Implement mandatory exclusion, that is, people who are displaying symptoms of being sick must be directed to leave the premises immediately.

Effective Date: 21/9/2020

Reviewed 21/9/2020