COVID-19 Manager Job Description

Purpose of the Position

The COVID-19 Manager will be the key resource and central point of contact for all matters in relation to COVID-19 for our members. The COVID-19 Manager will be responsible for liaising with Rugby Canada, all our Member Clubs and other relevant stakeholders in relation to Saskatchewan Rugby's response to COVID-19.

Key Responsibilities & Tasks

- Ensure compliance with all Federal, Provincial, Regional and local restrictions and orders related to controlling and eradicating COVID-19.

- Complete the relevant checklists by considering the actions set out in each checklist and implementing or arranging to implement relevant considerations in your organization and documenting justifications for not undertaking particular actions.

- Oversee the development and implementation of the organization's COVID-19 Safety Plan and Enhanced Cleaning Procedures.

- Periodically review the effectiveness of the COVID-19 Safety Plan for your organization and amend, update or improve as necessary.

- When required, effectively implement your COVID-19 Emergency Action Plan

- Act as the contact point for the organization's members, participants and their parents/guardians – particularly around questions relating to return to rugby and the actions taken to be COVID safe.

- Assist the organization operationally to safely increase or add activity through the Provincial Union's Return to Play plan and as permitted by your Provincial government

Pre-requisites

- Certificate in World Rugby COVID-19 Course for Administrators: https://playerwelfare.worldrugby.org/covid-19-courses

- Familiarity with SportLomo registration system