



## Communications Officer

### Responsibilities

- Complete the Kimberley Skating Club (KSC) attendance form. Gather necessary information from all persons entering the arena during the designated skating session. (form located in KSC COVID information binder)
- Ensure there is never more than the maximum allotted people in the arena during the skate. (Maximum numbers are indicated on the attendance sheets)
- Complete and record a verbal health assessment with each person entering the arena during the designated skating session. Health assessment questions are listed in the KSC COVID information binder.
- Ensure 3 metre social distancing is maintained at all times for all parties on and off the ice.
- Monitor and support healthy hygiene practices.
- Collect any skater, parent or volunteer waiver forms.
- May be asked to manage the on ice music for skaters. Clean music device after use.
- Ensure all skaters have left the arena within 15mins following their designated skate time

Please arrive 20 mins before the designated session.

Collect Kimberley Skating Club COVID-19 information binder from the coaches. This binder will have the information required to complete the communications officer responsibilities.

In the KSC information binder you will find:

- The attendance form that needs to be filled out
- The Verbal health assessment questions all parties entering the arena must answer.
- Additional information regarding the policies and procedures KSC has implemented to ensure healthy return to sport.

Personal Protective Equipment (PPE) available in the coaches room:

- Anti-bacterial wipes
- Disposable face masks
- Disposable gloves
- Disinfectant spray
- Disposable towels