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| **JOB TITLE: CLUB SAFETY OFFICER -- TEMPLATE** | **DATE:**  **March 17/21** |
| **JOB DESCRIPTION OVERVIEW:** | |
| The goal of the *Safe Sport Belonging in Bowls* program is to create safe, welcoming, and inclusive lawn bowling club environments where people want to stay and belong.  The Club Safety Officer (CSO) will champion this initiative by engaging with all members to ensure their club experience is safe and provides a sense of inclusion and belonging. | |
| **KEY RESPONSIBILITIES:** | |
| To engage with all members to ensure they are aware of the club's policies and procedures regarding all aspects of Safe Sport. To encourage meaningful feedback from members on ways and means to improve their experience at all levels of participation. | |
| **ROLES AND RESPONSIBILITIES:** | |
| **The Club Safety Officer will:**   * Develop standard communication processes to interact with all members. * Provide information to all members regarding:   - Club policies relevant to safety  - Safe Sport initiatives  - Resources available  - Training opportunities  - COVID-19 Return to Play guidelines as applicable\*  - Club Code of Conduct  - Methods of providing feedback to the club executive   * Ensure that a first aid kit is available * Ensure the Emergency Action Plan is posted and up to date * Other duties as required | |
| **SKILLS REQUIRED:** | |
| * Trained or willing to be trained in all aspects of Safe Sport including *Respect in Sport* * Knowledge of the club's policies * Good communication and people skills * Ability to engage and motivate people * Ability to adopt new programs * A clear PRC screening on record * Experience in the sport of lawn bowling including knowledge of the laws and etiquette | |

\* sample COVID-19 duties attached