

## Return to Water Checklist

This is a template document which should be edited to meet your club's needs

Action	Responsibility	Due Date	Update
Confirm facility opening date	Chairperson or Secretary or Head Coach		
Review Swim Ireland Return to Water Framework and associated support documents	Committee, Coaches & COVID-19 Officers (all)		
Liaise with facility on around pool procedures (will changing rooms be available etc.)	Chairperson/ Secretary/ Head Coach		
Review and agree budget for return to water	Treasurer (with committee)		
Appoint Lead COVID-19 Officer	Committee		
Set up Lead COVID-19 Officer email address	Committee		
Appoint additional COVID-19 Officers	Committee		
Complete Return to Water Risk Assessment	Committee (including Head Coach) & Lead COVID-19 Officer		
Arrange walk through of facility to review measures in place	Chairperson/ Secretary/ Head Coach & COVID-19 Officers (all)		
Ensure Lead COVID-19 Officer and other COVID-19 Officers have completed Swim Ireland training	Committee		

Return to Water training plan	Head Coach		
Agree method for receipt of Declarations and Screening Reports	Committee & Lead COVID-19 Officer		
Issue Return to Water Declarations to Members (including athletes, coaches, volunteers)	Secretary/ Lead COVID-19 Officer		
Issue Updated Codes of Conduct to Members (including athletes, coaches, volunteers)	Secretary/ Lead COVID-19 Officer		
Ensure all Return to Water Declarations have been received in advance of first training session	Lead COVID-19 Officer		
Issue daily Self Screening Report to members	Secretary/ Lead COVID-19 Officer		
Ensure posters placed on club notice board	Lead COVID-19 Officer		
Ensure website updated with relevant information	Secretary/ Lead COVID-19 Officer		
Share Swim Ireland video on pool walk through on club social media	Secretary		
Draft COVID-19 officer rota	Lead COVID-19 Officer		