

## **Macclesfield Harriers**

### **Role Description: Club Welfare Officer (CWO)**

- Ensure that all volunteers interacting with athletes have the appropriate qualifications and maintain them on a database with current DBS and safeguarding courses.
- Promote and understand changes in EA/UKA codes of conduct relating to welfare and ensure as CWO you have attended any relevant courses.
- Ensure that appropriate codes of conduct for athletes and parents are widely publicised.
- Make sure the role of CWO and contact details are made available through the club website.
- Deal effectively, confidentially, and at the lowest level with any issues around poor practice. Be impartial, fair and record in writing any actions that are the outcome of any investigation.
- Liaise as necessary with the EA Welfare Officer if issues cannot be resolved at club level.
- Keep records of accidents and incidents and communicate any necessary changes in practice to reduce reoccurrence.
- Keep the officials of the club up to date as and when necessary.

Bob Lynch & Sue Stockdale, Welfare Officers.

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