



## **THIRSK AND SOWERBY HARRIERS ELECTRONIC TRAINING REGISTER POLICY**

Thirsk and Sowerby Harriers take an electronic register of all attendees, including their emergency contact numbers, at training sessions. Taking of a register is recommended by England Athletics, to support ensuring the safety of members, and is part of TaSH Risk Assessments. The emergency contact numbers are included so that, if required, coaches can get in touch with a members nominated emergency contact.

In order to ensure this is done securely, in line with the TaSH Privacy Notice, the following measures are taken:

1. The register is kept on google sheets (cloud storage with Google complies with current UK data protection legislation), and shared with a limited number of people, all of whom must have password secure smartphones:
  - 1.1 Committee members - in order to add members to the register at the beginning of each training session.
  - 1.2 Coaches - in order to access the emergency contact of a member at the session if needed.
2. Committee members and coaches will carry their phone on their person when outside.
3. When personnel change, access to the google sheet is updated by the membership secretary or secretary.
4. If a member wishes to opt out of having their emergency contact number on the register, this will be noted on the register and they **MUST** be wearing ICE band or have their emergency contact number on their person in order to attend a training session.
5. In addition to being added to the register, anyone attending training as a trial will be directed to a coach, and asked to complete a Physical Activities

Readiness Questionnaire (PAR Q) before commencing the training session.  
The form will be destroyed securely after the training session.