**ORGANISATION NAME HERE**

**Participant Attendance Form**

**Date: Time: Event name:**

**Covid-19 Officer: Age group: Event location:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** | **Forename** | **Contact Number** | **Contact Email** | **Completed** **Pre-Session Health Declaration\*** | **Emergency** **Contact Name** | **Emergency** **Contact Number** | **Attended Event Covid-19 Briefing\*\*** |
|  |  |  |  |  |  |  |  |
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\* This is the on or offline sign-up form which all participants (parents/guardians of U18s) are required to complete prior to each event, confirming they (and their household) do not have Covid-19 symptoms.

\*\* Event Covid-19 Briefing. This is the recommended briefing that the Covid-19 Officer or designated alternate will give prior to each event to each participant. Covers medical, safety, hygiene protocols, equipment sharing, etc. Depending on how your event operates, you may wish to run an initial full Covid-19 briefing with shorter reminders, adapting the table above if required.