



## Recording Attendance and Reporting

Participants who want to take part in hockey activities must sign a Participant Agreement available through the England Hockey website [here](#).

In addition attendance registers are required after every hockey sessions which must capture the following information:

Participants name  
Location  
Date  
Match / Training Session Times

This Information needs to be emailed to England Hockey Track and Trace **within 24 hours** of the session, therefore needs to be submitted to the WHC Covid Officer as soon as possible after the session.

The following persons are responsible for providing this information to the clubs Covid Officer:

Junior Training / Games - Age Group Manager  
Junior Performance Sessions - Coach  
Adult Training - Coach or Team Captain  
Adult Games - Team Captain

The attendance registers will be destroyed after 21 days in line with Data Protection legislations.

[Click here](#) to access the Attendance Register Template. Please ensure that you create a copy of this template before completing it.