



Club Membership and Emergency Contacts Form

Sports Clubs must have a suitable membership and emergency contacts form that all members complete when signing up to a club. This will enable you to have the correct information about the new member, and also ensure the person is signing up to your club rules and regulations.

The form should follow a similar structure to the one provided below. Clubs should include any other relevant information on their form, such as experience, discipline, event category, and so on. Please be aware of your obligations under data protection legislation when collecting information.

Personal Details

First Name
Given Name
Last Name
Date of Birth
Age
Email
Telephone Number
UK Address
College
College Tutor

Emergency Contacts

Name
Telephone Number

Medical Conditions

Members should be required to disclose any health conditions or allergies that the club should be taking into consideration (for example, if the member has an EpiPen). Please note the GDPR consent requirements when collecting health information (see [Data@Sport](mailto>Data@Sport) for more information).

Club Specific Information

Examples:

Type of membership
Sport experience
Event category
NGB affiliation
Weight category

Data Protection

This section must relate to your club's privacy policy and explicitly require consent where required.

For help with how to construct this section, please refer to the **Data@Sport** guidance document. Clubs may also request support from the Sports Service to ensure that your data protection information is fit for purpose.

Declaration

Members should sign the form which confirms their agreement to abide by the Club policies (e.g. constitution, code of conduct, safety etc.). This will vary from club to club depending on the nature of the sport.