



## Clubmark Resource: Training Attendance Record

### What is this?

- This is a record that can be used for keeping attendance of children at training and/or matches

### Why is it important?

- Your club has responsibility for children under your care during training and matches. This record allows you to keep essential information about those children when they are in your care during training and matches. This includes items such as emergency contact details and medical information.
- This record is also a simple way to track whether children are attending training or matches throughout the season. Monitoring attendance over time can provide extremely useful information to the club.

### How can it be used?

- The record should be updated for all children signed up as members to your club each season
- It should be then passed to the coach who is in charge of each group
- The coach should be asked to keep attendance each week at training and/or matches
- Non-attendance and particularly any patterns that emerge with regard to non-attendance should be monitored and discussed with the Club Children's Officer

*Thanks go to the following for permission to reproduce and adapt original Clubmark documents to which Hockey Ireland is very grateful:  
Ulster Hockey Union  
Sport NI*





### Training Attendance Record

Name(s) of Coach(es): Venue:

Team/Age Group:

#### PERFORMER/PARTICIPANT DETAILS

PARTICIPANT NAME	IMPORTANT MEDICAL INFORMATION	EMERGENCY CONTACT DETAILS	RELATIONSHIP TO PARTICIPANT	CONTACT NUMBER	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
1														
2.														
3.														
4.														
5.														





6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														
14.														

**Note: Non-attendance and particularly any patterns that emerge with regard to non-attendance should be monitored and discussed with the Club Children's Officer**

