**Test & Trace – Legal Requirement for running an event or activity**

Alongside the social-distancing and event management protocol contained in the [Covid-19 risk assessment](http://www.thesubath.com/pageassets/health-and-safety/2020-09-11-COVID-19-Risk-Assessment-1.pdf) , to comply with COVID legislation you **must** ensure that you collect the name and contact number of everyone attending your activity (including organisers and staff). **This is a requirement in law and must happen for every events or activity that you run**.

The easiest way to do this is to create a signup list via thesubath.com admin tools.

For any in-person activities, please follow this procedure:

1. Log into your account on thesubath.com.
2. Go to “Account” in the top right of your screen and then go to admin tools. Here you’ll see a menu and an option for “Signups”.



1. Follow the link for Signups.
2. Click “Add new signup”.
3. Fill in the information for your activity and save. The number of available places allowed will be based on either the allowed room capacity or the National Governing Body (NGB) capacity. You must apply whichever is the smallest number. Committee members, coaches and assistants etc will need to complete signups too and be accounted for within the limits of room capacity.
4. Add the text “{signups}“ in your content tab of your SU page. If you need any help with this, please let us know.
5. Only in exceptional circumstances, for example the on-line sign-up process is unavailable, should hard copies be used. In this case please record the following details of **all** those present and send the information to (insert area email)
	1. Name / library card number
	2. Contact phone number

Within the email please confirm the session details too (Group name, venue, start/finish time)

You may also be required to sign in via an additional Test & Trace app when using certain venues too.

All participants must share this information or they will not be able to attend the event or activity. This information will be stored for 21 days after the activity has taken place.