

Registration Form (Form 1 of 3)



SECTION B: DATA SHARING WITH ENGLAND ATHLETICS

When you become a member of or renew your membership with Bognor Regis Tone Zone Runners you will automatically be registered as a member of England Athletics (EA). We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called myAthletics). England Athletics will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings).

If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org.

If you terminate your membership or are expelled from the club for breaking its or the S.E.A.A. rules within any period of the annual membership, there shall be no pro rata refund available against membership fees already paid.

SECTION C: CLUB PRIVACY STATEMENT

Bognor Regis Tone Zoe Runners (The Club) take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full privacy notice carefully (**attached at the end of this form**) to see how The Club will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access.

Your email address will only be used for communicating club activities to you. It is not knowingly shared or sold onto third parties.

SECTION D: ATHLETE AGREEMENT

"I wish to join the Bognor Regis Tone Zone Runners and agree to abide by the rules of S.E.A.A and the club (available on the club website [HERE](#) or by request). I declare that to the best of my knowledge I know no reason why I should not participate in the physical activities of the club. I take part entirely at my own risk and waive any legal recourse for damage to property or personal injury arising from my participation".

By returning this completed form, I confirm that I have read and understood the privacy statement and how data will be used and shared and am willing to abide by the club code of conduct for athletes.

Signature	
Print Name	
Date	

PAR-Q Form (Form 2 of 3)

On completion please present this form to the membership secretary with the following completed forms:

- Registration Form (Form 1 of 3)
- Vest Order Form (Form 3 of 3)

We want your time with us to be safe and enjoyable. To ensure you are in an appropriate state of health to start a programme of running with us you must complete this questionnaire.

If you answered **YES** to any of the questions you must consult your doctor to ensure it is safe for you to start a programme of running with us. This must be done before we can accept your membership.

If you honestly answered **NO** to all the questions we can all be reasonably confident that it is safe for you to undertake a programme of running with us.

If your health changes at anytime so that you would then answer a **YES** to any of the questions, you must cease training with us immediately and consult your doctor.

	YES	NO
Has your doctor ever said that you have a heart condition and that you should only do activity recommended by a doctor?	<input type="checkbox"/>	<input type="checkbox"/>
When you do physical activity do you ever feel pain in your chest?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ever have pain in your chest when not doing physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever felt faint or had spells of dizziness?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any joint or bone problems that could be made worse by a change in your physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever suffered from high blood pressure?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently on any medication that could effect your health by a change in your physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
Are you pregnant or have you had a baby in the last six months?	<input type="checkbox"/>	<input type="checkbox"/>
Are you over 69 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know any reason why you should not exercise or increase your physical activity?	<input type="checkbox"/>	<input type="checkbox"/>

"I have completed the above questions honestly and to the best of my knowledge. I accept that I undertake any activities with Bognor Regis Tone Zone Runners at my own risk. If I have answered YES to any of the questions I have consulted my doctor and gained their agreement to me undertaking a programme of running. If my health changes at anytime so that I would answer YES to any of the above questions, I will cease running and consult my doctor as to whether it is safe for me to continue running".

I consent to my special category personal data provided to be shared with coaches for the purposes of the delivery of my safe participation in club activities. This data will not be shared or processed for any other purpose.

SIGNED:	DATE:
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Vest Order Form (Form 3 of 3)

On completion please present this form to the membership secretary with the following completed forms:

- Registration Form (Form 1 of 3)
- PAR-Q (Form 2 of 3)

Please print in block capitals

Surname:

First Name(s):

Please tick in the box appropriate to your required vest size

Men's Vests

- Small: Up to 38-inch chest
- Medium: Up to 40-inch chest
- Large: Up to 44-inch chest
- Extra Large: Up to 46-inch chest

Ladies Vests

- Size 8: Up to 33" bust
- Size 10: Up to 34" bust
- Size 12: Up to 35" bust
- Size 14: Up to 37" bust
- Size 16: Up to 39" bust
- Size 18: Up to 41" bust

Delivery:

We carry a limited number of both men's and ladies' vests in stock, so it may be possible you may have to wait a short period of time until a new order is placed should we not have your size in stock.

Athlete Code of Conduct

Codes of Conduct

Code of Conduct for Athletes¹

Reviewed Sept 2016

As a responsible athlete you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the yourself and other athletes
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Inform your coach of any other coaching that you are seeking or receiving
- Always thank the coaches and officials who enable you to participate in athletics

As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

In addition, athletes, especially young athletes and vulnerable adults, should follow these guidelines on safe participation in athletics

- Notify a responsible adult if you have to go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to athletics such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible

Privacy Policy

Bognor Regis Tone Zone Runners (**Club**) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Bognor Regis Tone Zone Runners is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (**Athletics Data**). We may also ask for relevant health information.

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with facility providers to manage access to the track or check delivery standards.

For reporting purposes

- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activities and news;
- publishing of race and competition results.

Marketing and communications (where separate consent is provided)

- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose(s) of (e.g. fitness/ health checks or passing health data to coaches to allow the safe running of training sessions) - We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at the Beginners Course). This information will be stored for 4 weeks [after an event] and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages:

- Facebook
- Twitter
- Instagram

All members are free to join (or follow) these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Privacy Policy

Who we share your personal data with

When you become a member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.