

Attendance Procedure

Aim

The aim of this procedure is to ensure that our members receive a consistent and fair approach to their attendance at any coached LincsQuad Session.

Area

This procedure applies to any volunteer, supporting role, coach or committee member who is required to register members' attendance at any coached Lincsquad session. For this purpose of this document will be referred to as the registrar.

Definition

Coached Lincsquad sessions are:

Monday Run Session
Tuesday Swim Session

Saturday Cycle Session
Sunday Spin Session

Sunday Swim Session

Procedure

1. Attendance at every session which is defined as coached session requires the member to book into the session at least one hour before via Lincsquad's online entry system.
2. On attendance the member is required to sign into the session and provide their up to date membership card.
3. On leaving the session the member is required to sign out of the session.

Taster Sessions

Any potential member can attend a taster session which is normally booked on via the Membership Secretary onto the online entry system, which will show if this is their first or second session. The member will bring the cash and give this to the registrar. Any potential member who has not booked prior with the Membership Secretary can attend and will be added onto the sign in and sign out sheet, the registrar will contact the Membership Secretary, or the Coaching Secretary after the session to have the potential member recorded onto the online entry system. Either Secretary will need to contact the Treasurer to expect Cash

Exceptions

It is recognised that on occasions, members may not be able to book onto the online entry system, as a club we do not want to unnecessarily turn any member away. However, we need to ensure that there is consistent approach throughout for all members regardless of who the registrar is.

Therefore, when a member turns up without booking in for the first time, please accept their entry and enquire if they need support in getting booked in. If no support is needed, please remind them to book in next time.

If the member attends the following week and has not booked in again remind them to book in next time as if they attend for a third time without booking in, they will not be allowed to attend which would be uncomfortable for both sides.

If a member requires support, then please contact the Membership Secretary which the relevant information so that the member can be supported.

If a member repeats not booking in later in the year, please chat with them further repeating the steps, there could be personal circumstances which is causing this behaviour, so as a club, we would like to offer support where we can, if appropriate. Please contact a member of committee to inform

If a club volunteer is carrying out work for the club prior to a session but has not booked on as unaware that they would make it in time, then as a club we should support them attending without booking in.

At all times please ensure that the Coaching Secretary or the Membership Secretary is informed to update RiderHQ

Cash Handling

Any cash that is left with the registrar, needs to be handed to the Treasurer along with a note stating

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|---------------------------------|--|----------------------|
| 1. The date the money was given | 2. Which member/potential members it was for | 4. Reason for cash |
| | 3. Which session | 5. Name of Registrar |

The cash needs to be given to the Treasurer within 7 days of receipt. If you can not give to the Treasurer direct please give to another member of the committee or arrange to transfer the money.

