



## Completing Your Return to Training Attestations and Waivers

Athletics Alberta understands all of our members are eager to begin a safe return to training process and we are pleased to confirm that the Club acknowledgements, and Individual Membership Waivers will be distributed TODAY (Thursday, June 17, 2020).

For those not comfortable with using trackie or would like to see a live video session on how to do things please attend our Zoom meeting hosted by myself and Andrew Cameron Friday June 19<sup>th</sup>, 11:00am MST. Click this link to join/ register:

<https://us02web.zoom.us/j/84420771824?pwd=Um1ZbDlxWWJUZi92eHo0b3A5Mk9Jdz09>

AA members are reminded that they all must have read and understand the National & Provincial Back on Track Guidelines, [Click Here to be redirected](#).

In addition to the waivers via Trackie each member must complete the [AA attestation](#), and submit it to their club PRIOR TO RETURNING TO ACTIVITY. Weekly the club can upload waivers and tracking/check-in lists to [AA via this link](#).

The following will outline step-by-step instructions for completing the requirements needed to return to training.

### Club Administrators

**Step 1 - You will receive an email from Trackie with a link to the acknowledgement digital waiver.**

- You can also log directly into your Trackie.me dashboard
- Immediately upon logging in, you will be directed to the club acknowledgement form.
- As the Club Administrator you must agree to the club acknowledgement and provide a digital signature. By submitting this form, you are agreeing that your club in its entirety will comply with the return to training guidelines.
- You will receive a confirmation email shortly after completing the club attestation form.

**Step 2 - Once the club administrator has completed the club acknowledgement form, an email will automatically be sent to all members of your club containing a personalized link to the acknowledgment and assumption of risk waiver. Each waiver is specific to the person.**

- If any member has a club email address registered to their Trackie account or membership information, the person in charge of the club account will need to forward the personalized email to each individual as necessary, or if a member submits a print waiver to you – clubs can accept printed waivers and upload said specific waiver to a members profile
- Athletes require the **unique link to their individual form**.



Step 3 - Should, for some reason, one of your members not receive an email with their personalized link, **CLUB ADMIN's** can also view individual profiles, and obtain the participants link. From there, you can distribute their link directly through alternate communication channels.

- You will be able to see the members of your club that have completed their risk assessment waiver in your club dashboard. Members who have yet to complete their waiver will be highlighted in yellow, and will have a notice to the left of their name stating "risk assessment waiver not completed".
- You can also keep track of waiver completions by accessing the "assumption of risk waiver" menu tab on the left-hand side of your dashboard.

**CLUB MEMBERS WHO HAVE NOT COMPLETED THEIR WAIVER, SHOULD NOT BE ALLOWED TO TRAIN WITH YOUR CLUB.**

#### Individual Members

Step 1 - Once you have received and accessed your individual Trackie link, you or your parent/guardian will need to thoroughly read through the sections of the waiver and agree as appropriate. You will be asked to provide a digital signature as the last acknowledgment of the waiver.

#### Club Members

- When completing your digital signature, please ensure the correct spelling of your name, and that name you are signing with corresponds directly with the name on your Trackie account or membership information (ie. Do not use a nickname, abbreviation, or initials).
- No link? Please contact your club administrator or coach to ensure they have completed all previous requirements.

#### Unattached Athletes

- When completing your digital signature, please ensure the correct spelling of your name, and that name you are signing with corresponds directly with the name on your Trackie account or membership information (ie. **Do not use a nickname, abbreviation, or initials**).
- No link? Please contact Athletics Alberta at [info@athleticsAlberta.com](mailto:info@athleticsAlberta.com).

NOTE: As this is happening all at once please allow us 24-48 hours to respond to inquiries before anyone sends a follow-up.