Manager Registration & Membership Services

Report to the BC Athletics 2020 Annual General Meeting

2020 BC Athletics Membership Data

The membership stats reports will be available after this membership year has ended and will be posted on the BC Athletics website.

2020 BC Athletics Members renewing for 2021 Memberships

All 2020 members will be eligible for a 25% discount on their 2021 BC Athletics membership. We are currently working out detail with Trackie so that 2020 members will be able to apply the discount when renewing. Members will be able to renew beginning September 1, 2020.

Member Information needs to be kept current

With the onset of the COVID19 pandemic we realized just how important it is to have correct, up to date information for each and every individual BC Athletics member. With the need to suspend all memberships pending the completion of the COVID19 Assumption of Risk Waiver and Questionnaire it is crucial that the correct information is listed for each member. Current and up to date information is critical to COVID19 tracking should the need arise.

Member contact information should be <u>reviewed and corrected if needed by club registrars each year</u> at the time the member signs up. Registrars must ensure that information is carefully entered on Trackie.me with attention given to the members' contact information:

- Telephone numbers list all numbers in the case of younger athletes list a parent's number
- Email address must be the individuals' personal email address or in the case of younger athletes the parents'
 personal email address. Be sure to list a second email address if it is available. This could be a parent's email
 address
- Address list the address where the member is currently living

Access to Trackie.me

The only people permitted to access Trackie.me are those who have a Trackie.me waiver on file with the BC Athletics office each year. Once access is received it must be kept to the individual permitted. It is not to be shared with anyone else or used by anyone else in the club.

Club Contact Information

Please indicate your Club President and Club Registrars contact information using the <u>Club Presidents</u> <u>Contact Information form</u>. This form is used by BC Athletics to quickly get information out in the case of situations like COVID19. Keep the information up to date at all times to avoid missing important information.

Clubs must make sure that all club executives are correctly listed on Trackie.me and that the information is kept current. This is needed should BC Athletics need to contact the club and/or send out important information. Registrars must complete this information when the club is renewed each year and make sure it remains current throughout the

year. If the club executive changes mid-year the corrections can be made on Trackie.me by choosing Settings/Edit Information.

Trackie.me Update

At the moment Trackie is focused on COVID19 requirements across all provinces. We are constantly working with Trackie and Athletics Canada to improve the database and allow for more functions. This includes better reporting and easier ways to accommodate existing functions such as 2nd Claim Club Status and Club Transfers. We also need to see easier inter-provincial information such as branch transfers. Input from club registrars is always welcome. If you have something you would like see addressed with Trackie.me please contact me directly.

Club Renewal – 2021

Clubs will be able to begin the renewal process for the 2021 membership year as of September 1st, 2020. Both Individual memberships and club memberships can be renewed. Clubs are encouraged to renew their membership on Trackie.me prior to the end of the year. In an effort to make sure that all membership benefits including insurance remain uninterrupted and are in place as of January 1, 2021:

- 1. Renew the club membership on Trackie.me and pay the club fee.
- 2. Make sure all membership invoices for 2020 on Trackie.me are paid
- 3. Make sure all invoices sent directly by BC Athletics are paid
- 4. Make sure the club has a minimum of 5 2021 members.
- 5. Make sure that everyone who will be active in the club as of January 1, 2021 has their 2021 membership in place.
- 6. Make sure all 2021 Associate memberships for club executives are in place prior to the end of the year.
- 7. Get Trackie.me Access Waivers in for everyone needing access to Trackie.me in 2021

This information and all links for renewal will be available on the website beginning September 1st.

A big thanks to all of the club administrators and registrars who work all year to make sure their clubs run smoothly. This work is done 24/7 and often times goes unnoticed but I see it every day and appreciate the time and effort they put in.

Respectfully submitted

Sam Collier