

2022 BC Athletics Membership Information Townhall

Wednesday, Feb., 23, 2022 - 7:00PM

Agenda

1. Introduction

- a. Brian McC Calder
- b. Sam Collier

2. Additions to the Agenda

- a. **COVID Waivers are no longer required** to complete memberships. All memberships are now valid and active when entered on Trackie.me.

- b. The current waivers and acknowledgement of risk included on the membership form are in the process of being updated. Registrars will be sent the new wording on the waivers when they are finalized. All memberships require the waivers to be signed. The current waivers are:
 - i. BC Amateur Athletics Association Sport Safety/Acknowledgement of Risk
 - ii. BC Athletics Privacy Policy
 - iii. Canadian Anti-Doping Program (CADP)

2.b – Current waiver;

- It may also include (if approved by legal counsel and the Brd of Directors) a waiver relative to:
 - Public Health Guidelines and Safe Sport – see attached for the document sent to legal counsel.

3. Criminal Records Checks:

- a. Registered Societies are eligible to take part in the [on-line CRC portal](#) on the Gov't of BC website. Clubs can provide a link to their members to get their CRC done online.

- b. Clubs not eligible to set up CRC's online must provide a letter on club letterhead for their members to present when getting their CRC done in person. The BC Athletics office can provide a template for the letter. Or, club members can contact the BC Athletics office using the request form on the website for a link.

- c. All Official, Associate and Coach members must have a current CRC including a Vulnerable Sector check in place at all times.

- d. The CRC date must be entered on the individual's membership on Trackie.me in order for it to be considered in place.
- e. Members applying for their first CRC are given 2 months from the date their membership is taken out to get the CRC completed and the date entered on Trackie.me
- f. Members renewing CRC's must have the new one in place and noted on Trackie.me prior to the end of the expiring CRC
- g. Trackie.me will be set up to automatically suspend any member who is required to have a CRC but doesn't currently show one in place or has exceeded the 2 month grace period on Trackie.me. Suspension will be in place until a CRC is done.
- h. BC Athletics is currently considering moving the responsibility for CRC to the BC Athletics office.

4. Insurance:

- a. Insurance provided through club membership and individual membership runs from 1/1 to 12/31 each year
- b. ***Insurance is in place provided all the rules of the association are being met.*** The Constitution & Bylaws and Policies can be found in the Governance section on the website.
- c. Insurance for sanctioned events is done through the sanction application for the event.
- d. Insurance Certificates required by facilities clubs use for training, meetings etc. is requested through the Request for a Certificate of Insurance form on the website.
- e. The BC Athletics insurance policy runs from 8/14 to 8/14 each year so any certificates requested will be valid up to August 14th in the year. If a certificate for a date later in the year is needed it will have to be requested separately.
- f. A copy of the [Master Certificate](#) is available on the website in the Governance section. All BC Athletics affiliated clubs are listed on the Master Certificate along with the Cities, School Districts, and Facilities named as additional insureds. In many cases facilities will accept a copy of the Master Certificate. If they won't then please request a COI using the [Request for a Certificate of Insurance form](#) on the website. This list is updated throughout the year as clubs renew or new clubs join and as additional insureds are added.

- g. Social gatherings have in previous years, been included in the Liability Insurance for Clubs. BC Athletics has asked SBC Insurance for clarification and will advise clubs when it's been received.

Social gatherings are covered under the policy. BC Athletics should be notified with the details – date/time/place etc. and we will come up with an on-line form that can be used for that purpose

5. Trackie.me:

a. Access requirements:

- i. Clubs must register their member(s) who are approved to have access to the Club's membership database on Trackie.me. [See info/form](#)
- ii. Anyone receiving access to Trackie.me must have an Associate membership in place.
- iii. Access will no longer need to be renewed each year for those who are continuing as the Club Registrar or have been granted access.
- iv. Clubs must manage / remove those Club members who are no longer responsible for registering members on Trackie.me.
- v. Once access has been set up it will be the club's responsibility to keep track of their members who have access and update that information on Trackie.me
- vi. Trackie.me will be re-launched at some point his year. You will be advised when further information is available.

b. On-line Club Registration:

- i. Clubs can set up a membership registration site through Trackie.Reg
- ii. The registration site is set up so club membership fees are automatically sent to the club and the BC Athletics portion of the membership fees is sent to BC Athletics automatically at the end of each month.
- iii. For information on getting your club set up please contact Trackie – Adam Stacy – adam@trackie.com.

6. Individual Memberships

- a. All Athletes, Coaches, Officials and club executive members must have a BC Athletics membership in place.
- b. Others with a recognized responsibility/position in the club such as Club Managers, Equipment Managers etc should have a membership in place as well.
- c. All membership types held for a member must be indicated on Trackie.me to make sure insurance for all participation is in place. Members with multiple membership types pay the highest fee over all types applied for.

- d. Everyone must complete a BC Athletics membership application and sign off on all waivers included each year. Club registrars can not enter a membership or renew it on Trackie.me if the member hasn't signed all of the waivers included. By setting up club registration on Trackie.Reg., this can be easily done. If the club pays for some of their members BCA memberships a by-pass code can be set up for the online form so they are not required to pay.
- e. Criminal Records Checks must be in place for those who require them at all times.
- f. [2nd Claim Club Memberships](#) – must be registered with the BC Athletics office. At the present time Trackie.me is not set up so 2nd claim members will show in the 2nd claim club roster. We are hoping that will be one of the improvements to TrackieOne when it is launched later this year. Until that is set up clubs should keep a list of 2nd claim members to use if needed.
- g. [Club Transfers](#) are required for individuals transferring to another club once they have formally signed up with a club for the year. A Club Transfer form must be completed and submitted to the BC Athletics office.
- h. Once the membership year is over individuals can sign up with a different club or as Unattached in the new year. A Club transfer are not required.
- i. Out of Province Athletes (Athletics Canada members) participating in a BC Athletics club:
 - 1. Make sure they have a current membership with their home province. Use the [Membership Lookup](#) link on the BCA Website to make sure a membership is in place.
 - 2. Out of Province athlete members who are with another province need to arrange with their AC Branch Insurance Co. to add as additional insureds:
 - a. BC Athletics
 - b. The BC Athletics club they are training with
 - c. The owner of the facility they will be training at if necessary
- j. **Membership invoices created on Trackie.me are due no later than 1 month from the date they are created.** Membership invoices can be paid:
 - i. Online through Trackie.me
 - ii. By setting up automatic payment with the BC Athletics office
 - iii. By Cheque or Money order
- k. Clubs wishing to set up a tryout period for new members should have the individual take out a Training membership. The fee is not excessive and will meet the requirements for club insurance to be in place and individual insurance for the

prospective member. Should the individual decide to join the club they can upgrade the Training fee to another membership if they wish.

- I. BC Athletics posts [membership lists](#) updated every Friday. The lists are used by BC Athletics sanctioned events to verify membership and membership numbers. Events can also contact the BC Athletics office for a download of members that can be used with both Hy-Tek and MeetPro. [BCA Membership Database Download Request Form](#)

7. Club Memberships:

- a. Club memberships are renewed annually.
- b. To ensure the club membership is in place on January 1st make sure it is renewed prior to December 31st. Both Individual and club memberships can be renewed for the next membership year as of September 1st.
- c. Members of your club who will be active in the club as of January 1st (club board, managers, athletes, coaches etc.) should renew their membership for the next year prior to December 31st.
- d. A Club Audit of information about the club – i.e. programs, age groups, location, training venue, etc. is planned for this spring and summer and will most likely be handled by the Summer Student. Please ensure that all club information and contacts entered on Trackie.me is up to date.
- e. [Resources for Club Development](#) including a Self Assessing questionnaire are available on the BC Athletics website in the Resources section/Club Development

8. **Questions?** If we don't have time for all questions and clubs would like to schedule another online meeting we can do that. Sam can also set up individual online meetings with club registrars if that is needed.