



Completing Your Return to Training Attestations and Waivers

Athletics Ontario understands all of our members are eager to begin a safe return to training process. As we have stated in our [Ontario-Specific Addendum](#), before this process can begin, all AO members must ensure they have read and understand the [National Back on Track Guidelines](#) Released on May 28,2020. To provide confirmation, all members must complete the attestation or waiver pertaining to assumption of risk, as applicable. The following will outline step-by-step instructions for completing the requirements needed to return to training.

Club Administrators

Step 1) Log into your [Trackie.me](#) dashboard.

Immediately upon logging in, you will be directed to the club attestation form. You must agree to the club attestation 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 attestation form, an email will automatically be sent to all members of your club containing a personalized link to the acknowledgment and assumption of risk waivers.

- 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.
- Athletes do not need to have or create a Trackie account to access their waiver, they only require the unique link to their individual form.

Step 3) 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. Should, for some reason, one of your members not receive an email with their personalized link, you can also use this menu item to view individual profiles, and obtain the participants link. From there, you can distribute their link directly through alternate communication channels.

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).
- If you do not receive a link, please contact your club administrator or coach to ensure they have completed all previous requirements.

Unattached Athletes

- For unattached members, if you do not receive a link, please contact Anthony Biggar at anthonybiggar@athleticsontario.ca.

Unattached Coaches

Step 1) You will receive an email containing your individual Trackie link to the attestation and waiver simultaneously. You will need to thoroughly read through the sections of the attestation and waiver and agree as appropriate. You will be asked to provide a digital signature as acknowledgment for both the attestation and waiver.

- To confirm the status of your athlete's waivers, please contact Anthony Biggar at anthonybiggar@athleticsontario.ca.