

NOTIFICATION OF RISK / PIPA

FREQUENTLY ASKED QUESTIONS

Why do participants need both forms? Notification of Risk is an acknowledgement of risk and liability associated with participation in an activity. PIPA involves the collection, use and storage of personal information.

Who needs to fill out a Notification of Risk form and PIPA form? Everyone participating in anything in your gymnastics club. Example: parent volunteers, board members, coaches, class participants, user groups participating in your classes.

Do I have to get these forms signed every year? PIPA needs to be completed every AGF year. Once a Notification of Risk form is signed, a new one will need to be signed again if any changes occur. Example: GFA to Developmental, Drop-In to GFA.

When do I need to get a new Notification of Risk form signed? Any time there is a change in their level of risk associated with their participation. Example: GFA to Developmental, Drop-In to GFA.

What if my parents do not want to fill in the form? Their child cannot participate in the class.

What if the parent dropped off the child and we didn't get the form? The child cannot participate until you have received the signed forms.

If the child's friend/grandparent/nanny comes with them are they able to sign the forms? No, unless they are a legal guardian, and proof for guardianship can be provided.

When do the forms need to be in by? Before they participate in the class. They are not able to participate if you do not receive a form in hand prior to the start of class.

Does AGF need a copy? No, AGF does not need a copy of the Notification of Risk form. AGF will need only the declined forms of anyone who does not give permission on the PIPA form.

What if they say no to PIPA? That is fine. It must be recorded, and the club is responsible to notify AGF.

Do we have to get everyone at the Birthday Party to fill out a Notification of Risk and PIPA Form? Yes, everyone participating in the Birthday Party needs to complete both forms, including parents/guardians in the gym.

What do I do with the forms when I get them? You will be able to scan them into Document Genius for the 2018-2019 year. In the mean time you can scan into a safe location or keep the originals in a safe and secure location.

Can I keep scanned copies or do I have to keep the originals? Yes, scanned are acceptable. Please make sure the originals are destroyed properly as they contain confidential information.

How long do I have to keep them? For Notification of Risk - legal recommends that Clubs should retain all waivers, acknowledgements of risk and similar documents (PIPA excluded) **until all athletes are 29 years old** in order to account for the ultimate 10-year limitation period in addition to the one-year service deadline and any one over the age of 18 you are required to keep for 10 years. For PIPA – You must keep the forms as long as you are utilizing and or storing the participant's information, images, Notification of Risk forms.

Can they just click “I Agree” or “I Accept” on a registration site and/or website? No, the agreement’s enforceability may be weakened if it was signed by clicking “I Agree” on the registration site and/or website since their identity cannot be verified by a witness. Signing the Notification of Risk remotely increases the likelihood that a participant may not fully understand the implications of the waiver, leading to serious questions of enforceability if the waiver is ever disputed.

Can it be filled online? Yes, but they must be printed, signed and handed in on the first day of class, in person.

Can we use our own form? No

Can we modify the forms? No

Can we join the forms together into one document? No

Can the person who signed the form, witness their own form? No

Do they have to sign it in front of me? No

Can I be their witness? Yes

Do the parents in my parent and tot class need to sign the form too? Yes

What about bring a friend day? Do they need to sign the forms too? Yes

Do school groups need these forms? Yes

Can someone else sign for a group of children? No, each child needs their own form signed by their legal guardian.

Do our waivers cover our field trips to other establishments? No

Will my participants have to sign other waivers? Yes, if you are going offsite to other facilities and events.

Do I need to get my Drop-in participants to fill it out every time? No, they just need it once per AGF year.

If they have signed the form for a GFA class do they need another signed for Drop-in?
Yes

If they have signed the form for a GFA class do they need another signed for Birthday Parties? Yes

If the athlete comes from another AGF member club do they need to fill out the form again? Yes

Do I need to get my athlete who is upgrading to sign a new waiver? Yes

Where can I find the current version? At <https://abgym.ab.ca/Membership/Membership> scroll to mid page.

Who can I contact if I have more questions? The AGF office, toll free phone: 1.800.665.1010 or 403.259.5500