



RISK MANAGEMENT PROCESSES AUDIT

HANDLING OF DIGITAL AGREEMENTS

YES NO

Do you have a system that calculates the age and location of an athlete, as of at signing, to determine age of majority for the relevant province?

Do scenarios exist where the person being registered is an adult, but is being registered by someone else (e.g. family membership)?

Does your system allow the financial transaction to be completed, but holds membership in a pending state until all necessary agreements are signed?

Can you prove the exact content of an agreement that was agreed to, at the time of the signing (e.g. screenshots at every signing)?

Does your organization have easy and direct access to copies and proof of these digital agreements?

Do you have ability to support multiple languages for your digital agreements and waivers?

COACH & OFFICIAL TRACKING

YES NO

Does your organization display a list of approved coaches and officials in real-time?

Do you provide digital or printed memberships cards for accreditation?

Does your organization collect and track continuous education records/points?

Do you have triggered notifications when valid-to/ expiry dates near that would change the status of an official or coach?

SPACE FOR NOTES FROM DISCUSSION