



ACA Course Management System
Release Bulletin No. 3 – Liability Waivers
March 1, 2021

This bulletin covers the recently revised Course Management System (CMS) process for supporting ACA liability waivers. The revised process allows course participants to play a greater role in ensuring that liability waivers are provided where and when appropriate. It also supports liability waivers that can be effective over a 12 month period and cover multiple courses.

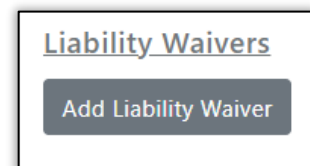
Highlights

- Allows members to sign liability waivers online, within the CMS, with durations equal to 12 months from the date of signing.
- Allows non-members to sign liability waivers online (with the assistance of a course lead), within the CMS, that cover the duration of a course.
- Supports online, CMS enabled, waivers for adults and minor.
- Continues to support the existing uploading process for signed paper liability waivers.
- Saves annual liability waivers for members on the member’s CMS credentials page.
- Saves course liability waivers for non-members with the applicable course roster.
- Displays a member’s liability waiver status as an icon on course rosters.
- Provides course leads with the ability to view completed liability waivers that are linked to course rosters.
- Sends alerts to member Dashboards when a signed liability waiver is required and not yet completed.

For purposes of this bulletin, “annual” liability waivers are those not tied to a specific course. Annual liability waivers are active for 12 months from the date of signing. “Course” liability waivers are linked to specific courses and expire at midnight on the last day of a course.

Note: Liability waivers for Paddle America Club (PAC) events are not supported by this process.

Annual Liability Waivers – Members can sign “annual” liability waivers by going to the “Member Credentials and Course Histories” entry on the CMS main menu and selecting “Member Documents/Image Uploads”. If a member has an annual waiver in the CMS, the waiver can be displayed. By selecting the “New Waiver” button, a member can sign an annual waiver for the first time or sign an annual waiver with a new expiration date.



The CMS will display an adult or minor waiver depending on the member's birth date on file in the Membership Management System. See Appendix A for a sample adult waiver. Members age 18 or over will see an Adult waiver. Members under age 18 will see a Minor waiver. The following fields on the waiver will be automatically completed by the CMS, but can be overridden except where indicated:

- Name (first and last, cannot be overridden)
- Date of Birth (mm/dd/yyyy, cannot be overridden, see below)
- ACA Member # (cannot be overridden)
- Street Address
- City, State and ZIP/Postal Code
- Email address
- Phone number
- Today's date (effective date, cannot be overridden)
- Signature (see below)
- Waiver expiration (equal to 12 months from the current date, cannot be edited once the waiver is saved)

Members with no birth date on file must contact the Member Department using the contact form on the ACA web site to have their birth date entered into or corrected on their member profile.

Note: Changing the member address, email address or phone number within a CMS liability waiver will NOT update the member's membership profile information.

The signature line on the waiver can be completed by applying a saved signature, if a signature has been saved in the CMS. Signatures can also be applied by signing with a cursor or signing with an index finger, if a touch screen or touch pad is available.

Members and non-members must have a signed liability waiver in the CMS or a signed hard copy waiver before they can begin an ACA insured course.

Note: See the Member Document/Image Upload screen under the Member Credentials and Course Histories main menu item to upload a signature.

Course leads are encouraged to request that members have a signed liability waiver on file in the CMS before they arrive at a course.

Current waivers can be viewed by going to the Member Documents/Image Uploads screen and clicking on the "Liability Waiver" link. Current waivers can be replaced by clicking on the "Replace Liability Waiver" button.



Note: If the ACA standard liability waiver forms are changed, new liability waivers will need to be signed within the CMS.



Course Liability Waivers - For members who choose not to sign an annual liability waiver within the CMS and non-members, there are two options for signing course liability waivers.

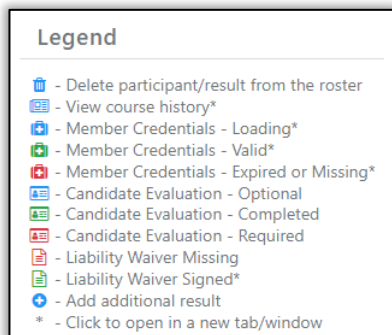
- Paper waiver - participants can sign a liability waiver on paper either before coming to a course or when they arrive at a course. Liability waiver forms are available on the ACA web site under Insurance, Waivers that can be downloaded and printed.
- Online waiver - participants can sign a liability waiver online in the CMS when they arrive at a course, if the course lead has a personal computer, laptop, tablet or smartphone with Internet access.

With the paper option, the signed waiver is scanned by the course lead (or a scanned copy can be provided by students) with the resulting pdf file uploaded into the CMS. See the Course Example on page 5. The upload can only occur when the course lead has an Internet connected device (PC, laptop, tablet or smartphone). Multiple waivers can be uploaded at one time. The course lead will be asked to select the names of the course participants whose waivers are being uploaded.

With the online option, the course lead signs into the CMS, goes to the course roster and clicks on the red liability waiver icon to the right of the participants entry on the roster (see below for more information). The participant can then sign a waiver for the course using a cursor or touch screen.

Course Rosters - A liability waiver icon has been added to course rosters for insured courses. The icon appears to the right of each course participant entry in the Actions column on the roster, including course leads and assisting instructors. See the image below for the expanded roster icon legend. Note that the expanded legend only appears on insured courses.

 - Liability Waiver Missing
 - Liability Waiver Signed*



The icon is red if a valid annual or course liability waiver is not in the CMS for a participant. The icon is green if a valid liability waiver is in the CMS. Clicking on a green icon will allow a course lead to view a liability waiver in a new browser tab.

Course Example - The following screens walk through a sample ACA insured course with member and non-member participants. The example assumes that two members have signed annual liability waivers before they arrive at the course and one member has opted to wait until arriving at the course to sign a waiver.

The example also assumes that one non-member has opted to sign an online course waiver when he arrives at the course and two non-members have elected to sign paper course waivers that are later uploaded into the CMS. Of course, many insured courses will not require all of these options and most members will likely (hopefully) sign annual waivers before they arrive at a course.

Course Registration - The example course is a Coastal Kayak L3 instructor update. However, the illustration works for any discipline and course type. On the course registration screen, “ACA Liability Insurance coverage” has to be requested, which is currently required for any insured course.

Will this course be sanctioned (insured) directly under a current Paddle America Club? Yes No

Requesting ACA Liability Insurance coverage for this course? Yes No

Requesting additional insured coverage for a 3rd party (course sponsor, land owner, government agency, etc.)? Yes No

Course Roster - The course roster is similar to all courses, except there will now be an icon in the Actions column of each participant entry indicating if the course participant has a valid liability waiver in the CMS for the course dates. A red icon indicates a waiver is not available. A green icon indicates that a waiver is available. See the example roster below.

ACA Member Number *	Last Name	First Name	Participant Role *	Abbreviation	Level	Result	Actions
10801676	Traendly	John	LDIN - Lead	CK	Level 3	Led	
10759388	Andrus	Lynne	UDIN - Upd	Please		Ple:	
13693817	Thomas	Kyle	UDIN - Upd	Please		Ple:	
nm	Smith	Bob	PRAC - Prac	CK	Level 3	Ple:	
nm	Doe	Jane	PRAC - Prac	CK	Level 3	Ple:	
nm	Brown	Fred	PRAC - Prac	CK	Level 3	Ple:	

Initially, only John has a valid liability waiver. His waiver icon is green. All other waiver icons are red. Before the course begins, Lynne signs on to the CMS and signs an annual liability waiver. Her icon turns green. No action was required by the course lead except to encourage Lynne to sign a waiver within the CMS.

10759388 Andrus Lynne UDIN - Upd Please Ple:

Kyle arrives at the course and is asked by the course lead to sign a waiver. The course lead brings up the course roster and clicks on Kyle’s red icon and the pop up to the right appears. Kyle selects the “Sign Online” option.

Liability Waiver

Would you like to sign the waiver online or upload a file?

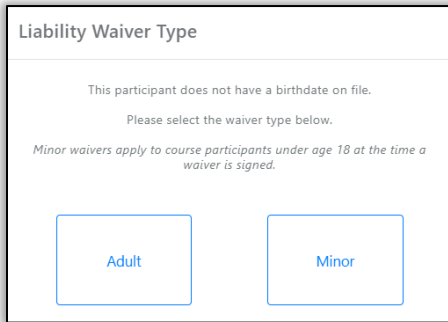
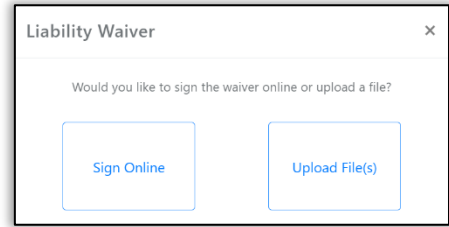
Sign Online

Upload File(s)

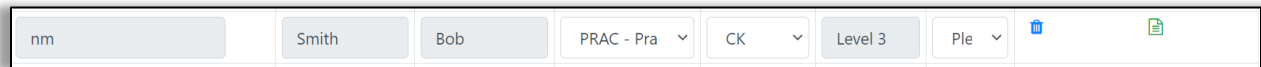
The CMS brings up the appropriate annual liability waiver (adult in this case) with all of Kyle’s information filled in. Because Kyle is a member, all of his profile information is in the system. Kyle signs online and he is done. His waiver icon is now green. Note that Kyle could have provided a course waiver as a pdf file for upload as well.

13693817 Thomas Kyle UDIN - Upd Please Ple:

Bob, one of the non-members, arrives at the course and is asked by the course lead to sign a liability waiver. The course lead brings up the course roster and clicks on Bob’s red icon and the pop up to the right appears. Bob selects online, but his profile is not stored in the CMS, so the next pop asks if he is an Ault or Minor.



The participant must select Adult or Minor. The CMS will then provide the appropriate waiver form. The participant will need to complete the name, birth date, address and other contact information. The form can be signed with an index finger (if a touch screen or touch pad is available) or with a cursor. Bob is now done and his waiver icon is green.

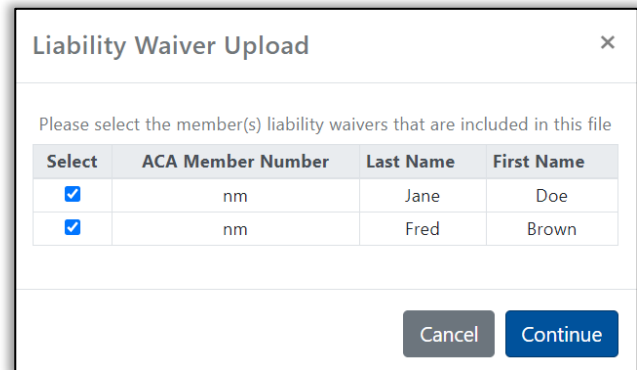


Waiver Uploads - Jane and Fred, the last two non-members, arrive at the course launch point. However, the course lead no longer has access to the Internet on a laptop, tablet or smartphone. So, Jane and Fred are asked to complete and sign a paper waiver form. The course lead can scan the waivers then with a smartphone or tablet application or wait until returning home to scan the waivers. To upload the scanned waivers once Internet access is available, the course lead goes to the Liability Waivers Upload screen and selects the appropriate course from a list, if there are multiple courses that are missing waivers. The screen below appears:

Roster			
Member Number	Last Name	First Name	Liability Waiver
10801676	Traendly	John	Annual Waiver Signed ↗
10759388	Andrus	Lynne	Annual Waiver Signed ↗
13693817	Thomas	Kyle	Course Waiver Signed ↗
nm	Smith	Bob	Course Waiver Signed ↗
nm	Doe	Jane	Upload Image/File Sign Online Waiver
nm	Brown	Fred	Upload Image/File Sign Online Waiver

The “Sign Online Waiver” button is available here, if the course lead wants to see all waiver options on one page. However, at this point, one of the waiver upload buttons will likely be selected. When the upload button is selected, the course lead can select the appropriate pdf file(s) from the device (desktop, laptop, tablet or smartphone) file manager window.

The course lead will then select whose waivers are being uploaded and select submit. See the image to the right for participant selection and the image below for resulting status.



Roster

Member Number	Last Name	First Name	Liability Waiver
10801676	Traendly	John	Annual Waiver Signed
10759388	Andrus	Lynne	Annual Waiver Signed
13693817	Thomas	Kyle	Course Waiver Signed
nm	Smith	Bob	Course Waiver Signed
nm	Doe	Jane	Liability Waivers - L2 CK 03-2019.pdf
nm	Brown	Fred	Liability Waivers - L2 CK 03-2019.pdf

The liability waivers are now done and all of the waiver icons are green. See below.

Roster

ACA Member Number *	Last Name	First Name	Participant Role *	Abbreviation	Level	Result	Actions
10801676	Traendly	John	LDIN - Lead	CK	Level 3	Led	
10759388	Andrus	Lynne	UDIN - Updt	Please		Plea	
13693817	Thomas	Kyle	UDIN - Updt	Please		Plea	
nm	Smith	Bob	PRAC - Pract	CK	Level 3	Plea	
nm	Doe	Jane	PRAC - Pract	CK	Level 3	Plea	
nm	Brown	Fred	PRAC - Pract	CK	Level 3	Plea	

In practice, this process can go quickly, particularly if all members have current annual waivers before arriving at a course and non-members sign waivers online at the start of a course.

Alerts - When a member is added to a course roster for an ACA insured course, an alert will be sent to the member's Dashboard requesting that they complete an annual liability waiver. A link in the alert will lead to an Adult or Minor waiver depending on the member's date of birth in the ACA Member Management System. The alert is deactivated when a signed waiver is provided in the CMS.

If an annual course waiver is already on file for the member and the expiration date of the waiver is after the end date of the course, an alert will not be sent to the member and the waiver icon on the course roster will be green.

If course dates are changed and some or all of the course waivers no longer cover all of the course dates, waiver icons will turn from green back to red and alerts will be sent to the course lead and participants requesting updated waivers.

If there are any questions regarding this new process, please contact one of the following:

Policy Contacts

Kristal Pastell
Insurance Coordinator
Kpastell@americancanoe.org

Kelsey Bracewell
Safety Education & Instruction Manager
kbracewell@americancanoe.org


Design Contacts

John Traendly
Aaron Southern
traendj@bellsouth.net

Appendix A: Sample Adult Liability Waiver



AMERICAN CANOE ASSOCIATION ADULT WAIVER & RELEASE OF LIABILITY
READ BEFORE SIGNING



IN CONSIDERATION of being permitted to participate in any way in the American Canoe Association, Inc. sports and recreation program and related activities ("Activities") I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of paddlesports and related activities and that I am qualified, in good health, in proper physical condition to participate in such activity and willingly agree to comply with the stated and customary terms and conditions of participation. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity. If I decide to leave early and not complete the trip as planned, I assume all risks inherent in my decision to leave.
2. FULLY UNDERSTAND that: (a) Paddlesports and related ACTIVITIES INVOLVE RISKS AND DANGERS OF DAMAGE TO PERSONAL PROPERTY AND SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation or that of the minor in the Activity.
3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE the American Canoe Association, Inc., its Paddle America Clubs, affiliated clubs and organizational affiliates, their respective ACA certified instructors, certified instructor trainers, and certified instructor trainer educators, administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place. (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, INJURIES, DAMAGE TO PROPERTY, OR OTHER DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Name (print) Date of Birth: ACA # (if any)

Street Address

City State Postal Code

Email Phone

Effective Date Expiration Date Signature

Name / Description of Activity or Event

Sponsoring Club / Organization

ADULT WAIVER REVISED 1/6/2021