

To: Alberta Alpine Members

From: Member Services

CC: Rob McCloskey

Date: February 19, 2020

Subject: Volunteer Registration

Please ensure that one-time volunteers for Alberta Alpine sanctioned events are appropriately insured at your race by doing the following:

1. Have the volunteer complete the [Alberta Alpine membership form](http://albertaalpine.ca/wp-content/uploads/2019/06/2019-2020-Membership-Registration-Form-English-FILLABLE.pdf), including complete contact information and signing of the waiver;
2. Ensure that the volunteer is captured in whatever document / material the club is using to track volunteer assignments. This might be an Excel spreadsheet or an on-line tool such as Sign Up Genius. This will ensure that, in the event of an audit due to an accident or injury, the volunteer is accounted for and it is understood what their on-course task was.

There is no cost for registering these volunteers for your event.

If you have any questions, please contact member services: memberservices@albertaalpine.ca.

Thank you,

Heather McRae

Member Services