



VOLUNTEER APPLICATION PACKAGE

TORONTO AQUA EVENT
Ryerson University, Toronto ON
November 7-9, 2014

Applications are due Friday October 24, 2014. Please send your application to:

canfitpro
110-225 Select Ave, Toronto ON, M1X 0B5
Fax: (416) 493-1756
tlgravlev@canfitpro.com
Attn: Tammy Lyle-Gravlev
Conference Volunteer Coordinator

VOLUNTEER INFORMATION

Thank you for your interest in volunteering with **canfitpro**. We are looking forward to another great event and we are fortunate to have the support of enthusiastic volunteers like you to help us run it!

Please review the following information carefully and contact us if you have any questions.



VOLUNTEER REQUIREMENTS

- Friendly, enthusiastic and able to take initiative
- Able to fulfill an entire volunteer shift
- Strong team player who can also work with minimal supervision
- Be a minimum of 18 years of age

NOTE: you do not have to be a fitness professional to volunteer. Friends, family and fitness enthusiasts are all welcome.

All volunteers must commit to the following:

1. Be available for 2 shifts
2. Work the entire duration of each shift assigned
3. Read and understand the Pre-Conference Information Package (to be sent out 2 weeks before event)

VOLUNTEER BENEFITS

As a **canfitpro** volunteer you are entitled to the following benefits:

- FREE one year Professional Membership to **canfitpro** (\$89 value; not to exceed 24 months; includes all **canfitpro** Professional Membership benefits with the exception of printed copies of the **canfitpro** Magazine. You will receive electronic versions for the duration of the complimentary membership)
- FREE volunteer t-shirt
- FREE admittance to conference sessions on a Stand-By basis when NOT on shift (\$189 value)
- Earn **canfitpro** Continuing Education Credits (CECs)
- Experience the Conference from behind the scenes
- Networking opportunities to work and learn with other fitness enthusiasts, just like you!
- Reference letter for future job hunting (given upon request)

HOW TO APPLY

- Please read the volunteer information package thoroughly, including positions available, time commitments and skills needed for each position
- Choose your preferred volunteer position along with days and times you are available
- Fill out the volunteer application
- Save the application to your computer
- **Applications are due Friday, October 24, 2014.** Please fax your application to 416-493-1756 or email to tlgravlev@canfitpro.com Attn: Tammy Lyle-Gravlev.

Once your application is processed, you will receive an email confirmation of your shifts. Please note that volunteer positions are filled on a first come, first serve basis. If for any reason you need to cancel your commitment to volunteer at the conference, please send an email directly to Tammy Lyle-Gravlev at tlgravlev@canfitpro.com with your name and reason for your cancellation. Please provide a minimum of two weeks notice.

VOLUNTEER ROLE DESCRIPTIONS

ALL ROLES:

- Be familiar with the Ryerson University Recreation Centre; know where key locations are (i.e. washrooms, food and beverage, nurse stations, etc).
- Be familiar with Conference session hours and locations, registration desk. etc
- Be prepared to provide coverage in other areas if necessary

Registration Desk:

- Assist with registration desk set-up or teardown
- Greet delegates as they arrive
- Verify photo ID and conference confirmation
- Hand out delegate registration kits, name badges, wristbands and any additional promotional products
- Assist with delegate questions

Room Monitor:

- Admit delegates to the session by checking for wristbands, checking their name badges to verify that the delegate is registered for the session and scanning delegate barcodes
- Assist as an usher
- Assist with light moves of room equipment where needed
- Assist presenter with equipment set-up and distribution if necessary

Position Full and Waiting List

With a high demand for volunteering at the Conference, the volunteer positions fill up quickly. Positions are filled on a first come, first serve basis and on a position availability basis. If a position has been filled, you will be notified and offered another position or placed on the waiting list. If you are notified of this after the Early Bird rate deadline, and you would like to register for and attend the event as a delegate, you will be granted the Early Bird rate for the conference registration.

ATTENDANCE TO SESSIONS

A major benefit of volunteering for a **canfitpro** Conference is the FREE access to educational workshops. These workshops are available on ***Saturday and Sunday***. As a volunteer you will be on Stand-By for all sessions you would like to **attend while not on shift**. Please ensure that when you attend a session, that the delegate barcode on your name badge is scanned so that you will be awarded CECs for your attendance to that session. You cannot attend sessions nor are you eligible for CECs while you are on shift. Volunteers can register for any Pre and/or Post Conference workshops at the lowest Member Delegate rate, under the assumption that you fulfill your volunteer commitment.

GENERAL INFORMATION

- ✓ All volunteers are responsible for their own travel and accommodation expenses. Please ensure you check travel times to and from Ryerson University (i.e. traffic, bus schedule, etc) to ensure you arrive on time and can get home.
- ✓ Stay energized and hydrated during the Conference! We suggest you bring your own food and beverage for your convenience.



2014 Toronto Aqua Volunteer Application

PERSONAL INFORMATION

☐ Miss ☐ Mr ☐ Mrs ☐ Ms ☐ Dr

canfitpro Membership ID#: _____

Last Name

First Name

Middle Initial

Mailing Address

Email Address **mandatory**

City

Province

Postal Code

()

()

()

Home Phone

Work Phone

Cell Phone

()

Date of Birth (mm/dd/yyyy) **mandatory**

Emergency Contact Name

Emergency Contact Phone

I am a current **canfitpro** member ☐ Yes ☐ No

I have previously volunteered at a **canfitpro** conference ☐ Yes ☐ No

If YES, when and where?

What role?

Please specify any condition that may affect your ability to participate as a volunteer:

T-shirt Size - Please pick one S ☐ M ☐ L ☐ XL ☐

Volunteer Shift

Please note that the volunteer shifts for the Toronto Aqua Event consists of 2 time slots below. You must be available for two time slots. Please number the shifts below by preference.

Shift	Date	Time	Number Shift Preference
AM Misc.	Friday November 6, 2014	8:30 am - 12:30pm	
Registration	Saturday, November 7, 2014	6:30 am - 11:00 am	
AM Misc.	Saturday, November 7, 2014	6:30 am - 11:30 am	
Room Monitor	Saturday, November 7, 2014	7:30 am - 1:30 pm	
Room Monitor	Saturday, November 7, 2014	1:00 pm - 6:00 pm	
Room Monitor	Sunday, November 8, 2014	7:30 am - 1:30 pm	
Room Monitor	Sunday, November 8, 2014	1:00 pm - 6:00 pm	

VOLUNTEER COMMITMENT WAIVER

Name of Volunteer: (PLEASE PRINT) _____

In consideration of the opportunity to act as a volunteer on behalf of Canadian Fitness Professionals Inc. ("canfitpro") at the **canfitpro** conference (the "Conference"), I hereby covenant and agree as follows:

1. I agree to perform my assigned duties and to fulfill my assigned shift to the best of my ability, with no expectation of remuneration.
2. I represent to **canfitpro** that I am in physical health suitable to my volunteer position.
3. I agree to comply with all **canfitpro** policies regarding personal conduct while performing my volunteer duties.
4. I agree not to go beyond the scope of the volunteer duties assigned to me without prior authorization from **canfitpro**.
5. I will notify **canfitpro** immediately in the event that any injury or damage occurs while I am performing my volunteer duties.
6. I will inform **canfitpro** promptly in the event I am unable to attend a scheduled volunteer shift.
7. I will respect the confidentiality of all information about **canfitpro's** members, delegates, associates and other volunteers and ensure that any such information is only used in the context of performing my volunteer duties and not disclosed to any other person.
8. This Agreement does not in any way constitute or create an employer/employee relationship between me and **canfitpro**. **canfitpro** is not responsible for, nor shall I be entitled to receive, any compensation or benefits as a result of this Agreement.
9. I acknowledge that:
 - (a) I am 18 years of age or older
 - (b) fitness activities and exercise and the participation in the Conference exposes participants to many risks and hazards, some of which are inherent in the very nature of the training required, the Conference and fitness activities and exercise itself; others which result from human error and negligence on the part of the persons involved in preparing, organizing and staging fitness activities and exercise;
 - (c) as a result of the aforesaid risks and hazards, I as a volunteer or participant may suffer serious personal injury (even death) and/or property loss;
 - (d) some of the aforesaid risks and hazards are foreseeable, but others are not;I nevertheless freely and voluntarily assume all the aforesaid risks and hazards, and the possibility of personal injury, death, property damage or loss, resulting therefrom and that, accordingly, my preparation for and participation in my volunteer duties and the aforesaid fitness activities and exercise and Conference shall be entirely at my own risk. I understand that **canfitpro** does not assume any responsibility whatsoever for my safety during the course of my preparation for or participation in the aforesaid volunteer activities, fitness activities, exercise or Conference.
10. I waive any and all claims that I have or may in future have against **canfitpro** and its directors, officer, employees and representatives (the "Organizers"). I RELEASE THE ORGANIZERS from any and all liability for any and all personal injuries, loss, damage, expense or injury including death that I may suffer or that my next of kin may suffer resulting from or arising out of my preparation for and/or participation in my volunteer activities and the Conference DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE ON THE PART OF THE ORGANIZERS, AND ALSO INCLUDING THE FAILURE ON THE PART OF THE ORGANIZERS TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF FITNESS ACTIVITIES AND EXERCISE REFERRED TO ABOVE.
11. I agree that **canfitpro** may videotape, audiotape or photograph me, and **canfitpro** retains the rights to use these items, and may employ any or all of these for all commercial or non-commercial purposes without payment to me of any kind and without further notice to me or permission from me.
12. I acknowledge and agree that **canfitpro** has the right to terminate this Agreement without notice in the event that I fail to comply with or breach the terms of this Agreement or for any or no reason at all.
13. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity.
14. I agree to fulfil my assigned shift to the best of my ability. As a part of my volunteer reward, I will receive complimentary access to sessions according to my shift schedule and session space availability. In the event I pick up the volunteer wristband and attend conference sessions without fulfilling my volunteer shift(s), I give my consent to **canfitpro** to charge my credit card below for \$189 + applicable taxes (full conference registration, Early Bird/Member rate).

METHOD OF PAYMENT

☐ MasterCard ☐ Visa

- ♦ Card #: _____ Expiry Date: _____ / _____
- ♦ Cardholder Name (please print) _____
- ♦ Cardholder Signature _____

OR

I choose not to provide you with my credit card information. However, I understand the purpose of point #14 stated above, and that **canfitpro** will contact me for payment, if I do not fulfill my assigned volunteer duties and shifts. Moreover, if payment is not received, I understand I am not eligible for CECs.

Signature _____ Date: _____

NOTE: Your credit card will NOT be charged if you cannot volunteer. However, if you attend sessions without completing your assigned volunteering hours you will be notified of the required payment and your credit card will be charged.

- ☐ I provide **canfitpro** permission to communicate with me about their products, services, and sales offers via electronic formats.

Dated this _____ day of _____, 20_____

Volunteer Signature