

HUNTSVILLE SKI CLUB

Liability Waiver, Emergency Contacts, and Medical Information HSC Policy-012B

Revised: November 14, 2023.

Purpose: To specify the policy for collecting and storage of the Liability Waiver, Emergency Contacts, and Medical Information for all members of Huntsville Ski Club (HSC).

Waiver and Emergency Contacts

- 1) The HSC Waiver and Hold Harmless Agreement Form will be completed each year as part of the membership form. The Emergency contacts will be collected as part of the Waiver.
- 2) The Waiver Form will be part 2 of the Membership Form.
- 3) All blanks on the Waiver Form must be completed for each member before Club membership will be valid.
- 4) If multi members are joining under a family membership each member of the family must complete a separate Waiver form. If any minors are part of the family membership, the waiver must be signed by an adult family member.
- 5) The Waiver form has blanks for two emergency contacts and their phone numbers. At least one contact is mandatory, the other is optional. The contact(s) should be a family member if possible or a close friend. This person may be contacted in case of any type of emergency the person may have. This should be a decision-maker for the member.
- 6) Once the Membership and Waiver forms are completed, the Membership Director will review the waiver form(s) and make sure all required information has been collected.
- 7) The Membership Director will enter the emergency contact(s) information for each member into the membership database. The emergency contact(s) will be updated each membership year by the Membership Director.
- 8) The Membership Director will pass the Waiver Form onto the Club Historian.
- 9) The Waivers will be kept in the HSC Data Base for two years after the end of the membership year. (Example: For a form that was filled out for the membership year ending in 2024, it will be kept at least until August 31, 2026). After the two-year period the Waiver form can be discarded.
- 10) The Membership Chairman will update the year on the Waiver form every new membership year before using the form.

Medical Information

You may not want to share your medical information with anyone. However, it is very important that in case of a medical emergency your medical information can be accessed by medical personnel. This is especially true when on trips such as ski trips that have increased risk of injury. We **strongly** encourage everyone to carry their medical information with them in a location that can be found by medical personnel in case of an emergency. The following link can be used to record your medical information. Then print the completed form to carry with you.

<http://allfreeprintable.com/emergency-medical-id-card>