



## Registration Form

### Membership type:

☐ Returning ☐ New ☐ Associate ☐ Non Member ☐ Reciprocal

LAST NAME		FIRST NAME	
<i>Preferred Name (if blank, copy first name)</i>			
Birthday (MM/DD/YYYY)			
Primary Phone #		Secondary Phone #	
Address			
City	Province	Postal Code	
Emergency Contact			
Phone		Relationship	

### Contact Consent

SEESA uses broadcast phone calls to notify you of upcoming events, activity updates and similar messages. While we encourage receiving these calls, you do have the option to opt out.

☐ Yes, I hereby consent to SEESA including me in broadcast messages.

SEESA may share your phone number with Club and Event Activity Liaisons, Class Instructors, Volunteers, or another SEESA member on request and as part of our daily business.

☐ Yes, I hereby consent to SEESA sharing my phone number.

SEESA may send you electronic messages such as emails, attachments and notifications promoting SEESA activities. You can unsubscribe from receiving such materials at any time.

☐ Yes, I hereby consent to SEESA sending me electronic messages.

Email: \_\_\_\_\_

### For Statistical Purposes

Gender: \_\_\_\_\_ What was/is your occupation: \_\_\_\_\_

By completing a registration form for South East Edmonton Seniors Association (SEESA), I acknowledge that I have read and agree to the *Terms of Service* and *Code of Conduct*. This agreement is effective for the duration of my participation at SEESA. As the *Terms of Service* and *Code of Conduct* may change from time to time, it is my responsibility to keep updated on the current agreements. Both documents are available on the SEESA website or at the SEESA office.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Volunteer Opportunities

Volunteering offers the opportunity to sustaining our programs, give back to the community and help sustain SEESA activities. From serving at the reception desk, conducting program evaluation, organizing events, serving on the Board of Directors and its various Board Committees, there is no end to the ways volunteers can contribute. Are you willing to volunteer?

\_\_\_\_\_ Yes, I am willing to volunteer.

*Our Volunteer Coordinator will be in contact with you to match your interests/skills/activities with current volunteer opportunities.*

## OFFICE USE ONLY

Emergency Contact		Contact Consent		Signature		Info added to MSC	
Year	2024	2025	2026	2027	2028	2029	
Date	202_ / /	202_ / /	202_ / /	202_ / /	202_ / /	202_ / /	
FDR initials							
Receipt #							
<b>Reciprocal Member Information</b>							
<i>Seniors Centre</i>							
<i>Receipt or Member #</i>							
<i>Membership Expiry</i>							

***Information collected will be protected in compliance with Canada's Personal Information Protection and Electronics Documents Act, the Freedom of Information and Privacy Protection Act. Some information collected may be shared with members, partners and allies in compliance with the above Acts. Please note that photographs taken at events may be used for promotional purposes by SEESA. If you have any concerns about the collection of personal information or use of your image and to opt out they should be directed in writing to the President, South East Edmonton Seniors Association, 9350 82 ST NW Edmonton AB T6C 2X8***

## Terms of Service

**Participation Waiver:** By agreeing to these terms of service for South East Edmonton Seniors Association (SEESA), I acknowledge and agree to the terms of the activity waiver and terms of service as outlined below.

I, the member, recognize that the activities, programs, events, classes, clubs, and services provided, sponsored or organized by SEESA that I will be participating in may have some inherent risks. I knowingly and voluntarily assume the risks of engaging in these activities.

I acknowledge that it is my responsibility to be aware of the risks associated with the activities and to safeguard my person by ensuring that:

1. I am physically able/capable of the activity;
2. I exercise safety measures appropriate to the activities I engage in and;
3. I do not participate beyond my capabilities.

I understand that SEESA endeavors to provide the best possible leadership and instruction for the activities that I join. I acknowledge that SEESA organizes activities, programs, events, classes, clubs, and services only and does not necessarily possess any special skill or knowledge in relation to any of the activities. I hereby release SEESA from any liability arising out of my participation.

I understand that SEESA is not responsible for any personal property that I bring into the building and grounds.

**Personal Information Update:** I understand that it is my responsibility to maintain up to date membership records concerning my contact information. I will also notify SEESA when there is a change to my emergency contact information.

**COVID-19 Compliance:** SEESA continues to align its COVID-19 compliance with the City of Edmonton and Alberta Health Services. Members and facility patrons are required to comply with the required guidelines when visiting SEESA and participating in activities, programs, events, classes, clubs and services. Failure to do so can result in refusal of program admission and/or a facility ban.

**Refund Policy:** SEESA is a non-profit organization. The fees that are collected online or in-person are used to pay for the contractors, program, and activity expenses, and for the cost of space. No refunds or credits will be given for memberships, programs, presentations, clubs, tours, special events or fitness centre transactions unless cancelled by SEESA.

# Code of Conduct

To cultivate a supportive environment on SEESA premises, at any offsite activity organized by or related to SEESA, or in any communications among or about participants, all individuals are treated with respect and dignity. For this reason, Participants agree to:

1. Read the SEESA Code of Conduct and abide by it.
2. Behave in a courteous and respectful manner toward others.
3. Be respectful of the differences of others which may include, but are not limited to, diversity of race, age, cultural heritage, ethnicity, gender orientation, religion, physical and mental abilities, and economic circumstances.
4. Be considerate towards all participants and tolerant of others' limitations and restrictions.
5. Treat everyone with compassion, respect, and dignity.
6. Consider the feelings of others.
7. Manage one's temper in difficult circumstances.
8. Use acceptable language in all communications with participants and/or when representing SEESA.
9. Respect the personal belongings of others.
10. Act honestly and ethically in relationships with others.
11. Abide by SEESA's bylaws, and all municipal, provincial and federal laws.
12. Promptly follow all safety instructions given by staff, instructors or first responders.
13. Promptly report any suspected violations of the SEESA Code of Conduct to the Operations Manager, or Board President.

**Unacceptable behaviour** includes, but is not limited to, the following:

- a) Violent physical or verbal threats directed against another person or their property.
- b) Vulgar and indecent language and obscene gestures.
- c) Offensive, derogatory, discriminatory jokes and/or language.
- d) Possession or use of illegal drugs.
- e) Smoking or vaping in an area not designated for that purpose.
- f) Personal insults and intimidation expressed verbally, in writing or electronically.
- g) Unwelcome personal attention such as remarks, gestures or physical contact.
- h) Repeated harassment of others.
- i) Intentionally making another person feel hurt, afraid or embarrassed.
- j) Breaching SEESA's or any Participant's confidentiality.

I further understand that breach of this **SEESA Code of Conduct** may lead the Board of Directors to consider the suspension or termination of:

- my membership as set out in Section 3.6 of SEESA's Bylaws; or
- my employment by SEESA as set out in my employment agreement; or
- my ability to attend activities, volunteer at or visit SEESA.

*For purposes of the Code of Conduct a “participant” is:*

- 1. any individual or group
  - a. present at the SEESA Activity Centre, or*
  - b. engaging virtually by telephone or video from off-site, or*
  - c. communicating in writing in hard copy or electronic format*who engages in communications or interactions with others.*
- 2. any SEESA member or SEESA staff member
  - a. in physical or virtual attendance at any external (ie. non-SEESA) event, or*
  - b. who creates and publishes any form of message or communication*where that member’s message, communication or action represents, or could be understood by others to represent, SEESA.*