

Protocol and Instructions to NSP Course Instructors and NSP Patrol Representatives
On the Use and Maintenance of forms for
General Release or Liability and Assumption of Risk for NSP Event Participants
21 December 2007

This protocol is a guideline for the Use and Maintenance of General Release Liability forms. There is an annotated sample that can assist clarifying the completion of the forms, and the General release form. These forms are located online at www.farwest.org within the document library. Please download and use these forms as directed below.

At the advise of National and Divisional Legal, The Far West Division (FWD) has adopted and strongly suggests that these forms are used in all NSP courses and training events conducted in the Division. The formal name of the “Release Form” is General Release or Liability and Assumption of Risk for National Ski Patrol (NSP) Event Participants.

The Release Form is to be used for *each* NSP event and *not on a “seasonal” basis*. This Release Form is separate from and in addition to any Ski Area release form that NSP patrollers are required to sign by Ski Area Management.

When to use the Release Form:

- All NSP-FWD patrol refreshers (OEC refreshers and on-the-hill patroller activities)
- All NSP registered courses and training sessions
- All NSP candidate training sessions as part of a registered Introduction to Ski Patrolling course, i.e. sometimes called “Ski Patrolling 101”

Note – any person declining to sign the form *may not* participate in the course or training session

Who Uses the Release Form:

- NSP course Instructors and NSP Patrol Representatives (Patrol Leader) for they are responsible for making sure that courses are registered with NSP

Procedures for Use of the Release Form:

Obtain participant signatures *before* each course or training session starts

- The Course Instructor should hand out Release Form, allow time for participants to read
- The Instructor should explain the basic purpose and points in the Release Form, and allow for questions
- The Instructor or designated assistant, must personally witness the signature of each participant
- The Instructor must collect all Release Forms (and if possible with access to a copy machine leave a copy of the signed form with each participant)

Retention Policy for Release Forms:

- The NSP Course Instructor should provide all original forms to NSP Patrol Representative upon completion of course or training session.
- NSP Patrol Representative should retain the original Release Forms for at least three (3) years.

For questions regarding the use of Release Forms, contact FWD Legal Advisor.