



2023 Edmonton Mountain Bike Festival (“EMBFest”) Volunteer Agreement

This document refers to the 2023 Terms of Agreement for all volunteers assisting with EMBFest

Pre-Event Training

All volunteers will be required to attend a pre-event training session to familiarize themselves with the main site location and equipment being used for EMBFest. All volunteers will receive a volunteer information package prior to this training and volunteer shirts will be distributed at this time. Details of the MANDATORY training are as follows (please contact info@offbeatentertainment.ca if you are unable to make this training to arrange an alternative):

Location: Queen Elizabeth Park, 10380 Queen Elizabeth Park Road NW, Edmonton

Meeting: Parking lot west of Queen Elizabeth Park Road, accessed by turning right off of Queen

Elizabeth Park Road, Access GPS Coordinates: 53.524585790130715, -113.49823338070586

Dates & Times: Tuesday, September 5 at 7:00 PM OR Wednesday, September 6 at 7:00 PM

Shift Sign-Up and Roles

All volunteers are required to sign-up for their shifts in advance. A link will be emailed to all volunteers for sign-up along with the information package. Details of the roles and responsibilities will be included in the information package

Arrival and Departure

Volunteers are expected to arrive on site prior to the start of their scheduled shift. Volunteers may not leave their posted area until relieved or notified by the event/operations manager to ensure the safety of the guests. In case of inclement weather or emergency, volunteers will be directed by the event/operations manager for specific tasks.

Dress Code

All Volunteers are required to have and visibly wear their provided volunteer shirt during their shift.

Other items of clothing should be comfortable, weather appropriate and family friendly. Be prepared to be active and on your feet! The event/operations manager may request that you change an item of clothing if deemed inappropriate for a family friendly setting.

Food & Beverage Policy

Volunteers will not be permitted to drink alcoholic beverages prior to or while on shift. Please only bring snacks and a water bottle with you. Volunteers over 18 years of age will be provided with drink tickets following their shift.

Access to VIB Area

Volunteers will be given access to the VIB (Very Important Bikers) area for breaks and as a spot to change, eat and interact with other volunteers. Volunteers will also be able to attend the VIB Group Ride on Sunday, September 10 at 10:30 AM. Details of the ride location will be provided during training.



Shift Coverage and Cancellation

Shifts signed up for can be traded online with other volunteers. In case of a personal emergency, please contact the Event/Operations Manager directly. Contact details will be provided in the volunteer information package prior to training.

Property Security

The event will provide volunteer trained security during the festival hours and roving, on-site personnel to deter overnight theft or vandalism. The overnight personnel will be on-site from approximately 11:00pm until 11:00am the following day on Thursday, Friday, Saturday and Sunday of the event. Event volunteers are not expected to be security guards.

Leaving any items unattended in any area is not recommended. EMBFest, Offbeat Entertainment and any other event associates will not be liable for loss or damage to the property from theft, fire, accident or any other cause.

Customer Communication Protocol

Each volunteer is responsible for communication related to their designated volunteer area. Please be friendly, helpful and interactive to all attendees. If you require assistance in dealing with an individual, please contact the event/operations manager or a volunteer security personnel.

Volunteers running kids area activities will be given the ability to design their own games for participation.

Assumption of Risks Release

EMBFest is a fully insured event. All Volunteers will be required to complete the 2022 EMBFest Waiver.

COVID-19 Policy

This event will be following all current Government of Alberta Guidelines including recommending the use of masks and mask requirements in all areas where proper distancing cannot be maintained.

Immunization vaccinations are recommended for all individuals. Participants, staff and volunteers are recommended to stay home if they present symptoms as outlined by Alberta Health Services. Any purchased tickets will be refunded as needed. Additional screening questions are as follows:

1. Do you currently present any symptoms of COVID-19, including sore throat, fever, cough, fatigue, loss of taste or smell?
2. Have you been in contact or suspect to have been in contact with a positive case of COVID 19 within the last 7 days?
3. Have you traveled within the last 14 days and are required to isolate?

Additional hand wash and sanitization stations will be available on site during the festival. This includes sanitization in all portable toilets, at all service areas, and in volunteer areas. There are also additional hand wash stations on site for the duration of the event.

If you have questions related to any of the 2023 VOLUNTEER TERMS, please contact info@offbeatentertainment.ca