



**Federation of Students
EVENT/ACTIVITY COORDINATOR WAIVER/ RELEASE
INFORMATION FORM**

Subject: Release, Waiver, and Assumption of Risk

You are required to have participants in Federation of Students sponsored activities or events that involve Federation of Students sponsored transportation and/or activities that represent a moderate physical threat to sign the *release of liability, waiver of all possible claims and assumption of risk* (hereinafter referred to as the Release).

The importance of this document to Federation of Students cannot be over-emphasized. The way you conduct yourself in dealing with participants signing the Release is crucial with regards to how effective/acceptable this document is at helping to safeguard you from liability.

As a result, the following are some guidelines that you should follow when having participants execute the Release:

- 1) You must ensure that the participant reads the Release before signing and dating it. Often people assume that documents like this are just a lot of "legal mumbo-jumbo" and they wouldn't understand it anyway even if they read it. This Release is easy to read and is in plain English. You must emphasize to the participants the importance of reading it and understanding it before signing. Be sure that you tell each participant that if they do not sign the Release they will not be able to participate in the Activity.
- 2) You must ask each participant whether they have any questions about the meaning of the Release and, if they do have any questions, you should do your best to answer them. If you can't, questions should be referred to the General Manager or your supervisor who will be able to explain the document in detail.
- 3) The participant cannot change any terms of the Release prior to signing it. Pay careful attention to what the participant is doing and if he or she tries to change any of the terms you must advise them that the Release must be signed as it is and there is no opportunity for negotiation or changing of terms. Should the participant refuse to sign the Release without the changes made, you must advise the participant that he or she will not be able to participate in the Activity unless the Release is signed in the form in which it appears.
- 4) If you get a Release back from someone on which changes have been made, you must have that person sign an unchanged Release and advise him or her that unless he or she agrees to the terms as set out in the Release, he or she will not be able to participate in the Activity.
- 5) You must understand the Release yourself. Read it very carefully and make sure that you understand its terms. If you do not understand any of its terms, or don't feel that you are capable of explaining it to someone else, please contact the General Manager or your supervisor who will provide you with an explanation to address your concerns.
- 6) Should someone ask you to tell them what the document says, be sure to emphasize that they are required to read it and understand it before signing, and before they will be able to participate in the Activity. You can tell them that it is a document that protects Federation of Students from lawsuits in the event that a participant is injured or killed or has any of his property or personal belongings damaged or lost. The Release also

protects Federation of Students from liability for not only natural hazards but for the negligence of any of the other participants.

The witness to the participants' signature must be a non-family member. You can witness the person's signature or one of the other participants can witness the signature. The preferred approach, if possible, is to have the participant's signature witnessed by a Federation of Students volunteer or employee. Each witness should ask the participant if he/she has read and understood the Waiver, which is critical to its legal validity.

- 7) It is also of great importance that a participant reading the Release is not to be rushed through it and not feel that he or she has not had an ample opportunity to read it and understand its terms. The Releases should be provided to each participant well in advance of the Activity and they should have had an opportunity to read it before coming.
- 8) If the participant has not signed the Release on the day of the Activity, you must ask the participant to sit down and take time to read and understand the document before it is signed. If this means a delay of a few minutes in start time, that can and must be accommodated.
- 9) If an individual refuses to sign the Release, you must advise them that he or she will not be able to participate in the Activity.
- 10) For "repeat" activities participants need only sign the Release once per year. For all other activities, a separate Release must be signed prior to each activity.
- 11) Assuming that an accident does not occur, signed Releases must be retained for a period of five years, after which time they can be destroyed.
- 12) If the event of an accident, all originals and copies of Releases and previous Releases, together with the accident report, must be kept on file for a period of ten years.**
- 13) In the event of an Accident: The event coordinator or other designated individual must contact the General Manager as soon as possible regarding the accident. An accident report must be prepared as soon as possible and provided to them.
- 14) Do NOT talk to the media about the accident. Any questions from the media are to be referred to the General Manager. The accident report, together with a copy of the signed Releases of all persons involved in the accident (victims and anyone who might be alleged to have caused the accident), must be forwarded to the General Manager as soon as possible.
- 15) No one else, including the victim(s), should be given a copy of the accident report or Release(s).

Subsequently, a search should be conducted through all retained Releases to identify and extract any previous Releases signed by those involved in the reported accident. Copies of the previous releases are to be forwarded to the General Manager as soon as possible