ADMINISTRATION OF WAIVERS

All waivers that are needed for student events must be administered and witnessed by either the primary event organizer or a full time employee that is closely associated with the organization hosting the event.

The administrator/witness should

- ensure that all aspects of the waiver are completed
- observe the individual signing and dating the waiver
- ensure that the signature is the proper name and is legible
- ensure that the waiver has not been altered in any way
- the appropriate waiver is completed

Only after the above conditions are met should the administrator/witness sign the waiver. All participants to this event must have a signed and witnessed waiver submitted to the Primary Event Organizer twenty-four (24) hours in advance of the event.

The administrator/witness should also ensure

- that the participant is not rushed, coaxed and/or coerced to sign the waiver
- that the participant is not intoxicated or impaired in any way

If either of the above conditions are present then the witness must refuse to sign the waiver.

If further explanation about the waiver is requested from a person prior to signing or submitting the waiver, the administrator/witness:

- must not attempt to provide any legal clarification of the waiver.
- should direct the person to carefully reread the waiver.
- may remind the person that they may choose not to participate
- must not trivialize or diminish the importance of the waiver.

Participation in the event is only allowed if the appropriate waiver has been properly completed.