



GUIDELINES FOR WAIVER REGISTRATION

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IT IS A REQUIREMENT OF YOU INSURANCE COVERAGE THAT ALL PERSONAL ENTERING A RESTRICTED AREA READ, COMPLETE AND SIGN THE WAIVER AND RELEASE.

PLEASE FOLLOW THESE INSTRUCTIONS TO MAINTAIN VALID INSURANCE. THE FAILURE TO IMPLEMENT A WAIVER AND RELEASE SYSTEM COULD NEGATE CERTAIN IMPORTANT INSURANCE COVERAGE.

1. **KEEP THE ENTIRE RELEASE SHEET IN VIEW OF SIGNERS.**
Don't fold forms over the clipboard! This makes it more difficult for entrants to read and they may claim they could not read it, or were not permitted to read the release before they sign it.
2. **HANDLE AND FILE RELEASES WITH CARE.**
Check to be sure every release sheet is signed and dated. Don't fold them when filing. Use a legal size folder. Don't mark anything, make notes, or highlight names on the Releases.
3. **HAVE THE SAME PEOPLE HANDLE SIGN-INS AT ALL EVENTS.**
They will be more consistent in handling releases. Be sure pit gate personnel sign and date each completed sheet.
4. **BE SURE PIT GATE IS MANNED THROUGH ENTIRE RACE MEET.**
Do not allow security or pit booth personnel to go off duty before the event is complete.
5. **BE SURE PIT GATE STAFFS KNOWS WHAT TO TELL PERSONS ASKING WHAT THEY ARE SIGNING.**
Suggestion: "This is a release and waiver of liability. It means you are entering a restricted area at your own risk, and accept total responsibility for anything that may happen to you."
6. **REQUIRE ALL PERSONS TO COME TO PIT WINDOW AND SIGN RELEASE.**
Never pass clipboards into vehicles to be signed. Never allow any person to sign for others. Make sure everyone signs and prints his/her full name.

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7. **BE SURE EVERYONE ENTERING PITS/RESTRICTED AREAS SIGN A RELEASE.**
Includes, but is not limited to employees, press, guests, sponsors, drivers, crew/team members.
8. **DO EVERYTHING YOU CAN TO BE SURE EVERYONE KNOWS THEY ARE SIGNING A RELEASE.**
Display releases prominently, in all busy areas: pit restrooms, refreshment stands, tech/scale area, pay windows, etc. Mail release copies with annual memberships or include in newsletters. **IMPORTANT!** Show and discuss release at pit meetings. Make large blowups of release with sign, “THIS IS THE RELEASE YOU SIGN - KNOW WHAT IT SAYS!” and post them at pit entrance and other locations (preferably lighted). Use a moving message sign at the pit window, that repeats, “YOU ARE SIGNING A RELEASE....KNOW WHAT IT SAYS....COPIES AVAILABLE.” Imprint pit passes with a message of this type: “WARNING! The holder of this pit pass acknowledges signing the release and waiver, in exchange for admittance to the restricted areas. By signing, holder has waived certain legal rights, and acknowledges the potentially dangerous nature of activities in and adjacent to restricted areas.”
9. **NEVER ALLOW MINORS TO SIGN THE ADULT WAIVER.**
10. **MAKE SURE YOU KNOW AND FOLLOW PROPER PROCEDURES FOR MINOR RELEASES.**
Make sure every minor signs the minor’s release, and both parents (if both present) should sign the parental release. **THIS MEANS BOTH PARENTS.** (It is acceptable to have the parental waiver and release signed on an annual basis.) If a minor’s parents do not live together, or live in different communities, both must still sign the parental release, so youthful entrants may have to go through some trouble to become eligible for competition. Make sure every minor presents proper ID when executing a release – a driver’s license, birth certificate or social insurance number. On each race night, make sure every parent who accompanies a minor signs the adult waiver and make sure the minor signs his nightly waiver and release.