

GUIDELINES FOR WAIVER REGISTRATION

IT IS A REQUIREMENT OF YOUR INSURANCE COVERAGE THAT ALL PERSONS 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 WILL NEGATE CERTAIN IMPORTANT INSURANCE COVERAGE.

1. USE ONLY RELEASE FORMS PROVIDED BY YOUR INSURANCE COMPANY
2. KEEP THE ENTIRE RELEASE SHEET IN VIEW OF SIGNERS.
Don't fold forms over the clipboard! This makes it more difficult for entrants to claim they could not read it, or were not permitted to read the release before they sign it.
3. 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 on the releases, make notes on releases, or highlight names.
4. 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.
5. 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.
6. 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"
7. 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.

8. BE SURE EVERYONE ENTERING PITS/RESTRICTED AREAS SIGNS A RELEASE.

Include employees, press, guests, sponsors, drivers, crew/team members.

9. 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."

10. NEVER ALLOW MINOR STO SIGN THE ADULT WAIVER.

11. MAKE SURE YOU KNOW AND FOLLOW PROPER PROCEDURES FOR MINOR RELEASES.

Make sure every minor signs the minor's release, and make sure both parents 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 that the minor signs his nightly minors waiver and release.

THE WAIVER AND RELEASE PROTECTS YOUR BUSINESS AND ALL THE PARTICIPANTS. DO NOT IGNORE THE IMPORTANCE OF FOLLOWING THE INSTRUCTIONS. PROTECT YOURSELF.