Waiver Policy for the Middle Kingdom
Revised May 8th, 2018

1. WHEN WAIVERS ARE REQUIRED
   a. An event, for the purposes of this policy only, is defined as any recreation function
      announced in either a branch, Kingdom, or Principality newsletter. Combat or fighter
      practices or any function at which combat related activities will occur, whether
      announced in a newsletter or not, are also included in the definition of an event and
      waivers must be collected from those actively participating in the combat related
      activities.
   b. Specifically excluded from the definition of an event are business meetings, demos, guild
      meetings, dance practices, or planning sessions, if no combat related activities are
      involved.
   c. Groups are not required to have attendees sign a waiver if the attendee has a signed
      blue membership card to present upon arrival at an event.
      1. If the group wishes to have everyone sign a waiver (for head counts or whatever) they
         may.
      2. But, attendees are not required to sign a roster if they have a signed blue card.
   d. If there is doubt as whether a specific function falls under this policy, please contact the
      Kingdom Seneschal for a ruling.

2. WHO MUST SIGN A WAIVER
   a. If a person (adult or minor) does not have a blue membership card with them that denotes
      both an SCA membership and a signed Consent to Participate OR
      1. Adults unable to present a blue membership card can use either an individual
         waiver form or sign a roster style waiver from providing that the full text of the
         waiver language is included.
      2. All minors unable to present a blue membership card must have the individual
         minor form executed by a parent or legal guardian.
   b. Is not a member of the SCA or
   c. Has forgotten their blue membership card

3. RECORD-KEEPING
   a. The Board of Directors has mandated that each Kingdom is required to archive its own
      event waivers.
   b. They are not to be sent to the Corporate Office in Milpitas.
   c. Each Kingdom shall have a single responsible officer ("Waiver Deputy") as a deputy to
      the Kingdom Seneschal to ensure that all required waivers, rosters, and sign-in sheets are
      collected and safely stored within a reasonable time after each event.
   d. The Waiver Deputy shall ensure that waivers for each event can be located and provided
      to the appropriate officials in the event a specific waiver is required.
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e. Event waivers, both adult and minors, must be sent within 30 days after the event to the Kingdom Waiver Secretary.

f. The Kingdom Waiver Deputy shall store all original executed waivers, rosters, and sign-in sheets, or legally accepted facsimiles, including those stored on electronic media, in such a manner that a responsible party can easily retrieve any needed waiver.

g. The Secretary's contact information can be found in the Seneschallorum listed as a deputy of the Kingdom Seneschal.

h. Copies do not need to be retained at the local level.

i. The Kingdom Waiver Deputy shall maintain the adult waivers for seven years and the minor waivers for 20 years.

4. RESPONSIBILITIES

a. The local Seneschal, or other officer in charge of any function at which waivers are required, is responsible for ensuring that a copy of Kingdom Law and the current Organizational Handbook (aka the Corpora and By-Laws) are available at that function.

b. The local Seneschal of the group hosting the event is responsible for ensuring that the event waivers are sent into the Kingdom Waivers Secretary.

c. This waiver policy applies to the local branches of the Middle Kingdom located in both U.S. and Canada.