

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.