

## Instructions for Completing ACC Waivers

To Trip Leaders,

It is important that Trip Leaders know and understand the details that must be followed when having participants complete waivers. Not doing any of these may negate the waiver.

Please note that on the Multi signature waiver:

- There are no longer boxes for the participants to initial.
- Participants must enter membership number. (Address is no longer good)
- There is now only one page to read, participants then sign in an appropriate section.
- Second page is for signatures only.
- Nothing in this Release can be changed in any way and it must be signed "as is" as a condition of participating in the proposed activity.

Please also note that:

- Waivers can only be signed in blue or black ink (it is a legal document)

Participants must be advised:

- That the waiver is a legal document, needs to be read in full and understood
- That they must not rush through reading the Release - leave themselves ample opportunity to read and understand its terms in advance of their chosen activity.
- Of some of the risks and they must be willing to accept
- That they must understand that they are waiving some rights by signing
- That signing of the waiver must be witnessed, by a trip leader/organizer
- If they refuse to sign the Release, they will not be able to participate in the chosen activity.

Participants must not:

- Feel pressured to sign
- Change the Release in any way and it must be signed "as is" as a condition of participating in the proposed activity
- Be under the influence of drugs or alcohol
- Be underage

Before signing the following questions must be asked of the participant:

- Have you read the waiver?
- Do you understand the waiver?
- Do you have any questions?

Participants may now sign the waiver in your witness. If they sign it without you seeing them sign it:

- You must then ask: "Is this your signature?"

These steps ensure that the waiver is properly signed as a legal document.

The witness to the participants' signature must be a non-family member (spouses cannot sign as witness for each other), the same apply to significant others.

Also, if possible, opportunity should be given for participants to read the waiver in advance of the trip (e.g. send out by email or direct them to the website) so they can seek legal advice if needed.