

## **GUIDELINES FOR ADMINISTERING WAIVERS AND INFORMED CONSENTS**

- 1. How often does a Participant need to sign a Waiver/Informed Consent in an activity that is ongoing throughout the year? (i.e. drop-in programs)**
  - a. A Waiver/Informed Consent has a maximum “usage” of 1 year. For example, if you have a waiver for a drop-in activity that goes throughout the year, you are required to set up a system to ensure that each Participant signs a new waiver at least once a year. If you change any activities in the drop-in program or add activities that were not originally considered when the waiver/informed consent was built, you must contact Risk Management & Insurance ([riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca)) and request an updated waiver. Once completed, all Participants must sign the **new** waiver.
  
- 2. Electronic Waivers/Informed Consents**
  - a. Active Living has a system for administering and signing waivers electronically for their programs. If you have programs that require Waivers or Informed Consents on an ongoing basis, you may wish to contact Logan Jones at [jonetic@ucalgary.ca](mailto:jonetic@ucalgary.ca) to obtain access to their system.
  
- 3. Paper Waivers/Informed Consents?**
  - a. Make sure that they are copied in a back-to-back format and in colour (even the red box with the yellow lines are derived from standard industry practice).
  - b. The best choice is to have them sign them and given to you in advance of the activity. However, if that cannot be done, ensure that you send them or give them access to a copy of the document at least two weeks in advance of the activity, so they can review the document and ask questions before bringing it to you on the day of the activity.
  
- 4. Who can be a witness?**
  - a. An employee of the university is the best choice as they may have to testify in court that they witnessed the signature. However, witnesses can be anyone who is not related to the participant.
  
- 5. Who can sign an Informed Consent?**
  - a. Only a parent or legal guardian of the child can sign an Informed Consent on behalf of the child.
  - b. Adult Informed Consents must be signed by the participant.
  
- 6. What has to be signed in order for an Informed Consent to be complete?**
  - a. The parent/guardian’s signature, address and phone number must be complete and, as well as paragraph 3 on the Informed consent, must be initialled.
  - b. Adult Informed Consents have the same requirements, except that the Participant must be the signatory of the document.
  
- 7. What if the Participant wants to cross something off the Waiver/Informed Consent?**

- a. We do not accept altered Waivers or Informed Consents. In order to participate in the activity, they must sign the document with no changes.

**8. When I am acting as a witness, what should I look for?**

- a. Ensure that you have checked their picture ID so that you can verify they are the person whose name is on the Waiver or Informed consent
- b. Check that their name and address is complete
- c. Check that the date and the signature are complete
- d. Ask them if they have read and understood the document.
- e. Then go ahead and sign as a witness and complete your date and signature.

**9. What if they ask me to explain the Waiver?**

- a. Reply as follows: "The document you are asked to sign is a Waiver of Liability and Indemnity Agreement. It is a legal document and by signing it, you are giving up certain legal rights, including the right to sue, should you be injured while participating in this activity." Do not attempt to get into a more elaborate explanation, but suggest the Participant re-read the document. If the participant has questions, please direct them to Risk Management & Insurance at 220-5719 or [riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca)

**10. What if they ask me to explain the Informed Consent?**

- a. Encourage the Parent/Guardian to re-read the document as it is in clear terms. If the Parent/Guardian has questions, please direct them to Risk Management & Insurance at 220-5719 or [riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca).

**11. Retention: How long should I retain the Waiver/Informed Consent?**

- a. Waivers and Adult Informed Consents should be filed in your department and retained for no less than 12 years as per the University's retention policy.
- b. Child Informed Consents must be retained for:
  - i. If the birth date is known, until they are 18 + another 12 years.
  - ii. If the birthdate is unknown, 30 years.

**12. Accidents: What if a person is injured during the activity?**

- a. **Contact Campus Security at 403-220-5333.** They will initiate emergency response if the accident is significant. All accidents are required to be reported on the [OARS system](#) as well. Risk Management & Insurance may contact you to obtain the original of the signed waiver/informed consent.

**13. Residence Services Waivers:**

- a. All Residence Services and Residence Students Association activities must be pre-approved by Lakshmi Sangaranarayanan, the Manager of Housing Services and Residence Education or Randy Maus, the Associate Director of Residence Services. Please complete the waiver request and send it to one of them first and, once they approve the activity, they will send it forward to Risk Management & Insurance to have the document created.

**14. Do you have questions?**

- a. If you have questions about how to administer Waivers and Informed Consents, please contact Risk Management & Insurance at [riskmgmt@ucalgary.ca](mailto:riskmgmt@ucalgary.ca).