Policies, Procedures and Guidelines

Student Event Risk Management Policy

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SCOPE

RELATED DOCUMENTS

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All Members of the McMaster Community

McMaster University Administration

The McMaster Students Union (MSU)

Primary Event Organizer

University Recognized Student Group

PROCEDURES

OFFENCES AND SANCTIONS

INSURANCE

IMPLEMENTATION

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DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.
PREAMBLE/PURPOSE

1. All student(s) and student groups organizing events on or off campus are expected to support and enhance the goals of the University.

2. This policy is intended to:
   a) provide a framework for planning a student event;
   b) promote the health and safety of student(s) or event participants in the organization and execution of events either on or off campus;
   c) outline the appropriate procedures to follow in order to minimize risk for the student group, the student(s), event participants and the University when organizing events;
   d) define the responsibilities and risk management practices required to promote care in the planning of activities for student(s) and student groups;
   e) through adherence and compliance with the Policy to lessen personal liability of any specific persons through compliance with coverage conditions under applicable insurance policies.

DEFINITIONS

3. When used in this policy:

   “Event” means a scheduled activity, occurring on or off campus, organized by student(s) that has one or more of the following characteristics:
   a) involves the expenditure of funds by a University Recognized Student Group;
   b) is sponsored and/or organized by a University Recognized Student Group.

   “McMaster University Administration” refers to University officers, staff and employees responsible for the creation or implementation of policies, practices and procedures associated with Risk Management.

   “Primary Event Organizer” means the individual who is leading the planning and implementation of an Event.

   “Risk Management” means the process of planning, leading, organizing and controlling activities in order to: minimize injury or harm to students, Event participants, or bystanders, and minimize financial losses arising from legal responsibilities and liabilities to the Primary Event Organizer, University Recognized Student Groups, the McMaster Student Union (MSU) and the University.

   “University Recognized Student Group” includes any one of the following organizations:
   a) student groups that have been recognized under the McMaster Students Union Operating Policy – Clubs Recognition, or
   b) student groups that have been recognized under the University Policy on the Recognition of Student Groups
for the purposes of Sections 17-19 of this policy only, the McMaster Students Union (MSU), the Graduate Students Association (GSA), and the McMaster Association of Part-time Students (MAPS)

“University Space” is to be understood in accordance with the Policy on the Use of University Facilities for Non-Academic Purposes, Section 1.

“Student” means a person who is registered in a course of study approved by the Senate.

“Waiver” means a document to be signed by the participant(s) to acknowledge the inherent risk(s) associated with an Event. Waivers must be completely filled out and must be specific to an Event. Generic waivers will not be accepted.

In this document, words in the singular may, when the context so warrants, signify the plural.

SCOPE

4. This policy applies to all University Recognized Student Groups that plan and hold an Event as defined in this policy.

RELATED DOCUMENTS

5. This document is to be read in conjunction with the following policies and statements:
   a) Laws of the Land, including but not limited to: the Criminal Code of Canada, Occupiers Liability Act, the Liquor Licence Act;
   b) McMaster Alcohol Policy;
   c) McMaster Students Union Operating Policy - Clubs Recognition;
   d) McMaster University Workplace Environmental Health and Safety Policy;
   e) Policy on the Use of University Facilities for Non-Academic Purposes;
   f) Residence Code of Conduct;
   g) Student Code of Conduct;
   h) University Policy on Recognition of Student Groups;
   i) Regulations Governing Welcome Week.

RESPONSIBILITIES

All Members of the McMaster Community

6. All members of the university community (students, faculty, staff, administration) have a responsibility to create a safe environment at Events as described in this policy.

McMaster University Administration

7. McMaster University Administration is responsible, for developing and updating policies and procedures relating to Risk Management and the planning of Events.
8. McMaster University Administration is responsible for:
   
   a) disseminating information about this policy and the expectations set out herein;
   b) developing, or assisting the MSU to develop, guidelines to be used by University Recognized Student Groups and Primary Event Organizers in planning and implementing Events;
   c) providing the resources of the office of Environmental and Occupational Health Support Services to ensure the proper and effective implementation of this policy and the procedures contained herein or developed to support this policy; and
   d) governing University Recognized Student Groups in accordance with University policies.

The McMaster Students Union (MSU)

9. The MSU is responsible for developing and updating policies and procedures relating to Risk Management and the planning of Events.

10. The MSU is further responsible for:
    
    a) disseminating information about this policy and the expectations set out herein;
    b) developing, or assisting McMaster University Administration to develop, guidelines to be used by University Recognized Student Groups and Primary Event Organizers in planning and implementing Events;
    c) providing the resources to ensure the proper and effective implementation of this policy and the procedures contained herein or developed to support this policy; and
    d) governing University Recognized Student Groups organized under the McMaster Students Union Operating Policy – Clubs Recognition.

Primary Event Organizer

11. The Primary Event Organizer of any Event is responsible for ensuring that all the requirements of this policy are met including all requirements related to the planning and implementation of the Event.

12. The Primary Event Organizer is also responsible for:
    
    a) dealing appropriately and safely with any problems that might arise leading up to, during and following the Event;
    b) any breaches of this policy that may occur during the planning and implementation of the Event; and
    c) attending the Event.

13. Failure by the Primary Event Organizer to meet his or her responsibilities as set out in this policy, or to follow any applicable law, statute, regulation or policy, will result in the Primary Event Organizer facing sanctions under the applicable University or MSU policies.
University Recognized Student Group

14. The University Recognized Student Group is responsible, as an organization, for ensuring that all the requirements of this policy are met including all requirements related to the planning and implementation of an Event.

15. The University Recognized Student Group is responsible for identifying to the University and the MSU the Primary Event Organizer for each Event.

16. Failure by the University Recognized Student Group to meet its responsibilities as set out in this policy, or to follow any applicable law, statute, regulation or policy, will result in the University Recognized Student Group facing sanctions under the applicable University or MSU policies.

PROCEDURES

17. The Risk Management process involves the following steps:

a) planning and evaluating the risk associated with the Event by completing the appropriate documentation, including Waivers, provided by the MSU and the University; and

b) obtaining all required approvals including final signature from Environmental and Occupational Health Support Services, or the Director of Athletics and Recreation, or the Director of Housing and Conference Services, as appropriate.

18. No University Space shall be booked until the process set out in section 17 above is completed and approval is granted. In the circumstances that space for an Event has been improperly booked prior to the completion of the process in section 17, Environmental and Occupational Health Support Services shall deny approval of the Event.

19. No Event shall take place unless the Risk Management process as set out in section 17 has been completed and approval granted.

OFFENCES AND SANCTIONS

20. Failure of the Primary Event Organizer and/or the University Recognized Student Group to fulfill any of the responsibilities or procedures set out in sections 11-19 shall constitute an offence under one or more of these policies:

a) the Student Code of Conduct (SCC);

b) the Residence Code of Conduct (RCC);

c) McMaster Student Union Policy on Clubs Recognition; and/or

d) University Policy on the Recognition of Student Groups.

21. Any question of which policy or policies should apply shall be determined at the discretion of the Associate Vice President (Student Affairs) and Dean of Students in consultation with the MSU Board of Directors.
22. For information on the process for handling an alleged offence and possible sanctions, please refer to the specific policy or policies that apply.

23. Possible sanctions for breaches by the Primary Event Organizer include but are not limited to:

   a) Written reprimand;
   b) Educational sanctions;
   c) Loss of privileges;
   d) Suspension from the University;
   e) Expulsion from the University.

24. Possible sanctions for breaches by the University Recognized Student Group include but are not limited to:

   a) Written reprimand;
   b) Educational sanctions;
   c) Loss of privileges;
   d) Suspension of status as a University Recognized Student Group;
   e) Loss of status as a University Recognized Student Group.

INSURANCE

25. Insurance policies for commercial general liability and property coverage are held by McMaster University, the MSU, the McMaster University Student Centre (MUSC), and other organizations at McMaster.

IMPLEMENTATION

26. McMaster University Administration and the MSU recognize that the successful implementation and use of this Policy will require much consultation and communication between them. Each group undertakes to consult, and communicate regarding the implementation, use and amendment to Policy in a good faith manner in order to ensure the Policy’s success.

RECORDS

27. Records including forms, approvals, waivers and incident reports shall be retained by the applicable University office for all Events for a period of seven years from the date of the Event.

Forms: There are four (4) risk management forms that follow:

i) Student Event Planning/Approval Form
ii) Spectator/Cultural/Social Events/Bus Trips/Event Involving Alcohol Waiver
iii) Participatory Sporting Event Waiver
iv) Bus Monitor Contract
### McMaster University
#### Student Event Planning/Approval Form

**NOTE:** The Primary Event Organizer must submit this form to Environmental & Occupational Health Support Services (EOHSS) for approval a **minimum of five (5) business days** prior to the event. (With the exception of Welcome Week)

Name of Sponsoring Organization: __________________________________________

<table>
<thead>
<tr>
<th>Primary Event Organizer:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(must attend)</td>
<td>Position:</td>
</tr>
<tr>
<td></td>
<td>Telephone:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Contact:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(must not attend, must be available in Hamilton)</td>
<td>Position:</td>
</tr>
<tr>
<td></td>
<td>Telephone:</td>
</tr>
<tr>
<td></td>
<td>Signature:</td>
</tr>
</tbody>
</table>

Name/Description of Event: __________________________________________

Purpose: __________________________________________

Event Date(s): __________________________________________

<table>
<thead>
<tr>
<th>Exact Destination:</th>
<th>On Campus:</th>
<th>Off Campus:</th>
</tr>
</thead>
</table>

Expected Number of Participants: ________  Start Time: ________  Finish Time: ________

Please describe your event by indicating which of the following components it includes and the steps you will take to minimize any risk involved. If your event includes additional components, please use the space provided in section VI. to describe them and to indicate the steps you will take to minimize any risk involved.

**Nature of Event/Components Involved:**

I. **Alcohol is available for consumption**
   a) served by bartender/venue
   b) served by student organization reps at no cost
   c) served by student organization reps/bar staff at cost to participants

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td></td>
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</table>
NOTE: If "yes" to (c), the event must be licensed. Please refer to McMaster University Alcohol Policy, Appendix A, p. 11, for licensed locations on campus. Only Hospitality Services can operate/license outdoor events on campus: applications for such events must be submitted 30 business days prior to the event. Residence leaders seeking approval to host a licensed event in residence must submit a completed “Application for Special Occasion Permit: Reception-Sale” with this approval form to the Director, Housing Services, 15 business days prior to the event.

**Action Steps To Minimize Risk:**

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartender/venue management aware of their responsibility not to over serve</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Minimum of one non-drinking volunteer designated to monitor every 25 attendees</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Bus Monitor Contract Signed (Appendix C)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No attendee under the age of 19 will be served alcohol</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Waivers will be administered (samples in Appendix D)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

II. **Lecture, Demonstration, Meeting, Guest Speaker**

<table>
<thead>
<tr>
<th>Topic/Subject</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Lecturer or Guest Speaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderator (Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Services Informed of the event</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Outside Attendance</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Clubs contacted who may be impacted</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Steps taken to include all who wish to attend</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

III. **Travel**

| Arrange group transportation | Yes | No |
| Rent cars/vans | Yes | No |
| Rent bus - name of company: | Yes | No |
| Out of province/country | Yes | No |

**Action Steps To Minimize Risk:**

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel arrangements are made for attendees with special needs</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Arrival/departure times known by all attendees</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Attendees know contingency plan for missing return transportation</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No alcoholic beverages permitted on bus</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No intoxicated individuals will board bus</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Attendees bring health card, identification (and passport, as required)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Bus Monitor Contract signed (Appendix C)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If renting a vehicle, buy insurance which will reduce the deductible to $0</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Waivers will be administered (samples in Appendix D)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

IV. **Physical Activity**

| Moderate (e.g., dancing) | Yes | No |
| High (e.g., skating, ice hockey, skiing, paint ball, rock climbing) | |

**Action Steps To Minimize Risk:**

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Primary Event Organizer brings first aid kit</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>All attendees bring health card, identification</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Plan for transporting injured to hospital</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Waivers will be administered (samples in Appendix D)</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Other</td>
<td>Yes</td>
<td>No</td>
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</table>
V. Rental of Equipment
Equipment involving degree of risk. E.g. hot tub, trampoline:

<table>
<thead>
<tr>
<th>Action Steps To Minimize Risk:</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Complete hot tub planning checklist (Appendix B)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Customized waiver(s) signed (Appendix D)</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Other</td>
<td>Yes</td>
<td>No</td>
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</table>

VI. Impact on Positive Relations with McMaster Residents and Neighbouring Community
Walking/Travelling through campus and/or neighbourhoods (e.g., to Snooty Fox) Yes No
Hosting activity in residential neighbourhood

<table>
<thead>
<tr>
<th>Action Steps To Minimize Disruption To McMaster Residents And Neighbouring Community:</th>
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VII. Additional Components

<table>
<thead>
<tr>
<th>Action Steps To Minimize Risk And Return Site To Original Condition:</th>
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<tr>
<td><strong>MSU Clubs</strong> require signatures A, B, C &amp; K</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>A) Primary Event Organizer</td>
</tr>
<tr>
<td>B) Organization President</td>
</tr>
<tr>
<td>C) MSU Club Administrator/Business Manager</td>
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</tbody>
</table>

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<thead>
<tr>
<th><strong>Faculty Society, IRC &amp; SOCS</strong> require signatures E, F, G &amp; K</th>
<th><strong>Name (Printed)</strong></th>
<th><strong>Signature</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>E) Primary Event Organizer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F) Organization President</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>G) Faculty Associate Dean / Dean of Students</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Athletics &amp; Residence</strong> require signatures H, I, &amp; J</th>
<th><strong>Name (Printed)</strong></th>
<th><strong>Signature</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>H) Residence Staff OR Athletic Sports Club Coordinator (ASCC)</td>
<td></td>
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<td></td>
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<tr>
<td>I) Residence Manager OR Manager Recreation Services</td>
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<tr>
<td>J) OR Director of Athletics &amp; Recreation OR Director of Housing &amp; Conference Services give final approval for all activities involving waiver(s) in their area of jurisdiction</td>
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<tr>
<th><strong>EOHSS Signature</strong></th>
<th><strong>Signature</strong></th>
<th><strong>Date</strong></th>
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<tbody>
<tr>
<td>K) Environmental &amp; Occupational Health Support Services (EOHSS)</td>
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</table>

Environmental & Occupational Health Support Services will retain one copy of this form and all signed waivers for seven (7) years.
Primary Event Organizer Contract

I, __________________________________________ hereby agree to act as the primary event organizer on ___________ (print name) (date)

for the ____________________________________________________________________________ (student group)

trip to ______________________________________________________________________________ (destination)

I am fully aware that:

1) I will be responsible for organizing the event.
2) I will ensure that the planning of the event complies with the student event risk management policy.
3) I will ensure that the event is run within these regulations.
4) I will ensure that the rules/procedures for the event are posted for all participants.
5) I will ensure that the waivers and/or a list of names of all event participants are left in the possession of the Event Contact person.
6) It is my responsibility to ensure that every student assistant involved with the event is aware of their responsibilities.
7) I will complete a detailed Student Event Incident Report and submit it to the Manager, Environmental & Occupational Health Support Services.
8) The primary event organizer will be held accountable to: the president of their organization and/or the McMaster Students Union, Student Event Risk Management Committee, E&OHSS and, ultimately, the Office of the Associate Vice President (Student Affairs).

I agree to uphold all the requirements of the primary event organizer and agree to not consume any alcohol on the day of the event until the event ends and all the participants have safely dispersed.

Signature: __________________________________________ Witness: __________________________________________
Date: __________________________________________ Position In Organization: ________________________________

NOTE:
The Primary Event Organizer must submit this form to Environmental & Occupational Health Support Services (EOHSS) for approval a minimum of five (5) business days prior to the event.
McMASTER UNIVERSITY
ASSUMPTION OF RESPONSIBILITY, RISKS AND LIABILITY WAIVER
SPECTATOR/CULTURAL/SOCIAL EVENTS/BUS TRIPS/EVENT INVOLVING ALCOHOL

BY SIGNING THIS LEGAL DOCUMENT, YOU WILL BE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SU – PLEASE READ CAREFULLY.

Trip/Event/Location: ____________________________________________________________________
Date: _____________________ Organization: _______________________________________________

ASSUMPTION OF RISKS and ASSUMPTION OF RESPONSIBILITY

ALCOHOL MAY BE CONSUMED DURING THIS TRIP/EVENT YES ☐ NO ☐

I REALIZE THAT THERE ARE POTENTIAL RISKS INHERENT IN MY PARTICIPATION IN THIS OUTING.

I freely and voluntarily accept and assume all such risks, dangers and hazards and the possibility of personal injury, death, violence, property damage or loss, during all the time of this trip/event, resulting from activities during this trip/event.

I accept my responsibility to abide by the laws of the country, to ensure that I have adequate medical coverage, protect personal possessions and obey all the rules set out for this trip/event.

LIABILITY WAIVER and INDEMNIFICATION

In consideration of approval to participate in this trip/event, I and any personal representative, hold harmless, release and forever discharge McMaster University and (organization), their directors, officers, faculty, staff, students, volunteers, agents, trainees, or employees from any and all actions, causes of actions, including negligence, claims and demands for damages, loss or injury, resulting from or arising out of my participation in this trip/event.

I also indemnify and save harmless McMaster University and (organization) _________________________________ from any and all actions, causes of actions, demands, expenses or losses whatsoever which they may bear as a result of my participation in this event, by reason of damage to any and all property and any and all personal injuries, including death of others or myself.

Participant (Print name): ________________________________ Student/Employee number: _______________
Address: ________________________________________ Telephone: (_____)__________________________

_______________________________________   ___________ ______________________
Signature of participant      Witness as to Signature of Participant
Date: ___________________________

Please check the appropriate boxes and initial that you have read the following questions:
1. Do you read and understand English? ☐ YES ☐ NO Initials: __________
2. Do you understand the purpose of this waiver? ☐ YES ☐ NO Initials: __________
3. This event has inherent risks. Do you understand these risks? ☐ YES ☐ NO Initials: __________
4. Are you willing to assume these risks? ☐ YES ☐ NO Initials: __________

IF YOU HAVE CHECKED “NO” TO ANY OF THE ABOVE, PLEASE DISCUSS THIS WAIVER WITH THE PRIMARY EVENT ORGANIZER/STUDENT LEADER ADMINISTERING THE WAIVER.
MCMASTER UNIVERSITY
ASSUMPTION OF RESPONSIBILITY, RISKS AND LIABILITY WAIVER
PARTICIPATORY SPORTING EVENT

BY SIGNING THIS LEGAL DOCUMENT, YOU WILL BE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SU – PLEASE READ CAREFULLY.

Trip/Event/Location: ____________________________________________________________________
Date: _____________________ Organization: _______________________________________________

ASSUMPTION OF RISKS and ASSUMPTION OF RESPONSIBILITY

I REALIZE THAT PARTICIPATION IN ATHLETIC ENDEAVOURS ENTAILS THE RISK OF INJURY TO ME. SUCH RISKS MAY INCLUDE, BUT ARE NOT RESTRICTED TO SLIPS, FALLS, PHYSICAL CONTACT WITH OTHER PEOPLE, EQUIPMENT OR FACILITIES, ABNORMAL CLIMATIC CONDITIONS OR ENDEAVOURS AT HIGH SPEED.

I freely and voluntarily accept and assume all such risks, dangers and hazards and the possibility of personal injury, death, violence, property damage or loss, during all the time of this trip/event, resulting from the travel arrangements, attendance at (event) ___________________________________________________ and any other related activities during this trip/event.

I accept my responsibility to abide by the laws of the country, to ensure that I have adequate medical coverage, protect personal possessions, and obey all the rules set out for this trip/event.

LIABILITY WAIVER and INDEMNIFICATION

In consideration of approval to participate in this trip/event, I and any personal representative, hold harmless, release and forever discharge McMaster University and (organization), ___________________________________________ their directors, officers, faculty, staff, students, volunteers, agents, trainees, or employees from any and all actions, causes of actions, including negligence, claims and demands for damages, loss or injury, resulting from or arising out of my participation in this trip/event.

I also indemnify and save harmless McMaster University and (organization) _________________________________ from any and all actions, causes of actions, demands, expenses or losses whatsoever which they may bear as a result of my participation in this event, by reason of damage to any and all property and any and all personal injuries, including death of others or myself.

Participant (Print name): ____________________________________  Student/Employe e number ______________________
Address: __________________________________________________  Telephone : (_____)__________________________

________________________________________________________________________________________________________
Signature of participant    Witness as to Signature of Participant

Date: ___________________________

Please check the appropriate boxes and initial that you have read the following questions:

1. Do you read and understand English?  YES  NO  Initials
2. Do you understand the purpose of this waiver?  
3. This event has inherent risks. Do you understand these risks?  
4. Are you willing to assume these risks?  

IF YOU HAVE CHECKED “NO” TO ANY OF THE ABOVE, PLEASE DISCUSS THIS WAIVER WITH THE PRIMARY EVENT ORGANIZER/STUDENT LEADER ADMINISTERING THE WAIVER.
McMASTER UNIVERSITY

BUS MONITOR CONTRACT

I, _____________________________________, hereby agree to act as a bus monitor on ________________________,
(please print name)         (date)

For the __________________________________________ trip to __________________________________________.

I am fully aware that it will be my responsibility to ensure that:

1. All participants have signed waivers before loading the bus.
2. No alcohol is brought onto the bus. All alcohol will be confiscated.
3. No intoxicated participant will be allowed to board bus going to the event.
4. Every person is aware of the time the bus will be leaving the venue.
5. Every effort is made to ensure all participants are on the bus before it departs the venue.
6. The individuals who get on the bus at the venue are the same passengers who arrived on the bus.

I agree to uphold all the requirements of a bus monitor and agree to not consume any alcohol on the day of the event until the bus arrives safely back at McMaster University and the event has officially concluded.

SIGNATURE: ________________________________________ WITNESS: __________________________________

DATE: __________________________ POSITION IN ORGANIZATION: ________________________________

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