

## Basic Waiver Information for Seneschal 101

### 1. Where to find waivers

The *Consent to Participate and Release Liability* (Adult Waiver) and *Minor's Consent to Participate and Hold Harmless Agreement* (Minor Waiver) forms are available at <http://chronicler.atlantia.sca.org/forms/index.htm>. You can get the 'roster waiver' for adults only at <http://seneschal.atlantia.sca.org/>. I recommend using the adult roster waiver at events for general ease of handing and filing.

### 2. Who has to sign a waiver

You have to sign a waiver when you want to attend an SCA event, or take part in an SCA fighting activity, and cannot prove that you already have a signed waiver on file at the SCA Corporate Headquarters. Just being an officer or a Baron or Baroness is not sufficient – that generally indicates membership, but not necessarily proof of signed waiver on file, and as I've discovered, doesn't always even mean membership!

### 3. When and where to collect waivers

When your group sponsors an official event (listed in *The Acorn*), you (the group seneschal) need to collect all waivers signed during the course of that event. This includes waivers signed at registration (troll), all list tables, and any other activities that require waivers as part of the official event. All of the waivers collected at an official event are referred to as 'event waivers.'

Any fighting that takes place at an official group activity (announced in a meeting or newsletter) is conducted by a Marshal-in-Charge (MiC) of that activity. This generally includes fighter practices, demos, etc. The group's knight marshal is responsible for collecting waivers from the MiCs of the various activities, and submitting all waiver materials for activities on a quarterly basis. These activity waivers are generally referred to as 'fighter practice waivers.' (Note - the knight marshal for a group does not have to be the heavy marshal.)

### 4. Where to submit waivers

Within fourteen calendar days of the date of the event, I need to have the event waiver materials in my mailbox. If I don't receive them by this date, I will notify you, and at your request, may grant you a grace period of fourteen additional calendar days. Separate waivers into two stacks: adult and minor. (If you're really cool, you'll clip the two stacks separately.) Complete an *Event Waiver Report* form, and put the whole thing in the mail to me. My name and address will change periodically, so look in *The Acorn* for the current Kingdom Waiver Secretary's contact info. All forms are available from the Kingdom Seneschal's website, under the heading "Waivers", at <http://seneschal.atlantia.sca.org/waivers.htm>. You can also find these forms in the back of the Seneschal's Handbook, also found on the Kingdom Seneschal's website, under the heading "Atlantian Seneschals' Handbook", at <http://seneschal.atlantia.sca.org/handbook.pdf>. If you are not easily web-accessible, contact the Kingdom Waiver Secretary on the phone, and she'll postal mail you copies of them.