

# Release and Waiver Guidelines

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## I. INTRODUCTION

This Release and Waiver Guidelines booklet is intended to provide the American Motorcyclist Association insurance program organizers with basic guidelines for the use of the various release and waiver forms.

The Release and Waiver is the primary factor in the insurability of your sanctioned event. Its importance and effectiveness in reducing the risk exposure at your sanctioned event cannot be overstated. Please review it carefully. You are encouraged to distribute this summary separately to your employees and anyone else you desire.

**Remember, Release and Waivers are required to be executed by EVERY person that is admitted to a Restricted Area.**

The definition of a "restricted area" is any area that the general public is not allowed to enter. This area may vary from event to event, but the "restricted area" **MUST** include the competition area, staging and pit area as well as any area where a person may be near a moving Motorcycle or ATV. (This may include the entire facility).

Make sure all release and waiver forms are completely filled out (ORGANIZER NAME, EVENT NAME, SANCTION #, date of event) and witnessed by an **Adult Event Employee**.

Again, this booklet is intended to be a general guide and is not intended as the final, comprehensive resource on every aspect of release and waivers. If you have any questions, do not hesitate to Contact us.

## II. RELEASE AND WAIVER GUIDELINES SUMMARY

### A. FOR ALL ADULT AND MINOR WAIVERS

1. Everyone who enters a "restricted area" ---- this may include the entire facility --- must sign the correct release and waiver form. This includes employees, volunteers and vendors. **EVERYONE**.
2. Recreation Events – Since Recreation events do not have designated restricted areas, you should have all participants and or attendees sign waivers.
3. Use forms: **AMA Adult Waiver, AMA Minor Waiver**
4. All forms **MUST** be witnessed (on the applicable space on the form) by an **Adult Facility/Track Employee**. Try to have the same person or a small group of persons handle waiver execution at all events.
5. Every form must be **completely** filled out. The event date(s) and location(s) **MUST** be specified. **THIS IS CRITICAL!**

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### Retain Releases for at least one year past the statute of limitations for your state.

In most cases this will mean three years from the date of the event since most states have a 2 year statute of limitation. Some states statute of limitation is 3 or 4 years. In those states, releases will be retained for as long as 4 or 5 years.

Minor releases should be retained at minimum 2 years past the 18<sup>th</sup> birthday. In states with a longer statute of limitation, releases may need to be retained for 3 or 4 years past the 18<sup>th</sup> birthday.

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### B. MINOR WAIVERS

1. Minor waivers are executed by the parent(s)/legal guardian(s), **NOT the minor**. Do not have minors sign adult waiver forms.
2. "Minors" in almost all states is defined as anyone under 18. Check with your state's authorities if you are uncertain.
3. Waivers should be signed by **BOTH** parents or legal guardians. Both signatures are **required** for minors participating in the event/activity. If your event has all persons entering the event sign a waiver, other minors who will not be entering a restricted area may be admitted on a per event basis with ONE parent's signature.