

**OUTDOOR CLUB OF SOUTH JERSEY
POLICY ON WAIVER STATEMENTS & SIGN-IN SHEETS**

A. PURPOSE –To establish the policy and procedures to meet administrative requirements regarding the Release and Waiver of Liability and Indemnity Agreement (“release”) that are specified in our General Liability insurance policy

B. APPLICABILITY -- This policy applies to all members of the Outdoor Club of South Jersey (“OCSJ”).

C. DEFINITIONS

a. Release and Waiver of Liability and Indemnity Agreement --Wording which states that the activity participant recognizes limitations in the skills and medical training of OCSJ activity leaders and inherent risks and hazards within the activities themselves; that participant waives right to sue the Club or its members for injuries or damages suffered as a result of taking part in the activity. (NOTE: this wording appears at the top of the OCSJ Sign-in sheet that appears on the OCSJ website).

a. that OCSJ shall deliver a valid “release” to its General Liability insurance carrier simultaneously with the notice of a participant’s claim. This “release” must be in the form prescribed by the insurance carrier, dated and signed by the participant prior to the time of the occurrence in which the participant was injured.... In other words, OCSJ must deliver the sign-in sheet for the activity in question.

b. that OCSJ will implement sufficient procedures to secure such “release”.

c. such “releases” shall be considered valuable papers, and their destruction shall be subject to applicable insurance laws in respect to the retention of records (NOTE: for New Jersey, this period would be at least 18 months. If minors were participants on the activity, the release should be maintained until the minor(s) would reach age 18)

E. RECOMMENDED OSCS PROCEDURES (for each of the above requirements)

a. (1) that OCSJ continue to submit the web site sign-in sheet, with “release” wording”, to insurance carrier for their review during annual renewal underwriting process. (2) that OCSJ require that all activity leaders must use an OCSJ sign-in sheet with the approved “release” wording (as reflected on the OCSJ website) for all OCSJ activities (i.e., any activity listed in the Trekker, on our Hotline, or on any OCSJ-labeled website). And that such requirement will be posted on each Activity’s section of the OCSJ website, listed in each copy of the Trekker, and reinforced in new leader training and Activity Chairperson communications.

b. (1) that OCSJ Activity leaders be required to forward all activity sign-in sheets to their Activity Chair (or individual(s) designated by the Activity Chair) no less frequently than by the end of each calendar quarter (i.e. March 31, June 30, September 30, December 31). Sign-in sheets for activities held within the week preceeding this date can be remitted in the following quarter. (2) that Activity Chairpersons or designates will conduct quarterly reviews to see that sign-in sheet procedures are being followed. Significant or repeated underperformance will be reviewed by OCSJ Board for appropriate action.

c. that upon completion of review and use by ActivityChair and/or designates, sign-in sheets will be sent to central storage area for appropriate retention.

F. IMPLEMENTATION -- This policy was approved by the Board of Trustees on May 11, 2006 and is effective upon Board communication.

_____ Dennis McKane, President

_____ Kathleen Pearce, Vice President