

Waiver Policy for the Middle Kingdom

- Groups are **not required** to have attendees sign a waiver **if** the attendee has a **signed blue membership card** to present upon arrival at an event. If the group **wishes** to have everyone sign a waiver (for head counts or whatever) they may, but attendees are **not required** to sign a roster **if** they have a signed **blue** card.
- An event, for the purposes of this policy only, is defined as any recreation function announced in either a branch, Kingdom, or Principality newsletter. Combat or fighter practices or any function at which combat related activities will occur, whether announced in a newsletter or not, are also included in the definition of an event and waivers must be collected from those actively participating in the combat related activities. Specifically excluded from the definition of an event are business meetings, demos, guild meetings, dance practices, or planning sessions, as long as no combat related activities are involved.
- If there is doubt as whether or not a specific function falls under this policy, please contact the Kingdom Seneschal for a ruling.
- The Board of Directors has mandated that each Kingdom is required to archive its own event waivers. They are **not** to be sent to the Corporate Office in Milpitas. Event waivers, **both adult and minors**, must be sent **within a week** after the event to the Kingdom Waiver Secretary. The Secretary's contact information can be found in the Seneschallorum listed as a deputy of the Kingdom Seneschal. Copies do not need to be retained at the local level. Waivers should be separated by function or event and clearly labeled with the name of the branch, the name of the function or event, and the date of the function or event.
- **Adults unable to present a blue membership card must use an individual waiver form. All minors unable to present a blue membership card must have the individual minor form executed by a parent or legal guardian.**
- The local Seneschal, or other officer in charge of any function at which waivers are required, is responsible for ensuring that a copy of Kingdom Law and the current Organizational Handbook (aka the Corpora and By-Laws) are available at that function.
- This waiver policy applies to the U.S. and Canada.