



The main purpose of a waiver or parental / guardian consent form is to inform participants of the potential risks associated with the activity and that the participants (or parents/guardians of minor participants) understand the risks and agree to assume the possible foreseen or unforeseen risks.

**PLEASE NOTE:** any activity involving minors (under age 18) requires **Parental / Guardian Consent**.

<p><b>1. General Requirements</b></p>	<p>(a) Participants in any activity must be notified they will be required to sign a waiver or obtain a parental / guardian consent form well in advance of the event (on/off campus).</p> <p>(b) Waivers and parental / guardian consent forms must:</p> <ul style="list-style-type: none"> <li>i. Identify the activity and the possible risks arising from the activity;</li> <li>ii. clearly identify the group organizing the activity;</li> <li>iii. include a description of the risks of the activity; and</li> <li>iv. be signed in the presence of a witness (if applicable).</li> </ul>
<p><b>2. Selecting Waiver</b></p>	<p>All waivers may be obtained on the University of Manitoba’s Standard Agreements website (<a href="http://umanitoba.ca/legal_counsel/agreements.html">http://umanitoba.ca/legal_counsel/agreements.html</a>) as follows:</p> <ul style="list-style-type: none"> <li>(a) <b>Elective Student Field Trips which are not included as a Course Requirement</b>, select “Field Trip Release, Waiver and Indemnification”;</li> <li>(b) <b>Special or promotional activities on campus</b>, such as organized sporting events or activities involving physical activity, select “Participant Release, Waiver and Indemnity”;</li> <li>(c) <b>Visitors to access the University facilities to perform activities</b>, such as using labs for research purposes, select “Visitors on Campus – Release, Waiver and Indemnity”;</li> <li>(d) <b>Minors to access restricted areas</b>, such as access to labs for school projects or as part of a school field trip, select “Minors on Campus for Educational Opportunity – Parental Consent, Waiver and Indemnity”;</li> <li>(e) <b>Events, lectures, and/or research</b>, in which photographs, videos, and/or audio recordings will be taken, select “Photo and Video Consent and Waiver”</li> </ul>

<p><b>3. Execution</b></p>	<p>(a) Forms should be printed double-sided.</p> <p>(b) Forms must be signed in front of a witness.</p> <p>(c) For minors (persons under age 18), parental or guardian consent must be obtained.</p> <p>(d) If possible, participants and witnesses should be instructed that:</p> <ul style="list-style-type: none"> <li>i. Waivers/consent forms cannot be signed when or where alcohol is being served.</li> <li>ii. Witnesses should check picture identification to ensure the person signing waiver/consent form is over the age of 18.</li> </ul>
<p><b>4. Faculty / Department Review, Storage and Disposition</b></p>	<p>(a) Prior to the planned activity, Faculty/Department staff should review the form to ensure:</p> <ul style="list-style-type: none"> <li>i. the waivers/consent forms are properly and fully completed;</li> <li>ii. all schedules to the form, if applicable, are attached; and</li> <li>iii. the person signing the form has not changed or crossed out any of the wording on the form, with the exception of the “Photo and Video Consent and Waiver”.</li> </ul> <p>(b) A blank (i.e. unsigned, non-personalized) copy of the waiver/consent for the event must be transferred to the University Archives. A <a href="#">Requisition to Transfer Records form</a> needs to be approved by the Access and Privacy Office before the transfer of blank waivers/consent forms to Archives can take place. <a href="#">Click here</a> to get instructions regarding the transfer of the blank waiver/consent form to Archives.</p> <p>(c) Executed waiver/consent forms must be filed and safeguarded within the Faculty/Department for 2 years following the end of the event covered by the waiver/consent unless the participant is a minor, in which case it must be kept for 2 years after the minor reaches the age of 18. Once the retention period has been reached, the records can be confidentially destroyed. A <a href="#">Requisition to Destroy Records form</a> needs to be approved by the Access and Privacy Office before destruction can take place. <a href="#">Click here</a> to get instructions regarding the confidential destruction of the executed waiver/consent forms.</p>

**For more information:**

Contact the Office of Legal Counsel:  
[http://umanitoba.ca/legal\\_counsel/contact\\_us.html](http://umanitoba.ca/legal_counsel/contact_us.html)