Event waivers are a Seneschal responsibility. They are the legal documents that come out of an event. For the duration of an event, from planning through execution, the Autocrat/Event Steward is considered a Deputy of the Seneschal, however, ensuring the paperwork is turned in on time is ultimately the responsibility of the group’s Seneschal. The financial reports are a Reeve/Exchequer responsibility and are outside the scope of this document.

The waivers and associated reports are due within 30 days of all events. This includes those events for which there is no charge. If it is published, it requires waivers. When submitting the paperwork, three or four files are expected for each event:

1. The roster of the event attendees

* Every person attending the event from adults to babes-in-arms should have an entry on the attendance roster.
* Names of reservations that did not attend should be marked through to indicate they did not attend.
* Every name that is not crossed out should have initials -AND- either a membership number with a date, or a cross-reference to a page and line on a waiver roster.
	+ Blue cards are not required to be signed, as having a blue card means the Society has a waiver on file for that member. Members without blue cards that can show other proof of membership should sign the non-member waiver, though their member numbers should be recorded on the attendance roster to signify they are eligible for the member discount.

2. The signed adult non-member waiver roster pages

* It is recommended to number the lines and add a page reference to make it easier to cross-reference the signature on the waiver to the entry on the attendance roster.

3. The youth waivers

* Youth with blue cards do not require a “Minor’s Consent to Participate and Hold Harmless Agreement” (aka Minor Waiver) form.
	+ ALL other youth require a completed Minor Waiver form signed by their parents/guardians.
* Individual and family Minor Waiver forms can go into the same file.
	+ Family Minor Waiver forms can only be submitted for children attending with their parents or guardians.
* A numbering/lettering system should be used to allow a way to cross-reference the waiver to the entry on the attendance roster.
* Any Consent to Travel/Medical Authorization Forms collected at the gate should be added to the same file, sorted with the Minor Waiver to which is corresponds
	+ Note, these are required for minors not attending with their parents and are recommended by the Society for all Youth on site.
		- Wording from the actual form, “The SCA requires minor participants (i.e., those having to have waivers) whose parents or legal guardians are not present at the event to have a valid Medical Authorization form. The SCA recommends use of the Medical Authorization for all minors whose parents or legal guardians are present.”
	+ This is the updated version of the Designated Adult in Charge of a Minor form put out by Society.

4. Equestrian Waivers (only required for events with horses)

* If there are horses on-site, every adult on the event roster must sign the form.

In an attempt to simplify the reporting, it is recommended to use the Master Waiver Submission Form available under Seneschal Resources on the Kingdom website to count the entries on each page. The form will total counts for each item. When submitting the waivers, it is recommended that you include this form with your waiver files as a sort of cover letter.

Electronic copies for the waivers should be submitted to sen.waiver@meridies.org.