



For ASCIP Community College District Members

RE: ASCIP – CCD Waiver/Assumption of Risk Forms and Recommendations

The following forms are available on our website:

- 1) Participation in a Class/Activity Permission, Assumption of Risk, and Hold Harmless, Indemnity and Release of Liability.
- 2) Participation in a Class/Activity Medical Treatment Authorization.

Recommendations:

- We recommend separate forms be used for the waiver and for medical treatment authorization to avoid any ambiguity or misunderstanding about the purpose of each form.
- Both forms should be completed before a student participates in a class/activity.
- Your District should designate a District Department (e.g. Risk Management), and someone within that Department, to be responsible for collecting the forms from instructors and/or coaches and safekeeping the forms. Once a student signs the two forms, these forms should be collected and kept for safekeeping in one central location.
 - For example, if your district is a multi-college district, the District may wish to designate one person from each college as the liaison between the college and the District for this purpose. Once an instructor or coach receives the completed forms, the instructor or coach could provide the completed forms to the college's liaison, who in turn could give the forms to the designee of the District.
- The District should notify District instructors and/or personnel that the selected Department, and the person within that Department, has been designated to collect and retain these forms.
 - At a particular college, instructors and coaches can be notified of the college liaison and his or her responsibility.

- After the forms have been collected by the designated Department and person within that Department, the original forms should be kept for a minimum of five (5) years. Thereafter, the forms should be scanned into the computer system and kept in one central folder for safekeeping for a minimum of another five (5) years. Because injuries may arise years later (e.g. Chronic Traumatic Encephalopathy) and claimants may attempt to assert claims after years have passed, we are recommending retention for a 10 year period.

The information included in this document is provided for general informational purposes only and is not intended as, nor does it constitute legal advice. None of the information provided is intended to create an attorney client relationship. Professional legal advice should be sought if issues arise concerning topics included in this document. Prior to using or making changes to the forms provided, or implementing these recommendations, please consult with your general counsel.