CHIEF OF WAIVERS CHECKLIST

DONE	TASK
	PRIOR TO START OF SEASON
	Review Section 5.5 of the National Solo Rules (https://www.scca.com/pages/solo-cars-and-rules) **and supplemental waiver procedures** (https://www.scca.com/downloads/44545-2019-03-08-waiver-procedures-3-page/download).
	Confirm the waiver forms have been revised by National office. If not, reuse supply on-hand and reorder necessary supplies to have enough inventory to last the entire season. If there are revisions, determine if current supplies can be used before moving to new form.
	Ensure you have an adequate supply of wrist bands for the season. If you need to purchase more they are available from the National Office, and can be ordered on line at https://www.scca.org/. Coordinate with the Solo Treasurer to confirm method of payment.
	Organize a water-proof container to store blank waivers. This should include both general event waivers, minor waivers, and wrist bands. It should also contain clip boards, and a full stock of ink pens.
	Obtain envelopes to secure completed waivers at the end of each event. Completed waiver forms must be kept for 7 years.

	PRE EVENT
	Recruit workers to cover the gate: - Morning - 2 workers for when the gates open (typically 7:00 am)**.** Each worker will work an hour shift (e.g., 7:00 am – 8:00 am and 8:00 am to 9:00 am). This allows workers time to register, tech, and walk course, etc. - Lunch – 2 workers to split the lunch break. - During heats – Chief of Workers will assign workers to cover the gate if sufficient entries.
	Chief of Waivers is expected to work one of the shifts if in attendance.
	Communicate the names of your volunteers to the Chief of Workers. This should happen prior to the day of the event.

	AT THE EVENT
	Make arrangements to hand off the container of supplies to the worker(s) assigned to cover the morning shift.
	Ensure that each worker assigned to the position understands their responsibility as a waiver worker. - Standard wavier vs. Minor Waiver - Daily vs. season waiver - Fill out the top of each page with their name, event name, location and date. - Contact information for the Chief of Waivers should they need assistance or relief.
	Workers to cover each heat(s) of competition will be assigned by the Chief of Workers.

	POST EVENT
	Make arrangements to obtain the Waivers container. Confirm that all waiver forms are completely filled out including event name, location, date and signature of the SCCA member that witnessed the signatures on that form. If this has not been done, then do so immediately.
	Organize signed waivers for each event. Gather by event date and store in sealed envelope. These must be kept for at least seven years. At the end of the season, these envelopes should be turned over to the Solo Director for safe keeping.