

Risk Management – Waivers & Working with Minors

Updated 2023

Waivers

Any student participating in an event (on or off campus) that involves a medium- or high-risk activity must complete a waiver of liability before participating. Student organizers of the event are responsible for getting the waiver set up and ensuring that all participants complete the waiver prior to the activity. SOAs and GLAs are available to assist in setting up a waiver.

Risk Assessment Examples:

Low Risk

- On-campus meetings, presentations
- Banquets
- Concerts

Medium Risk

- On-campus speakers with provocative content
- Dance practices, performances
- Off-campus day trips to museums, local parks

High Risk

- Playing sports
- Carnivals/festivals
- Community service with physical activity
- Water-based activities
- Off-campus overnight trips

Additional Information:

- *Waivers of liability should be set up using the [eWaiver system](#). Your organization may arrange for a designated, approved administrator with Risk Management, or an SOA or GLA can set up the waiver on behalf of the organization.*
- *Any events that will have photographs or video recordings must have all participants/organizers sign Photo Consent Release Forms. The signed hard copies should be returned to the Student Engagement office in AF 303 to be kept on file*
- *If you have a last-minute event or have an event that requires non-Chapman community members to sign the waiver, you will still need to create an eWaiver. However, you will find a link on the View Waivers page for your event that will create a custom blank waiver that can be used for that event – non-Chapman community members cannot e-sign the waiver. As soon as possible after the event, you will scan (in bulk) the signed hard copy forms and upload them to that record for the event.*
- *If your event includes more than one activity, your assessment must be based on the one single activity that bears the highest level of risk*

Working with Minors

Due to the sensitive nature of working with children and unique circumstances of each activity, you must contact an SOA or GLA no later than 4 weeks in advance if you plan on hosting an event with minors (individuals 17 or younger).

Any events that involve children/minors must follow university protocol, which was designed to promote the safety and wellbeing of students and others who interact with Chapman. This will likely include all Chapman participants completing an online module on sexual misconduct and a background check. Your SOA or GLA can help you with the additional training and approval that is required. Please consult the [Risk Management website](#) for more information on these requirements.