



### Release of Liability Waiver Policy

<b>Policy Number:</b>	AF 09-006
<b>Policy Administrator:</b>	Vice President, Administration and Finance
<b>Policy Initiator:</b>	Director of Safety and Risk Management
<b>Authority:</b>	EO 1051 Release of Liability Waiver; EO 715 Risk Management Policy
<b>Effective Date:</b>	January 26, 2016
<b>Revised Date:</b>	
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

#### **Purpose:**

Executive Order 715 Risk Management Policy, includes policies and practices designed to minimize the adverse effects of losses experienced by the California State University (CSU). Executive Order 715 indicates that a campus risk management policy should include methods of controlling risks. One such method of controlling risk is the use of third party waivers.

Executive Order No. 1051 relating to the use of waivers of liability as an integral instrument to promote safety and mitigate liability throughout the CSU system.

#### **Scope:**

This policy applies to all faculty, staff, and students enrolled at the California State University Maritime Academy (Cal Maritime). This policy applies to all Cal Maritime programs and activities whether they occur both on and off-campus. University auxiliary and affiliate organization are responsible for applying similar practices to their respective programs and activities.

#### **Accountability:**

##### **A. Chancellor's Office**

The chancellor has designated that the Office of Systemwide Risk Management has administrative oversight responsibility for developing risk management programs, resources documents and training programs.

##### **B. Campus President**

The Campus President has designated the Department of Safety and Risk Management as program administrator.

##### **C. The Campus Departments**

Campus Deans, Department Chairs and Department Directors will support and provide assistance to the Department of Safety and Risk Management is promoting and evaluating need for environmental, health and safety program.

**Policy:**

Each student participant is required to sign a field trip liability release prior to each trip. The purpose of the field trip liability release is to provide notice of potential risks to the participant and to discourage claims against Cal Maritime.

**Procedure:**

**A. Use of the Approved Waiver of Liability**

To facilitate a uniform and consistent application of risk control on all campuses in the CSU System, a single waiver has been developed for use in all campus planned or sponsored events. No editing or altering of the document language will be accepted.

**B. Distribution of Waivers**

The Event or Activity Owner is responsible for distribution and collection of signed Waivers.

**C. Submission of Waivers**

Waivers are to be submitted along with the Event/Activity Packet to Risk Management for electronic scanning and archiving.

**D. Retention of Waivers**

The retention of signed releases will be held in the academic department office for three (3) years as a means to support in CSU Risk Management Claim. Documents signed by a parent or guardian on behalf of a minor must be retained for at least three years or until the minors turns twenty (20), whichever is longer.