



K&K Insurance Group, Inc.
Motorsports Division
1712 Magnavox Way
Fort Wayne, Indiana 46804
(800) 348-1839 Fax (260) 459-5118
www.kandkinsurance.com
CA# 0334819

INSTRUCTIONS FOR RELEASE AND WAIVER INDEMNITY FORM

Instruct your representatives (witnesses) on how to properly complete the *Release and Waiver Indemnity Form*.

Further, your representatives (witnesses) should read the forms carefully so they can respond to questions about the Waiver from persons entering any restricted area in such a manner to make clear the intent of the form, i.e. "the signing of the Release and Waiver is a pre-condition to participating in the event, and the signer acknowledges the potential hazards present, and by signing, waives and releases certain legal rights to sue for negligence." Your representative should give them the opportunity and time to read and understand this document before signing and entering the restricted area. **DO NOT LET THEM PASS OVER THESE INSTRUCTIONS LIGHTLY WITH INCORRECT INFORMATION:**

The **Release and Waiver** provided by K&K Insurance Group, Inc. is the only form to use. It is part of your policy and must be completed properly to be of any value in a court case. The Release is a legal contract between you and any person permitted to enter the restricted area during a scheduled event.

To properly complete this form:

1. The first line at the top must show the type of event, location (track name) and the date of the event.
2. In the multiple line area with words "I have read this release" any and all persons permitted to enter a restricted area during a scheduled event must print and sign their own legal name.
3. The witness representing the insured must sign their name and enter their title on the bottom line.

PLEASE NOTE: Providing K&K with a properly completed form when requested puts the company in a better position to defend you and protect your loss ratio.

- a. Keep all signed forms the minimum period of time your state considers the statute of limitations.
- b. Be prepared to supply an original signed waiver of a claimant dated prior to an incident in question.



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GUIDELINES FOR PIT GATE OPERATIONS

- 1. USE ONLY RELEASE FORMS PROVIDED BY YOUR INSURANCE SUPPLIER**
- 2. NEVER USE PHOTOCOPIES OF RELEASE FORMS (may be challenged in court)**
- 3. KEEP THE ENTIRE RELEASE SHEET IN VIEW OF SIGNERS**
 - a. Don't fold over the clipboard!
- 4. HANDLE AND FILE RELEASES WITH CARE**
 - a. Check to be sure every release sheet is signed and dated
 - b. Don't fold when filing--use legal size file folder
 - c. Don't mark anything or make notes on releases, or highlight names
- 5. HAVE THE SAME PEOPLE HANDLE SIGN-INS AT ALL EVENTS**
 - a. Be sure pit gate personnel sign and date each completed release sheet
- 6. BE SURE PIT GATE IS MANNED THROUGH ENTIRE RACE MEET**
- 7. BE SURE PIT STAFF KNOWS WHAT TO TELL PERSONS ASKING WHAT THEY ARE SIGNING!**
 - a. Suggestion: "This is a release and waiver of liability. It means you are entering this restricted area at your own risk, and accept total responsibility for anything that may happen to you."
- 8. REQUIRE ALL PERSONS TO COME TO PIT WINDOW AND SIGN RELEASE!**
 - a. Never pass clipboards into vehicles to be signed!
- 9. BE SURE EVERYONE ENTERING PITS/RESTRICTED AREAS SIGNS A RELEASE!**
 - a. Include employees, press, guests, sponsors, all others.
- 10. DO EVERYTHING YOU CAN TO BE SURE EVERYONE KNOWS THEY ARE SIGNING A RELEASE!**
 - a. Display releases prominently, in all busy areas: pit restrooms, refreshment stands, tech/scale area, pay windows, etc.
 - b. Mail release copies with annual memberships, or include in a newsletter
 - c. IMPORTANT - Show and discuss release at pit meetings
 - d. Make large blowups of release, with sign, "THIS IS THE RELEASE YOU SIGN-KNOW WHAT IT SAYS!", and post them at pit entrance and other locations (preferably lighted).
 - e. Use a moving message sign at the pit window, that repeats, "YOU ARE SIGNING A RELEASE....KNOW WHAT IT SAYS....COPIES AVAILABLE."
 - f. Imprint passes with a message of this type: "WARNING! The holder of this pit pass acknowledges signing the release and waiver, in exchange for admittance to restricted areas. By so signing, holder has waived certain legal rights, and acknowledges the potentially dangerous nature of activities in adjacent to restricted areas."