

5.D-2012: Activities requiring Waivers and/or Health Information

1. Drop-in use of the Fitness Centre (FC) – least level of responsibility as there is no coaching or instruction involved; minimum risk management process:

1.1 Procedures:

All participants must sign a waiver form acknowledging that they assume full responsibility for any injuries or losses incurred in connection with use of the facility; waiver forms have no personal medical information so they can be retained in the training hall.

2. Internal clubs, formal or informal instruction or coaching by StMU employees or volunteers

2.1 StMU has a higher duty of care to the participants when they are under the formal or informal direction of a StMU representative; the duty of care is not diminished if the coach or instructor is a volunteer rather than an employee; we need a policy to govern the minimum risk management procedures for Human Kinetics courses, club activities, and drop-in fitness sessions if led by a coach or instructor (volunteer or paid).

2.2 Procedures:

- All participants must sign a waiver form.
- All participants must complete a basic health questionnaire to ensure medical fitness to participate (whether Par-Q or other recognized standard form) – any health concerns identified must be followed-up with a physician meaning that the participant is not allowed to participate until they provide written medical clearance from their physician authorizing them to participate and/or indicating any limitations on activity.
- The health questionnaire results and medical clearance from physician are health-related personal information and must be securely retained in a means that safeguards the private and personal health-related information; this means that it should likely not be retained by only the instructor but a copy should also be securely retained by the overseeing Department.

Approval Authority	Responsible Office	Effective Date	Date Last Revised
Sr. Leadership Team	Vice-President Advancement & Campus Services	September 27, 2012	

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- If a disability is identified, it is the same process and the written medical clearance would provide the limitations and accommodations that must be provided.

3. Athletics teams – highest duty of care given the intense level of commitment, activity and coaching involved. The health-related questionnaire used by Athletics is the right approach.

3.1 Procedures:

- All participants must sign a waiver form.
- All athletes must complete a detailed medical/health assessment; health concerns identified must be followed-up with a physician; if health concerns are identified, the athlete must be referred to their physician and prohibited from participating until they provide the Athletics Director with written medical clearance from their physician authorizing them to participate and/or indicating any limitations on activity.
- Again, health questionnaire and medical clearance from physician are health-related personal information and must be retained in a means that safeguards the private and personal health-related information of the participant. The records fall under the care of the Athletics Director.