

- Presentation of Waivers for Completion by parent/guardian for minors and by the participant 18 years of age or older.
- Waiver must be an AGF waiver, which has been approved by AGF legal counsel.
- Simple for guests to fill out – no confusing log-in or process to fill out waiver.
- Waiver must be clear and easy to read on all screens (computer, tablet, phone).
 - Mobile friendly
 - Font readable on all devices. Cannot be too small
- Must be given the opportunity to read waiver
 - Break the waiver down into 5 or 6 sections and require that the participant (parent/guardian) acknowledge having read each section before moving to the final section at which time the participant (parent/guardian) “signs” or clicks to signify agreement.
 - Multiple locations or links to access the waiver to allow participant (parent/guardian) at any time to easily view the entire waiver before continuing with the online purchase.
- Must be clear agreement with the terms of the waiver by the participant/participant’s guardian.
- Adult waiver: Must be able to identify who signed/agreed to the waiver and associate the signature/agreement with the relevant waiver.
- Minor waiver: Must be signed/agreed to by guardian/parent and must be able to identify who signed the waiver and associate the signature/agreement with the relevant waiver.
- Must flag any incomplete mandatory information and require it to be completed prior the waiver being recorded as completed
- Consider having email verification/2 step verification – to help prevent fraud
- Must be able to retrieve the waiver in the future in the event of an incident/lawsuit.
- Must be able to recreate or show the process and appearance of digital document that was used at the time the waiver was processed and agreed to. (Date and Time the waiver was agreed to)
- Copy of waiver emailed to participant once the waiver has been agreed to
- Storage must be secure – confirm secure storage, where is the data being stored be aware that you may have to comply with foreign privacy laws if stored outside of Canada
- Ease of access for Customer/Required Staff to view signed waivers
- Ability to have more than one waiver active at a time.