

GUIDELINES FOR PIT GATE OPERATIONS

1. WHEN AVAILABLE USE 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, DO NOT FOLD OVER THE CLIPBOARD!
4. HANDLE AND FILE RELEASES WITH CARE
 - a. Check to be sure every release sheet is signed and dated
 - b. Retain all original waivers and release forms.
 - 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 form
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 sample release forms with annual memberships, or include in a newsletter
- c. IMPORTANT – Show and discuss release and waiver of liability 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. When possible 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.”