



## Event Sanctioning Policy

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## **PRINCIPLES**

1. All events conducted by Ringette Saskatchewan members must be sanctioned
2. Sanctioning is required for each event on annual basis
3. Applications for sanctioning will be accepted by Ringette Saskatchewan members only
4. Members should obtain sanctioning prior to committing to conduct an event
5. Sanctioning will only be granted for those events that comply with Ringette Saskatchewan policies

## **AUTOMATIC SANCTIONING**

1. Programs delivered directly by Ringette Saskatchewan
2. League play between September 1<sup>st</sup> and March 31<sup>st</sup>
3. Team training (on-ice or off-ice) between August 15<sup>th</sup> and March 31<sup>st</sup>
4. Specialized athlete development programs (power skating, goaltender training)
5. Team building activities that do not expose participants to any risk which is great that what they would experience in a typical ringette game
6. Exhibition games between teams registered with Ringette Saskatchewan
7. Athlete evaluations starting August 1<sup>st</sup> for the season commencing in the same calendar year as the evaluations
8. Come Try Ringette events where the participants are pre-registered
9. Association/Team end-of-season banquets where NO alcohol is served or consumed
10. Provincial Playdowns and Championships
11. Team travel to Out of Province tournaments which are sanctioned by a Member of Good Standing of Ringette Canada

## **TOURNAMENT SANCTIONING**

1. *Purpose*

Ringette Saskatchewan Tournament Sanctioning is mandatory to ensure all standards, as established by Ringette Saskatchewan, are met at every tournament. Compliance by the host/host association ensures that the event will provide a safe, enjoyable, and common competitive (where applicable) experience to all participants. Sanctioned tournaments are posted on the Ringette Saskatchewan website by request.
2. *Application*
  - Application for Tournament Sanctioning must come from a Local Association Board
  - Application for Tournament Sanctioning must be submitted to the Ringette Saskatchewan Office a minimum of thirty (30) days prior to the tournament to ensure proper processing
  - Sanctioning requests within thirty (30) days of the tournament must be accompanied by a written statement giving reason(s) for requesting an exemption. The decision to accept, or not accept, the late sanction request will be at the sole discretion of Ringette Saskatchewan and may not be appealed
  - Only tournaments sanctioned by Ringette Saskatchewan are covered by Ringette Saskatchewan insurance

- Sanctions are non-transferrable and not appealable
- Granting sanctioning is at the sole discretion of Ringette Saskatchewan and is based on sound athlete development and principles
- Sanctioning documents and permits will be mailed to the Tournament Contact listed on the application form no later than fourteen (14) days in advance of the tournament. These permits must be posted in all arena being used for the tournament
- All Ringette Saskatchewan policies and procedures must be adhered to
- Alcohol is not permitted at any tournament. The sale or consumption of alcohol is not part of the sanctioning of Ringette Saskatchewan events. If available at a venue where a tournament is taking place, it is up to the venue to manage its use

### 3. U12 Tournaments prior to December 31

- All teams must have the same number of games/events
- All tournaments for the U12 division are strongly encouraged to have a skills competition
- All activities should be FUN-based, along with skill building and team bonding

### 4. Upon receipt of Sanctioning, the Local Association/Tournament Organizer must:

- Adhere to all Ringette Canada Official Rules which govern all Ringette Saskatchewan sanctioned play except where Ringette Saskatchewan has made specific revisions
- Ensure all games are officiated by two (2) certified officials registered with Ringette Saskatchewan and Ringette Canada
- Ensure that all players, coaches, and bench staff are registered and in good standing with Ringette Saskatchewan or their applicable Ringette Provincial Sport Organization
- Verify all rosters of participating teams with Ringette Saskatchewan a minimum of three (3) days prior to the tournament start
- Verify all out-of-province team rosters with their respective Ringette Provincial Sport Organization
- Pre-determine the use of overage players, affiliate players, and player pick-ups prior to the tournament start
- Determine and manage the tournament protest procedures
- If Host Association does not have policies in place to deal with Discipline and Complaints, Tournament Organizers are to use Ringette Saskatchewan Discipline and Complaints Policy (<http://www.ringettesask.com/assets/Discipline-and-Complaints-Policy-November-12th-2020.pdf>)

### 5. Tournament Follow-Up

- Upon tournament completion, the following must be submitted to Ringette Saskatchewan within fourteen (14) days to receive the \$100 refundable performance bond:
  - a) Tournament Sanctioning Follow-Up Form ([Appendix A](#))
  - b) Copy of the Tournament Draw
  - c) Any blank Incident and/or Accident Report Forms
  - d) Any game sheets dealing with suspensions served

- e) A list of officials used in the tournament
- f) A list of medal winners

**FAILURE TO ABIDE BY ANY OF THE ABOVE REQUIREMENTS WILL RESULT IN FORFEITURE OF ELIGIBILITY FOR FUTURE TOURNAMENT SANCTIONING FOR YOUR LOCAL ASSOCIATION.**

## **SPECIAL EVENT SANCTIONING**

### *1. What is a Special Event?*

- An event that involves non-registered participant(s).
- Examples:
  - Parents/Siblings versus Players game
  - Bring-A-Friend events

### *2. Purpose*

Ringette Saskatchewan Special Event Sanctioning is mandatory to ensure that all standards and safety requirements, as established by Ringette Saskatchewan, are met at each and every Special Event. Compliance by the Team/Local Association ensures that the Special Event will provide a safe and enjoyable experience to all participants.

### *3. Application*

- Application for Special Event Sanctioning must be submitted to the Ringette Saskatchewan Office a minimum of thirty (30) days prior to the Special Event to ensure proper processing
- Once approved, all non-registered participant(s), if any, need to fill out the Non-Registered Participant Waiver ([Appendix F](#))
  - Special Events organizers are to submit all Non-Registered Participant Waivers to the Ringette Saskatchewan Office a minimum of fourteen (14) days prior to the Special Event

**FAILURE TO ADHERE TO THE ABOVE REQUIREMENTS MAY PERMIT DISCIPLINE IN ACCORDANCE WITH RINGETTE SASKATCHEWAN'S DISCIPLINE AND COMPLAINTS POLICY.**

### *4. Conditions*

- Only Special Events sanctioned by Ringette Saskatchewan are covered by Ringette Saskatchewan insurance
  - If a Special Event is held without Ringette Saskatchewan approval, no one will be covered under Ringette Saskatchewan insurance (including Ringette Saskatchewan athletes, coaches, and bench staff)
- Special Event sanctions are only for one (1) specific event and cannot be transferred to another Special Event
- Granting sanctioning is at the sole discretion of Ringette Saskatchewan based on sound athlete development and principles
- Special Event sanctioning is not appealable
- All Ringette Saskatchewan policies and procedures must be adhered to during the event

#### 5. *Special Event Follow-Up*

- Upon Special Event completion, the following must be submitted to Ringette Saskatchewan within fourteen (14) days:
  - a) Special Event Sanctioning Follow-Up Form ([Appendix B](#))
  - b) Completed list of Registered and Non-Registered Participants ([Appendix C](#))

### **SKILLS CAMP SANCTIONING**

#### 1. *Conditions*

- Application for Skills Camp Sanctioning must be submitted to Ringette Saskatchewan thirty (30) days prior to camp start date
- Skills Camp Sanctioning Follow-Up Form must be submitted to Ringette Saskatchewan within fourteen (14) days of camp completion
- Only Skills Camps sanctioned by Ringette Saskatchewan are covered by Ringette Saskatchewan insurance
- Skills Camp Sanctions are required yearly and non-transferrable
- Granting sanctioning is at the sole discretion of Ringette Saskatchewan based on sound athlete development and principles
- Skills Camp Sanctioning is not appealable
- All Ringette Saskatchewan policies and procedures must be adhered to throughout the duration of the Skills Camp

#### 2. *Upon receiving sanctioning, the Camp Coordinator must:*

- Submit a list of all Camp Instructors to Ringette Saskatchewan ([Appendix E](#))
- Submit a list of all athletes registered in the Skills Camp to Ringette Saskatchewan ([Appendix E](#))
- Submit sanctioning payment to Ringette Saskatchewan
  - \$200 non-refundable fee
  - Once sanctioning is granted a \$15 insurance/administration fee per registered athlete will be invoiced to the Skills Camp, minus the \$200 Performance Fee provided with the application if the Skills Camp is run outside of the season for profit.
  - Skills Camps run in-season by Local Associations with Ringette Saskatchewan registered athletes and instructors only have to submit a \$100 Performance Fee which will be returned when Follow-Up requirements are submitted

#### 3. *Upon camp completion, the following must be submitted to Ringette Saskatchewan within fourteen (14) days:*

- a) Skills Camp Sanctioning Follow-Up Form ([Appendix D](#))
- b) Incident Report Forms
- c) Accident Report Forms

#### 4. *Skills Camp Sanctioning Refusal*

- Ringette Saskatchewan may refuse, deny, withdraw, or cancel a sanction for reasons that include, but are not limited to:
  - Poor organization, hosting, or running of a prior sanctioned Skills Camp
  - Failure to meet sanctioning requirements/conditions
  - Concerns that the Instructor(s) or Local Association requesting the sanction is not capable of meeting Ringette Saskatchewan sanctioning requirements, or other factors relating to the operations of the Skills Camp
  - Late or incomplete sanctioning request
  - Failure to pay required sanctioning fee(s)
  - Local Association is not in Good Standing with Ringette Saskatchewan
  - Any other issue or matter in which Ringette Saskatchewan deems may affect Ringette Saskatchewan's ability to obtain insurance coverage
  - Any other issue or matter in which Ringette Saskatchewan deems may damage the reputation of Ringette Saskatchewan or that may introduce unreasonable safety concerns

**FAILURE TO ADHERE TO THE ABOVE REQUIREMENTS MAY PERMIT DISCIPLINE IN ACCORDANCE WITH RINGETTE SASKATCHEWAN'S DISCIPLINE AND COMPLAINTS POLICY.**

#### 5. *Sanctioning Benefits*

- Covered by Ringette Saskatchewan insurance
- Skills Camp will be advertised on Ringette Saskatchewan's website
- Skills Camp will be advertised on Ringette Saskatchewan's social media platforms
- Skills Camp has permission to use Ringette Saskatchewan's logos

### **RATES AND FEES**

<b>Tournament Sanctioning</b>	\$100 non-refundable fee \$100 refundable performance bond
<i>Minimum 30 days notice</i>	As above
<i>8-29 days notice</i>	\$50 additional
<i>7 or less days notice</i>	\$50 additional

  

<b>Special Event Sanctioning</b>	\$0
<b>Skills Camp Sanctioning</b>	\$200 non-refundable fee \$15 insurance fee/athlete

## APPENDIX A – Tournament Sanctioning Follow-Up Form



### Tournament Follow-Up Report Form

Must be submitted to Ringette Saskatchewan within 14 days of Tournament completion.

TOURNAMENT NAME: \_\_\_\_\_

TOURNAMENT DATES: \_\_\_\_\_

SANCTIONING #: T-2\_\_\_\_ - \_\_\_\_\_ CONTACT: \_\_\_\_\_

Divisions (check all that apply):

\_\_\_\_ FUNdamentals 1

\_\_\_\_ U16A

\_\_\_\_ FUNdamentals 2

\_\_\_\_ U16B

\_\_\_\_ FUNdamentals 3

\_\_\_\_ U19AA

\_\_\_\_ U12A

\_\_\_\_ U19A

\_\_\_\_ U12B

\_\_\_\_ U19B

\_\_\_\_ U14AA

\_\_\_\_ 18+A

\_\_\_\_ U14A

\_\_\_\_ 18+B

\_\_\_\_ U14B

\_\_\_\_ 18+C

\_\_\_\_ U16AA

Other: \_\_\_\_\_

1) Was a Match or Misconduct Penalty(s) assessed?

\_\_\_\_ Yes \_\_\_\_ No

a) If yes, did the individual(s) sit out any games during the Tournament?

\_\_\_\_ Yes \_\_\_\_ No

– If yes, please list each individual:

Name: \_\_\_\_\_ Game(s) sat out: \_\_\_\_\_

Name: \_\_\_\_\_ Game(s) sat out: \_\_\_\_\_

Name: \_\_\_\_\_ Game(s) sat out: \_\_\_\_\_

b) If yes, have all incident form(s) been completed, signed by both officials, and distributed as instructed and copies attached?

\_\_\_\_ Yes \_\_\_\_ No

c) If yes, have all copies of the game sheet(s) for all Match or Misconduct Penalties assessed and games sheet(s) in which the suspension(s) were served attached?

\_\_\_\_ Yes \_\_\_\_ No

2) Did any individual(s) serve a suspension that was assessed at a prior sanctioned event?

\_\_\_\_ Yes \_\_\_\_ No

a) If yes, is a copy of the game sheet(s) enclosed?

\_\_\_\_ Yes \_\_\_\_ No

**Note: Game Sheets related to questions 1 and/or 2 are to be submitted to the Ringette Saskatchewan office. All other Game Sheets may be retained.**

3) Have any unused Incident and/or Accident Forms been returned to Ringette Saskatchewan?

\_\_\_\_ Yes \_\_\_\_ No

4) Has a copy of the Tournament Draw been included or emailed to [technicaldirector@ringettesask.com](mailto:technicaldirector@ringettesask.com)?

\_\_\_\_ Yes \_\_\_\_ No

5) Has a list of all Officials used been included or emailed to [technicaldirector@ringettesask.com](mailto:technicaldirector@ringettesask.com)?

\_\_\_\_ Yes \_\_\_\_ No



6) Please list 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners per division:

DIVISION	1 <sup>ST</sup> PLACE	2 <sup>ND</sup> PLACE	3 <sup>RD</sup> PLACE

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Complete: \_\_\_\_ Incomplete: \_\_\_\_

## APPENDIX B – Special Event Sanctioning Follow-Up Form



### Special Event Follow-Up Report Form

Must be submitted to Ringette Saskatchewan within 14 days of Special Event completion.

NAME OF TEAM: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

SANCTIONING #: SE-2\_\_\_\_ - \_\_\_\_\_ CONTACT: \_\_\_\_\_

NUMBER OF NON-RAS-REGISTERED PARTICIPANTS : \_\_\_\_\_

NUMBER RAS-REGISTERED PARTICIPANTS : \_\_\_\_\_

7) Was there an accident and/or incident that occurred at this event?

\_\_\_\_ Yes \_\_\_\_ No

a) If yes, are the Accident and/or Incident Form attached?

\_\_\_\_ Yes \_\_\_\_ No

b) If no, are the blank Accident and/or Incident Forms attached?

\_\_\_\_ Yes \_\_\_\_ No

2) Have all Non-Registered Participant Waiver Forms been submitted to Ringette Saskatchewan or attached?

\_\_\_\_ Yes \_\_\_\_ No

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Complete: \_\_\_\_ Incomplete: \_\_\_\_

## APPENDIX C – Special Event Registered and Non-Registered Participant Lists

### NON-REGISTERED PARTICIPANTS

Please provide a list of all Non-Registered Participants expected for this Special Event

NAME	AGE

### REGISTERED PARTICIPANTS

Please provide a list of all Ringette Saskatchewan registered participants expected for this Special Event

NAME	POSITITON (Athlete, Coach, Bench Staff)

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Complete: \_\_\_\_ Incomplete: \_\_\_\_

## APPENDIX D – Skills Camp Sanctioning Follow-Up Form



### Skills Camp Follow-Up Report Form

Must be submitted to Ringette Saskatchewan within 14 days of Skills Camp completion.

NAME OF CAMP: \_\_\_\_\_

CAMP DATES: \_\_\_\_\_ SANCTION #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

OFFICIAL # OF PARTICIPANTS: \_\_\_\_\_ OFFICIAL # OF INSTRUCTORS: \_\_\_\_\_

1. Was there an accident or incident that occurred at this event?

\_\_\_\_\_ Yes \_\_\_\_\_ No

a) If yes, are incident/accident forms attached?

\_\_\_\_\_ Yes \_\_\_\_\_ No

b) If no, are blank incident/accident forms attached?

\_\_\_\_\_ Yes \_\_\_\_\_ No

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Complete: \_\_\_\_\_ Incomplete: \_\_\_\_\_

## APPENDIX E – Skills Camp Participant Lists

### ATHLETES

Please provide a list of all Athletes registered for this Skills Camp.

NAME	AGE

### INSTRUCTORS

Please provide a list of all Instructors expected for this Skills Camp.

NAME	CERTIFICATIONS

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Complete: \_\_\_\_ Incomplete: \_\_\_\_

## APPENDIX F – Non-Registered Participant Waivers

### RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT (FOR PARTICIPANTS 18 YEARS OF AGE AND OLDER)

**WARNING! By signing this document you will waive certain legal rights, including the right to sue.  
Please read carefully.**

1. This is a binding legal agreement; therefore clarify any questions or concerns before signing. As a Participant participating in the sport of Ringette, including training, competitions and practices, and the activities and events of the Ringette Association of Saskatchewan (collectively the "Activities"), the undersigned acknowledges and agrees to the following terms:

#### Disclaimer

2. The Ringette Association of Saskatchewan (RAS) and its directors, officers, members, employees, coaches, volunteers, officials, trainers, instructors, agents, and representatives (collectively the "Organization") are not responsible for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by a Participant during, or as a result of, the Activities, caused in any manner whatsoever including, but not limited to, the negligence of the Organization.

☐ I have read and agree to be bound by paragraphs 1 and 2.

#### Description of Risks

3. I am participating voluntarily in the sport of Ringette and the Activities. In consideration of my participation, I hereby acknowledge that I am aware of the risks, dangers and hazards associated with or related to the sport of Ringette and the Activities, including injuries which can be severe and even fatal. The risks, dangers and hazards include, but are not limited to, injuries from:
- a) Exerting and stretching various muscle groups;
  - b) Dryland training;
  - c) Vigorous physical exertion, rapid movements and quick turns and stops on the ice;
  - d) Strenuous cardiovascular workouts;
  - e) Collisions with the hockey boards, goalie nets and ice;
  - f) Being struck by ringette sticks and rings;
  - g) Physical contact with other participants, resulting in injuries to the eyes, teeth, face, head and other parts of the body, bruises, sprains, cuts, scrapes, breaks, dislocations and spinal cord injuries which may render me permanently paralyzed;
  - h) Variations in ice surface;
  - i) Failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment;
  - j) Travel to and from competitive events and associated non-competitive events which are an integral part of the Organization's activities.
4. Furthermore, I am aware:
- a) That injuries sustained can be severe;
  - b) That I may experience anxiety while challenging myself during the activities, events and programs;
  - c) That I may come into close contact with other participants;
  - d) That my risk of injury is reduced if I follow all rules established for participation; and
  - e) That my risk of injury increases as I become fatigued.

#### Release of Liability and Disclaimer

5. In consideration of the Organization allowing me to participate, I agree:
- a) That my physical condition has been verified by a medical doctor to participate;
  - b) The sole responsibility for the Participant's safety remains with the Participant;
  - c) To remove myself if I sense or observe any unusual hazard or unsafe condition; or feel unable or unfit to safely continue;
  - d) To ASSUME all risks arising out of, associated with or related to my participation;
  - e) To WAIVE any and all claims that I may have now or in the future against the Organization;
  - f) To freely ACCEPT AND FULLY ASSUME all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from my participation in the activities, events and programs of the Organization; and
  - g) To FOREVER RELEASE the Organization from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I may have or may in the future, that might arise out of, result from, or relate to my participation in the sport of Ringette and the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the Organization.

☐ I have read and agree to be bound by paragraphs 3-5

#### Acknowledgement

6. I acknowledge that I have read and understand this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

\_\_\_\_\_  
Name of Participant (Please Print)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

**INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT  
(FOR PARTICIPANTS 17 YEARS OLD AND YOUNGER)**

**WARNING! By signing this document you will waive certain legal rights, including the right to sue in circumstances outlined in this Agreement. Please read carefully.**

Participant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. This is a binding legal agreement; therefore clarify any questions or concerns before signing. As a Participant participating in the sport of ringette, including training, competitions and practices, and the activities and events of the Ringette Association of Saskatchewan (collectively the "Activities"), the undersigned, being the Participant and the Parent/Guardian of the Participant (collectively the "Parties") acknowledge and agree to the following terms:

**Disclaimer**

2. The Ringette Association of Saskatchewan (RAS) and its directors, officers, members, employees, coaches, volunteers, officials, trainers, instructors, agents, and representatives (collectively the "Organization") are not responsible for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by a Participant during, or as a result of, the sport of ringette or the Activities, caused by the risks, dangers and hazards associated with the Activities.
- ☐ We have read and agree to be bound by paragraphs 1 and 2

**Description of Risks**

3. The Participant is participating voluntarily in the sport of Ringette and the Activities. In consideration of that participation, the Parties hereby acknowledge that they are aware of the risks, dangers and hazards and may be exposed to such risks, dangers and hazards which can be severe and even fatal. The risks, dangers and hazards include, but are not limited to, injuries from:
- a) Exerting and stretching various muscle groups;
  - b) Dryland training;
  - c) Vigorous physical exertion, rapid movements and quick turns and stops on the ice;
  - d) Strenuous cardiovascular workouts;
  - e) Collisions with the hockey boards, goalie nets and ice;
  - f) Being struck by ringette sticks and rings;
  - g) Physical contact with other participants, resulting in injuries to the eyes, teeth, face, head and other parts of the body, bruises, sprains, cuts, scrapes, breaks, dislocations and spinal cord injuries which may render me permanently paralyzed;
  - h) Variations in ice surface;
  - i) Failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment;
  - j) Travel to and from competitive events and associated non-competitive events which are an integral part of the Organization's activities.
4. Furthermore, the Parties are aware:
- a) That injuries sustained can be severe;
  - b) That the Participant may experience anxiety while challenging himself or herself during the activities, events and programs;
  - c) That the Participant may come into close contact with other participants;
  - d) That the Participant's risk of injury is reduced if the Participant follows all rules established for participation; and
  - e) That the Participant's risk of injury increases as the Participant becomes fatigued.

**Release of Liability**

5. In consideration of the Organization allowing the Participant to participate, the Parties agree:
- a) That the Participant's physical condition has been verified by a medical doctor to participate;
  - b) To freely accept and fully assume all such risks, dangers and hazards and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from the sport of ringette or the Activities;
  - c) To forever release the Organization from any and all liability for any and all claims, demands, actions and costs that might arise out of the Participant's participation in the sport of Ringette or the Activities.
- ☐ We have read and agree to be bound by paragraphs 3 -5

**Acknowledgement**

6. The Parties acknowledge that they have read this agreement and understand it, that they have executed this agreement voluntarily, and that this Agreement is to be binding upon themselves, their heirs, executors, administrators and representatives.

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date