

# Western Ontario Administrative Centre Waivers, Contracts, Hold Harmless Agreements and Insurance Certificates

## WAIVERS, CONTRACTS, HOLD HARMLESS/INDEMNIFICATION AGREEMENTS AND INSURANCE CERTIFICATES

A good and active program often means Scouting Groups and Sections use other organizations' facilities and equipment. Most organizations will ask the section Scouter to sign a waiver, contract or agreement. Beware!

These might include, but are not limited to:

- Facility usage or Rental Agreements (i.e.: Church, School, Community Hall)
- Mall Contracts
- Program Provider Agreement
- Parade Agreement
- Equipment Rentals

It is important to understand that even the most inconspicuous clause in an agreement can burden Scouts Canada with undue risk and liability. Section 13000 of By-Law, Policies and Procedures provides a great deal of information to this regard.

Essentially, the Operations Manager, or Executive Director must review all contracts and/or agreements prior to signing.

## PROCEDURES

### Waivers

Scouts Canada and its members do **not** sign waivers under any circumstance. Signing waivers can significantly put at risk the assets of individuals and the Movement and potentially complicate insurance coverage. If you are being asked to sign a waiver, send a copy to the Western Ontario Service Centre (WOSC), to Debbie Maw at [dmaw@scouts.ca](mailto:dmaw@scouts.ca), at least three weeks in advance. Once received, the Council will attempt to negotiate an Organization Hold-Harmless Indemnification Agreement that protects Scouts Canada and its members, as well as the service provider. Providing enough time to negotiate is critical to the Council Administrative Centre supporting you in the delivery of the program.

### Contracts

Regardless of the nature of a contract, a copy of it should be sent to the Western Ontario Service Centre (WOSC), to Debbie Maw at [dmaw@scouts.ca](mailto:dmaw@scouts.ca), at least three weeks in advance. This provides ample time to review the contract and/or refer for advice. It also helps provide time to negotiate the key elements of the contract if required.

### Insurance Certificates

Often organizations ask Scouts Canada to provide "proof of insurance" in the form of an Insurance Certificate. Sort of like what one has for their automobile insurance. This information merely confirms to the organization that there is insurance in place in the event that something happens that requires a financial remedy.

There are two types of Insurance Certificates; the most common one we refer to as "Generic" and the other Certificate we use is when we are asked to identify the provider within the insurance certificate and this is captured as "named insured". Neither of these requests is generally a problem provided the request is sent to the Western Ontario Service Centre (WOSC), to Debbie Maw at [dmaw@scouts.ca](mailto:dmaw@scouts.ca), at least three weeks in advance.

Scouters will need to provide the following information for an Insurance Certificate:

- Name and Address of Organization Requesting Confirmation of Coverage
- Location of Event
- Date of Event
- Details of Event
- Additional Requirements – amount of insurance, name insured, etc.

Please note: all waivers, etc. are to be submitted through [dmaw@scouts.ca](mailto:dmaw@scouts.ca).

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENTS

These documents provide a general agreement between the provider and Scouts Canada with regard to liability. They are very standard and are generally easily negotiated. If you are being asked to sign a Hold Harmless and Indemnification Agreement, send it to the Western Ontario Service Centre (WOSC), to Debbie Maw at [dmaw@scouts.ca](mailto:dmaw@scouts.ca), at least three weeks in advance.

The Council Executive Assistant is the primary handler for these requests. Upon receipt, the Council Executive Assistant reviews and prepares the request for processing and approval by the Operations Manager or Executive Director. All requests need to be directed to [dmaw@scouts.ca](mailto:dmaw@scouts.ca). Not sending requests through this Email address could result in delays.

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