

## **Rationale**

The effectiveness of the OSGA (Ontario Senior Games Association) in attracting and involving Ontario's 55+ adults in an active life-style depends significantly on each district coordinator in the management and communication of OSGA goals and policies. To this end, the OSGA sets out the following guidelines to assist district coordinators. It is not the intent of this policy to list all functions of the District Coordinator but to highlight areas that are important to effective leadership.

## **Policy Guidelines**

Each District Coordinator shall

1. Be appointed or elected by each District who will notify the OSGA Offices.
2. Hold this position for a term as set out by the district. Since terms of office tend to be finite, the training of successors is recommended.
3. Be aware of and ensure his/her district adheres to the goals, objectives and applicable policies of the parent organization, the OSGA
4. Oversee the management of his/her district in a manner that
  - a. promotes the ideals of the OSGA 55+ (Ontario Senior Games Association),
  - b. organizes district games,
  - c. ensures records are maintained, and
  - d. maintains a "55+ first" attitude.
5. Serve as the only liaison between the District and the OSGA Board, the OSGA office, as well as the host organizers of the Ontario 55+ Summer, Winter and Regional Games.
6. Ensure that correspondence from the OSGA Board and the Host Committee is communicated to the District participants.
7. Ensure that copies of all District Committee and/or Executive Committee meeting minutes, statistical records, and other correspondence as appropriate, are sent to the OSGA office on time.
8. Be one of the District representatives to the OSGA Annual General Meeting and Conference. (AGM)
9. If participating in Ontario 55+ Summer, Winter or Regional Games as a district competitor, ensure a competent coordinator replacement is in place to perform any functionary role and notify the OSGA offices and the Host Committee. Appointing a functionary Coordinator does not remove the District Coordinator from the responsibilities of his office.
10. Receive from Ontario 55+ Summer/Winter/Regional Host Committees, information for distribution to the appropriate district representatives.



11. Supervise the collection of :
  - a. Completed participants' and non-participants registration, medical waiver forms
  - b. registration fees
  - c. handicap, certification sheets/forms/cards for appropriate activities
  
12. Forward:
  - a. Properly completed participant and non-participant registration forms to the Ontario 55+ Summer/Winter/Regional Host on or before the published deadline (this shall include all required handicaps and averages in a manner set out by the Host Committee)
  - b. Registration fees (with cheque made payable to Ontario 55+ Summer/Winter/Regional Host.
  - c. All pertinent medical information and waiver forms duly signed and witnessed
  
13. Supervise the arrangement of transportation to and from Ontario 55+ Summer/Winter/Regional. (If bus is used - loading for departures from home community and Ontario 55+ Summer/Winter/Regional site).
  
14. Be the only one authorized to make substitutions as permitted after closing deadline. (refer to Policy G-003 #7)
  
15. Submit a report, including comments and suggestions, on district activities at Ontario 55+ Summer/Winter/Regional Games to the OSGA office within a month of the event.

### **Administration**

This policy shall be administered by the OSGA President and Program Manager.

Policy Approved 2016.06.28 OSGA President *Gail Prior*