OSGA Registration Policy

Online Registration System

The Ontario Senior Games Association (OSGA) will provide a framework by which they manage the registration system in order to ensure proper and appropriate use and security for the information stored within the database. This framework includes procedures, training instructions and reference documents that will assist and ensure members and the OSGA use best practices when using its registration system.

Centralized registration will be required for all Districts and their participants to use.

Participant Registration

An individual must register with the Ontario Senior Games Association prior to partaking in any event. An individual is only registered with OSGA after the applicable data has been entered into the registration system and payment has been received in full. Failure to be fully registered will result in a participant's ineligibility to partake in any OSGA sanctioned events.

IMember registration process – new member registration link, membership renewals are emailed April 1st.

Participants are asked to register through the database found on the OSGA website: www.osga55plus.ca/register

Payment can be made for the OSGA annual dues online through the payment gateway set up within the registration process.

If registration and/or payment is unable to be processed online, participants shall:

a) Mail it to the OSGA office:
103-136 Bayfield St.
Barrie ON L4M3B1

b) E-transfers are accepted to email: info@osga55plus.ca
c) Bring your cheque/cash and/or registration to your local District committee.

Please note that registration is not complete until payment has been received. By paying online this will streamline the registration and be the easiest way to track payment history in the system.

Once a participant is registered in the OSGA database, it is their responsibility to keep their information up to date and accurate.

If a participant is unable to complete the online registration on their own, then they can contact their District about obtaining a paper registration form. In this instance the District committee will be responsible for inputting the information into the online database. All information on the paper registration will be required to enable participants to be signed up and omission of any of the fields will result in a delay of registration until all information is collected.

District Registration Policy

District Committees and volunteers are required to include their information in the online database. In all cases it is required to firstly encourage all participants and volunteers to register themselves using the OSGA online database system using the parameters outlined in the Participant Registration section of this policy.

If a participant does not have access to a computer or cannot complete the registration online, it is required that the District input these records into the online database for the participant. You may provide a paper registration form to gather the appropriate data to allow your committee to input each record. The paper form must include all the relevant data that the database captures so that you are able to complete their registration in full. A participant will not be considered registered with the OSGA until all criteria listed below is met:

a) They are input in the OSGA central database.
b) Their OSGA fees have been paid and received by the office in full within a 15 business day of receiving it.
c) Waivers and all appropriate supporting documents required by the OSGA are signed and returned electronically or by mail.

The Member District shall be responsible for:

a) Ensure that their District remains in Good Standing (no outstanding fees, adhere to Code of Conduct) with the OSGA.
b) Ensuring that all Committee members and volunteers are registered through the online database.
c) Ensuring that all participants are registered through the online database.
d) Ensuring that payments have been received by the OSGA office.
e) Ensuring that volunteers and participants have submitted their waiver, consent, and all appropriate documentation.

District Access Procedure

Districts will be given access to the database from the OSGA office after a written request has been submitted from the District Committee. There will only be two (2) people from each District allowed access for the database unless a written request is submitted and approved by the OSGA office. The maximum number of members to have access to the database will be four (4).

The designated District administrators will be assigned a higher security access level by the OSGA office or their approved designate. In addition to published training resources, additional training for the District administrators can be provided by the OSGA staff or their designate.

The District must notify the OSGA office immediately of any changes to their committee that may affect the Districts access to the database. If Districts would like to change their database administrators a communication must be made in writing to the OSGA office with the request.

Should any user be found to have been improperly using the database or disclosing information contained within, they will have their access to the database revoked.

Administrator Training

1. Database confidentiality Policy must be signed before training can be given.
2. Administrator access to the registration database is granted by either Ontario Senior Games Association staff or its delegate. Access is granted after the Database Confidentiality Policy has been signed and returned to the OSGA office.
NOTE: No access will be given without the completed Database Confidentiality Policy.
3. In addition to published training resources, additional training for the District administrators can be provided by the OSGA staff or their designate.
4. Training is provided on the functionality of the security level only.