



Ontario Amateur Wrestling Association 2010 On-Line Membership Process Handbook

As promised, for the 2010 Membership year the OAWA is using a Membership Registration process where members can join or renew membership with the OAWA over the internet. Clubs taking full advantage of the system will see a marked decrease in the amount of paperwork for Membership Registration.

Clubs and individuals are reminded that their 2009 OAWA memberships are valid and in place until December 31, 2009. For new members not registered with the OAWA in 2009, their membership becomes effective once the application process has been completed. Please note that this timing varies depending upon which option for membership application the Club/individual chooses. For more information, see explanations below. However, it is important to note that 2010 memberships processed and complete to OAWA as noted do not have to wait until January 1, 2010 to be in effect, they are effective immediately including all benefits and coverage.

Members are reminded that Membership benefits, including insurance coverage, are in place for:

- All Club activities, including practices, meetings, fundraising programs, etc.
- Coverage does **NOT** apply for any activity (dinner, etc.) where the service of alcohol is included. Special coverage for this is available to clubs at an extra cost, contact OAWA for details.
- Participation in all OAWA sponsored programs (camps, clinics, etc.)
- Participation in all OAWA Sanctioned events – for a list of OAWA Sanctioned events, contact the OAWA or check the OAWA web-site.
- **OAWA membership benefits, including insurance coverage, DO NOT APPLY to non-sanctioned events.**

This is a partial explanation only. If you are unclear on coverage, contact OAWA for more details.

Clubs, Coaches and Individuals are reminded that completing an application for OAWA membership is entering into a legally binding contract with the Association. As such:

- Only the member or a Parent (if the member is under 18) may electronically agree to the waiver through the on-line registration system.
- Only the member or a Parent (if the member is under 18) may manually sign the membership waiver on either of the hard-copy membership forms provided.

All OAWA members are advised not to sign a waiver if they are not legally entitled to do so – that is, do not sign a waiver (either electronically or manually) if you are under 18, not the person for whom the registration is being presented, or are not the parent or legal guardian of that person if they are a under 18 years of age.

For 2010, Clubs and Individual members have three options for becoming OAWA members.

Option # 1: Full On-Line Registration

This Option takes full advantage of the on-line process, is simplest and requires the least paperwork transfer to OAWA. Under this process:

- The Club instructs the Parent/individual to go to the OAWA web site (www.oawa.ca) and click on the **Registration** menu tab at the top. This opens the membership registration Welcome page. Go to the Registration Options section of the page.
- From here, the member/Parent again chooses Option # 1 (on-line registration). The system will walk them through the process.
- The Parent or participant over 18 completes their membership application process completely on-line.
- The Parent or participant electronically agrees to/signs the liability waiver on-line.
- At this point, the parent can also print a copy of the registration to prove to the Club they have registered – for example, in case they need to show the coach they have registered and signed the liability waiver to participate in practice – just in case your club registrar is not at practice or is not up to date.
- The form is then forwarded automatically by the on-line system to the Club's Membership folder. Only membership forms which have been signed electronically by the individual or parent will be forwarded to the Club for Club verification.
- The Parent or participant provides club with proof of age.
- The Club then accepts registration.
- The Club has the option of rejecting the registration (for example, if the individual has chosen the wrong club). Note: The individual will be notified electronically that their application has been rejected by the Club.
- As the Club checks their folder periodically, and accepts registrations waiting for them, the memberships are valid including insurance coverage upon acceptance by the club on-line.
- **Important Note: Once the membership is accepted by the Club, the membership fee is due to OAWA, there are no refunds past this point. The Club will receive an invoice.**
- The Club collects proof of age and sends proof of age and payment to OAWA.

Option # 2: Club Managed On-Line Registration

This option is less efficient than option # 1 since much of the process is still done manually and through the use of land-mail and so is much slower. However, it is provided at the request of some Clubs who prefer it.

Note: The form that must be printed from the OAWA web site for this option is legal-length, you will need some 8 ½" x 14" paper.

Under this option:

- The Club instructs the Parent/individual to go to the OAWA web site (www.oawa.ca) and click on the **Registration** menu tab at the top. This opens the membership registration Welcome page. Go to the Registration Options section of the page.
- From here, the Parents/individual members to choose Option # 2 on the Membership menu page.
- Or, the Club can print the form from the web-site, distribute this form to its members.
- The Parent or participant completes the form manually.
- Because this option does not take full advantage of the on-line registration system, the Parent/individual must manually check and sign their membership form.
- The Club then collects the form back with proof of age and payment (payable to the Club).
- The club then completes the on-line registration, sends the signed form+waiver to OAWA with payment.
- **Important Note: Under this option, memberships are not valid and insurance coverage is not in place until the forms are received by the OAWA Membership Registrar and are verified as correct and complete. The OAWA Membership Registrar will provide the Club proof (via e-mail) that the membership are in place and coverage active when this occurs. No insurance coverage is in place until this verification is sent back to the Club.**

Option # 3: Manual Registration

This option is for those clubs/individuals who do not wish to utilize the on-line Registration System. It is the same as the old manual registration system.

Note: This is the default option for memberships received by OAWA at competitions.

Since this option is inefficient and requires the most administrative work on the OAWA Membership processing side, there is an added fee of \$20.00 per membership for this option.

Under this option:

- The Club instructs the Parent/individual to go to the OAWA web site (www.oawa.ca) and click on the **Registration** menu tab at the top. This opens the membership registration Welcome page. Go to the Registration Options section of the page.
- From here, the Parents/individual members to choose Option # 3 on the Membership menu page – Manual membership process.
- The Parent /individual prints the manual form from the web-site or receives it from the Club.
- The Parent /individual fills it out and signs it, and attaches proof of age.
- The Parent /individual then either provides it to their club to send to OAWA or sends it themselves to OAWA, including proof of age and payment (which is higher for this option). This is the completely manual option.
- Remember, there are two pages to the Manual membership Form. Both must be completed and returned with the waiver checked and signed.
- **Important Note:** Under this option, memberships are not valid and insurance coverage is not in place until the forms are received by the OAWA Membership Registrar and are verified as correct and complete. The OAWA Membership Registrar will provide the Club proof (via e-mail) that the membership are in place and coverage active when this occurs. **No insurance coverage is in place until this verification is sent back to the Club.**

Helpful Hint: Make a copy of all paperwork before you send it to OAWA. This is just in case something gets lost in the mail (it happens). It is also helpful for you to have copies of appropriate forms, etc. for your own records, copy of Ontario Health Card info if needed, as well as copies of proof of age if needed again in future, etc.

Return Forms, proof of age, payment to: O.A.W.A. Registrations

3314 Bramshott RR#3

Orillia Ont. L3V 6H3

Officials: Return form to your local Area Chairman

Friendly Reminder to Coaches:

Your 2010 membership is not complete or valid until you have completed the on-line background check through MyBackCheck.com. You will be contacted directly by e-mail from MyBackCheck.com so watch for that e-mail – check your SPAM folder in case it gets lost in there.



Ontario Amateur Wrestling Association 2010 On-Line Membership Process Club Check-list

Option # 1: On-Line Registration System

- Your Club members have completed their memberships on-line.
- You have gone on-line through the Club Section of the OAWA on-line registration system and have accepted all appropriate memberships, rejecting any that you do not wish to pay for, and requesting final membership processing for those you accept. Note: you will receive an invoice for all memberships once you accept them, no refunds.
- You have received an invoice for these memberships from OAWA.
- As a coach, you have completed the on-line background check as directed by MyBackCheck.com Remember, your Coach's membership is not valid until the Background Check is complete.
- You have collected proof of age for all your athletes.
- Send in these proofs of age, along with a cheque for your membership fees owing. Please be sure to provide one cheque from your Club payable to OAWA. Do not send cheques from your members to OAWA.

Congratulations! You are done!

Option # 2: Club-Based On-Line Registration System

- You have directed your club members to proceed to the OAWA web-site to download the Club Membership form, or have downloaded it yourself and given them copies (remember, this form is legal length).
- You have then collected the forms from your club members or their parents, with the waiver checked and signed, including any payment payable to your club.
- You have collected proofs of age for all your athletes.
- You have entered the information on-line through the OAWA on-line registration system. Note Failure to enter the membership information on-line before forwarding materials to OAWA will revert your club to the Manual Membership Process, which carries an added cost of \$20.00 per member. Note: you will receive an invoice for all memberships you enter and accept, no refunds.
- You have received an invoice for these memberships from OAWA.
- As a coach, you have completed the on-line background check as directed by MyBackCheck.com
- You have collected proof of age for all your athletes
- Send in these proofs of age, along with a cheque for your membership fees owing. Please be sure to provide one cheque from your Club payable to OAWA. Do not send cheques from your members to OAWA.

Congratulations! You are done!

Option # 3: Manual Membership System

- You have directed your club members to proceed to the OAWA web-site to download the Manual Membership form, or have downloaded it yourself and given them copies.
- Remember, this form is two pages long, including the legal waiver, both pages must be completed.
- You have then collected the forms from your club members or their parents, including payment applicable to your club.
- You have collected proofs of age for all your athletes.
- You have determined how much is owing to OAWA for all the memberships being sent manually.
- Remember, there is an added cost of \$20.00 per member for the Manual Membership Option. Please pay the fee listed on the form.
- Send in all membership forms, including proofs of age, along with a cheque for your membership fees owing. Please be sure to provide one cheque from your Club payable to OAWA. Do not send cheques from members or their parents to OAWA.
- As a coach registering manually, you will be contacted by OAWA once your form is received. You will be have to complete the on-line background check as directed by MyBackCheck.com before your membership is in place.

Congratulations! You are done!