

Ontario Weightlifting Association Memorandum of Understanding

Between the Host Club (HC) and Ontario Weightlifting Association (OWA) for the operation of:

(For example: *clinic, course, conference, event, etc.*)

This MOU recognizes the spirit of the joint partnership of Ontario Weightlifting Association and member clubs to support a program that develops qualified weightlifting instructors and coaches who in turn support member clubs and the weightlifting community.

The Host Club agrees to:

- Promote the proposed Instructor Development Programs offered via the OWA.
- Provide the facilities and equipment as agreed in order to effectively conduct the clinic/course/conference/event.
- Provide OWA with information on relevant insurance coverage including the deductible for damage to equipment, should it occur.
- Provide OWA maximum notification should the HC facilities and equipment not be available.

Ontario Weightlifting Association agrees to:

- Recognize the HC in all promotional, written and electronic materials.
- Ensure appropriate communication is maintained through regular discussions with the HC and to provide information on the program being presented.
- Provide the HC maximum notification should the facilities and equipment not be required.

The OWA reserves the **right to cancel** a clinic/course/conference/event if minimum registration numbers are not met.

Equipment review procedure:

- A review will be conducted by the appointed/contracted Learning Facilitator(s) (LF) and HC. An equipment checklist will be completed and initialed by both parties.
- Throughout the course, the LF(s) will maintain a list of any equipment lost and/or damaged.
- If any significant damage/incidents occur during the clinic/course/conference/event, the HC will be informed immediately. The LF(s) will complete an Incident Report and forward a copy to both the OWA President and the HC.
- At the end of the clinic/course/conference/event, the LF(s) will complete an equipment review with the HC, if possible.

Damage procedure:

- The HC will be responsible for repairs caused by regular wear and tear on equipment usage. The OWA will cover broken or missing equipment identified

through misuse and agreed on through the equipment review at the conclusion of the clinic/course/conference/event.

- In the event of significant damages identified through the equipment review procedure, the OWA will pay the deductible for the HC's insurance.

Responsibilities of the Host Club:

- The HC should be available on the first day to cover any questions or concerns pertaining to expectations of the LF(s) and participants. The LF(s) typically plan to arrive at the site one hour before the start of the clinic/course/conference/event on the first day. The HC must communicate any general rules and procedures specific to the facility and equipment.
- The HC is responsible for familiarizing the LF(s) with the established and complete Emergency Action Plan. All First Aid kits must be fully equipped and accessible to the LF(s) and participants.
- If the HC is not available throughout the duration of the clinic/course/conference/event, an alternative contact should be provided so that the LF(s) have the opportunity to seek assistance or acquire necessary access to equipment/storage rooms/classrooms/etc, if required.
- The HC facility (classroom or suitable space) should be prepared well in advance with items as discussed prior with the LF(s).

Responsibilities of Ontario Weightlifting Association:

- The OWA will collect all registrations, send out pre-packages, and update the HC on participant numbers on a regular basis. The OWA will do its best at meeting top enrollment for each clinic/course/conference/event, providing the facilities are compatible to the number of participants.
- The OWA will coordinate, contract and remunerate the LF(s) for the clinic/course/conference/event.
- The OWA will provide all support materials specific to the Instructor Development Program (i.e. tests, manuals, etc.), as well as facilitation supplies; such as, flip chart paper and markers, etc.

As signed by:

Host Club: _____ Date: _____

OWA: _____ Date: _____

Host Club	Contact Name:	Tel:
Facility	Location:	Tel:
OWA	Contact Name:	Tel:
LF	Contact Name:	Tel: