

# REGISTRATION POLICIES

## **Cancellation / Substitution and Transfer Policy**

A complete refund will be issued provided written notification of cancellation is received by Ontario Parks Association no later than 7 calendar days prior to the course start date. No refunds or credits will be issued after this time period. Substitutions are permitted up to the day before the course. Payments must be received prior to the course start date. A \$25.00 service charge will apply to all NSF cheques. Ontario Parks Association reserves the right to cancel any course and will, in such event, fully refund all registration fees. No liability is assumed by the organizers for changes in course dates, content, instructors or venue.

## **Privacy Statement**

Ontario Parks Association will use the information provided to process your registration and send you additional information about our courses, events and services. You may remove your name and contact information at any time from our promotional and newsletter mailing lists by emailing opa@ontarioparksassociation.ca.

## **Waiver / Disclaimer**

Each registered participant is required to read and sign the following disclaimer in order for registration to be processed:

*"I, the registered participant, agree to assume all risks, including travel to and from the program, and waive all rights and all liabilities for personal injury or property loss whether occurring prior to, during, or subsequent to the program whether caused by the Ontario Parks Association's negligence or otherwise, and for the consideration aforesaid, I covenant and agree not to make any claim or to commence or maintain any action or proceeding against them. And it is further agreed that the Ontario Parks Association does not by the payment aforesaid or otherwise admit any liability to me and liability is in fact denied."*

## **Photo / Video Release**

Each registered participant is required to read the photo and video release waiver. If the participant does not wish to have pictures and video released, they are not required to sign the waiver. Those who are comfortable with their pictures and video being used by OPA, will sign and return the waiver to their instructor.

*"I give my consent and authorize the Ontario Parks Association to use the following:*

- 1. My name*
- 2. Video and audio clips (collectively called "Recordings") of me or in which I am included*
- 3. Digital photographs (collectively called "Images") of me or in which I am included*

## **Theme of Materials**

The materials will be recorded and/or photographed with the understanding that the content or theme thereof will be the following: The Ontario Parks Association will use the material for promoting the organization as well as the education and training programs we offer to our membership. It is the OPA's intent to publish in various forms testimonials from people who have taken our courses.

## **Reproduction and Use**

The Ontario Parks Association Board has the unrestricted right and permission to copyright and use, re-use, publish and republish the materials in all forms of media (including printed materials) for art, promotional purposes (including but not limited to advertising, publicity, commercial or display use) illustration, exhibition, editorials, trade or any other purpose whatsoever.

## **Release of Claims**

I hereby release and discharge OPA board members and all persons functioning under the boards permission or authority (including but not limited to associates, affiliates, officers, agents, advertising agencies, designated directors, employees and customers) from any claims. This includes claims related to blurring, alteration, distortion or use in composite form that may occur or be produced in the process of recording, processing or publishing the materials including any claims libel or invasion of privacy."