

SUMMARY OF BASIC CLUB RESPONSIBILITIES

As a **MEMBER CLUB**, EMSA requires you to submit a list of Club Executive. **Only persons on the Club Executive are welcome in the EMSA office to complete club business.** Club Executive should include but is not limited to President, Secretary, Treasurer, Registrar and Contact. You **must** provide EMSA with at least 3 members, all of the contact information requested and a **valid e-mail address** that your club monitors regularly. **It is the club's responsibility to notify EMSA of any change of contact information within 7 days of the change.**

HOW TO CONTACT US

OFFICE: BMO Centre
295 Rectory Street
London, ON N5Z 0A3
519-668-2391
TUES, THURS, FRI 1:00 PM to 5:30 PM
WED 1:00 PM to 8:00 PM

E-MAIL: ADMINISTRATION : emsada@rogers.com
DISCIPLINE : emsadis@rogers.com
APPLICATIONS : emsatraveltransferinsurance@rogers.com

WEBSITE: www.emsadistrict.com

OTHER WEBSITES FOR INFORMATION

ONTARIO SOCCER ASSOCIATION	www.ontariosoccer.net
CANADIAN SOCCER ASSOCIATION	www.canadasoccer.com
FIFA	www.fifa.com

DISTRICT LEAGUES:

EMDSL	www.emsadsl.com
LAWSL	www.lawsl.ca
WOSL	www.wosl.net
MMSL	www.middlesexmasters.com

REGIONAL AND PROVINCIAL LEAGUES:

WRSL	www.woysl.com
OYSL	www.oyslsoccer.com
OWSL	owsl.e2esoccer.com
OSL	www.ontariosl.com
OPDL	www.opdl.com

GOOD STANDING

Clubs must maintain a good standing status with EMSA by properly registering all of their members, paying all applicable fees, fines, bonds, outstanding debts and ensuring there is no outstanding discipline of members.

Every club is responsible for the actions of its players, team officials, administrators and spectators.

CLUB REGISTRAR

EMSA encourages clubs to have an extremely organized person to be your **Club Registrar**, as they will conduct most of the business within the EMSA office. The registrar will be responsible for:

- The registration of all club members
- Dropping off and picking up player/coach registrations
- Submitting fully completed online travel permits, AHEG permits or tournament hosting permits
- Completing de-registrations, transfers and International Transfer Certificate Applications in a timely manner.

Team Officials and other individuals ***are not permitted*** to conduct transactions at the District Office unless they are given ***explicit permission on an exceptions basis only*** from the Club Administrator; submitted to the District Office in writing.

FEES

Clubs are to make payments with a ***club cheque*** which requires two signatures or ***cash***. ***We cannot accept any personal cheques.***

CLUB CONSTITUTION & FINANCIAL STATEMENTS

ALL Clubs are required to submit their club constitution and any amendments along with the club financial statements as required in **Section 5 Procedure 5.0 Membership in a District Association** of the OSA Governing Documents to EMSA on an annual basis. The constitution must meet OSA minimum requirements and is available as a model constitution on both EMSA and OSA websites and the financial statements are those prepared for the club AGM.

**“A LACK OF PREPARATION ON YOUR PART
DOES NOT CONSTITUTE AN EMERGENCY
ON OUR PART”**

**THE ABOVE IS A GENERAL SUMMARY OF BASIC RESPONSIBILITIES WITH THE EMSA OFFICE
AND MAY BE UPDATED FROM TIME TO TIME.**

**OTHER INFORMATION CAN BE FOUND IN THE EMSA CONSTITUTION, EMSA CIRCULATED
DOCUMENTS TO MEMBER CLUBS AND IN THE GOVERNING DOCUMENTS OF THE OSA.**

2016-05-25