

## 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 2 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

E-MAIL: ADMINISTRATION : [emsada@rogers.com](mailto:emsada@rogers.com)

DISCIPLINE : [emsadis@rogers.com](mailto:emsadis@rogers.com)

TRAVEL & INSURANCE : [emsatraveltransferinsurance@rogers.com](mailto:emsatraveltransferinsurance@rogers.com)

WEBSITE: [www.emsadistrict.com](http://www.emsadistrict.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 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 OS Governing Documents to EMSA on an annual basis. The constitution must meet OS minimum requirements and is available as a model constitution on both EMSA and OS 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**