



Membership Application

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GENERAL

The Southeast Ontario Soccer Association (SOSA) will consider accepting into membership clubs, leagues, and other such organizations operating in the district, as well as school, college, and university leagues, and organizations representing coaches, referees, and trainers.

MEMBERSHIP COMMITTEE

A Membership Committee shall be a standing committee of the Southeast Ontario Soccer Association. The Chair of the Committee shall be appointed by the SOSA Board of Directors each year after the Annual General Meeting. The Committee shall consist of three members of the SOSA Board of Directors. The Committee mandate is to meet with Applicants, review all Applications, materials, and submissions and make recommendations to the SOSA Board of Directors whether or not to approve Applications.

Where warranted the Membership Committee will require the Discipline Chair to review the performance of any Club and/or any of its Teams before authorizing its acceptance.

TYPES OF APPLICATION

There are four types of membership application:

- I. New membership application;
- II. Membership renewal application;
- III. Change of Status application; and
- IV. Merger or Amalgamation application.

A new membership application is required to operate a new youth or senior soccer club in the Southeast Ontario Soccer Association as a member of the District Association.

Each year, memberships must be renewed with the District Association to continue operations as a member.

A Change of Status application is required in the following circumstances:

- I. For a recreational youth club to become approved to operate a competitive program;
- II. For a youth club to become approved to operate a senior program; or
- III. For a senior club to become approved to operation a youth program.

A Merger or Amalgamation application must be submitted if the Applicant is seeking approval of the merger or amalgamation of two or more clubs, at least one of which is a member, where the Applicant intends that the merged or amalgamated club will continue as a member of the District Association.



APPLICATION PERIODS & DEADLINES

There are different applications periods and deadlines to file applications. These application periods and deadlines will be strictly enforced, and neither the Committee nor District staff shall have the authority to alter or extend application periods or deadlines. The deadline shall be considered to be 15:00 on the date of the deadline.

Application periods and deadlines for filing New Member applications are as follows:

Application Type	Applications Open	Application Deadline	Decision Deadline
Outdoor and Indoor Club	Aug. 1 st	Sep. 30 th	Dec. 1 st
Indoor Only Club	Mar. 1 st	Apr. 30 th	Jul. 1 st

Application periods and deadlines for filing Membership renewal applications are as follows:

Application Type	Applications Open	Application Deadline	Decision Deadline
All Clubs	Dec. 15 th	Feb. 15 th	Mar. 1 st

Application periods and deadlines for filing Change of Status applications are as follows:

Application Type	Applications Open	Application Deadline	Decision Deadline
All Clubs	Jun. 1 st	Aug. 1 st	Nov. 1 st

Applications to Merge or Amalgamate must be filed not less than sixty (60) days before the date of the proposed transaction. Notice of the Decision will be issued by SOSA within fifty (50) days following the filing of the Application.

In all cases, the completed application form must be accompanied by the required membership fee and other required materials.

New members that are accepted into membership with the Association will be automatically placed on a one (1) year probationary period.



APPLICATION PROCESS

For Applications that are not renewals, the Southeast Ontario Soccer Association shall notify its Members that an Application has been accepted and indicate the Applicant's name and the type of Application that has been filed within fourteen (14) days of its receipt.

All SOSA Members are entitled to receive a copy of the Application, with the exception of any personal, confidential, or proprietary information contained therein. Members and any other third party have the right to make written submissions to SOSA regarding any Application to either support or object to the Application, providing reasons for their position. The deadline for such submissions shall be fourteen (14) days from the date that the Notice is issued.

The Applicant is not entitled to obtain copies of these written submissions or who submitted them. Disclosure of this information will only be provided with the prior written consent of the submitter.

Any personal information disclosed in the Application regarding officers, directors, employees, coaches, and/or players will be held in strict confidence and will not be provided to SOSA Members in connection with the Application process. Personal information means information regarding any individual as defined in the federal "*Personal Information and Electronic Documents Act*".

For all Applications, the Applicant will be notified in writing by the Committee on or before the decision date described above. If the Application is denied, SOSA will provide reasons for the decision.

APPLICATION MATERIALS

The Application, materials and information that need to be filed with the District by the Applicant during the application period and before the deadline are as follows:

- I. Application form
 - This form will be made available on the SOSA website. This form must be signed by an authorized officer or representative of each Applicant who has the authority to bind the Applicant.
- II. Application fee
 - The full Application fee must accompany the Application as listed on the SOSA website.
- III. List of Officers and Directors
 - All current elected or appointed officers and directors must be listed, including contact information (mailing address, telephone number(s), and email). The title of each individual and their area of responsibility must be indicated. If any of these individuals are OSA Registrants, their OSA number must be included in the Application.
 - If the list of officers and directors changes, the updated list must be submitted within fifteen (15) days of the changes.
- IV. Proof of Directors and Officers Liability Insurance
 - For new member Applications, this can be provided within thirty (30) days of approval of the Application. This insurance is not mandatory, but is recommended.



- V. List of Employees
 - New Applications and Merger/Amalgamation Applications will provide a list of all employees that will be part of the new organization. If any of these individuals are OSA Registrants, their OSA number must be included in the Application.
- VI. Financial Statements
 - The financial statement for the previous year, in accordance with the OSA Published Rules applicable to the organization.
- VII. Current Constitution
 - This should have all changes made in the last year highlighted.
- VIII. Most recently ratified Annual General Meeting (AGM) minutes.
- IX. Terms of League Operations (TOLO)
 - Members operating multi-jurisdictional leagues or Club House leagues must include this document which includes:
 - i. Chart of divisions and teams for indoor (prior year actual, current year projected)
 - ii. Chart of divisions and teams for outdoor (prior year actual, current year projected)
 - iii. List of clubs entering teams into the league(s) (prior year actual, current year projected)
 - iv. League discipline summary
 - These forms are available on the SOSA website.
- X. Volunteer Screening Report
 - All Applicants operating youth programs are required to submit this report.

NEW MEMBERS

Subject to SOSA Rules and Regulations, new Members may be admitted based on compliance with the following:

- A) Availability of Players
- B) Headquarters of the Applicant being in the District
- C) No possible harm caused to an existing member
- D) Responsible Officers being elected
- E) Past record, if available, being satisfactory