

# ANNUAL FILING DOCUMENTS 2018



# YEAR-END REPORTING REQUIREMENTS



## FOR ALL CLUBS AND DISTRICT LEAGUES

Filing Date is January 31, 2018

1. Copy of D&O insurance confirming minimum coverage of \$1 million.
2. Copy of “approved” minutes of the prior year’s AGM.
3. Copy of “draft” minutes from the most recent AGM.
4. Copy of Directors’ reports.
5. Names and addresses and positions of current directors including Discipline Committee Chair, members as well as Chief/Head Referee.
6. Copy of Club’s current constitution including any changes passed at its most recent AGM.
7. A properly signed and completed copy of the Total Player Registration form.
8. A fully completed and signed Annual Membership Agreement.
9. A copy of year-end financial statements as presented at the most recent AGM and for the most recently completed fiscal year, if different.
10. A copy of the most recent board approved Volunteer Screening Policy.
11. A properly signed and completed Volunteer Screening Policy Form.
12. Copy of the AGM attendance list with membership signatures for proof of accomplished quorum requirements.

## FOR INDOOR LEAGUES ONLY

Filing Date is May 31, 2018

The above noted requirements are mandatory.

NEW: Documents may be submitted electronically.

# RENEWAL OF CLUB MEMBERSHIP 2018



We the undersigned officers of the \_\_\_\_\_ Soccer Club hereby apply for

membership       renewal of the membership

of this club in the YRSA for the period starting November, 2017. On behalf of the Board and membership of this club we hereby agree to uphold our club constitution; and, to comply with the YRSA constitution, the OSA Constitution and the OSA Policies and Procedures.

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**NOTES**

1. Please print clearly.
2. This form is to be signed by **all officers of the club**. It is strongly suggested that it be supported by a motion passed at a meeting of all the Board of the Club.
3. If there are more than 8 signing officers, please attach an additional form (or forms) as necessary.
4. Membership (renewal) is for a period of approximately one year effective as of the date of the YRSA Annual General Meeting and lasting until the next YRSA Annual General Meeting.
5. To maintain this membership in the YRSA, membership requirements specified in the YRSA constitution must be satisfied. Some of these have a due date later than the YRSA Annual General Meeting.

# RENEWAL OF ASSOCIATE MEMBERSHIP 2018



We the undersigned officers of the \_\_\_\_\_ Soccer Club hereby apply for

membership       renewal of the membership

of this club in the YRSA for the period starting November, 2017. On behalf of the Board and membership of this club we hereby agree to uphold our club constitution; and, to comply with the YRSA constitution, the OSA Constitution and the OSA Policies and Procedures.

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# VOLUNTEER SCREENING POLICY



PLEASE RETURN  
on/or before  
January 31,  
2018

We the undersigned confirm that the \_\_\_\_\_  
Soccer Club fully abides by the Volunteer Screening Policy submitted with this 2018  
Annual Filing, as per the requirement of OSA Policy 16.0 Harrassment and  
Operational Procedure Section 16.0 Harrassment.

CLUB NAME:

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President Name:

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Privacy Officer Name:

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Signature:

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Signature:

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# TOTAL PLAYER REGISTRATION FORM



PLEASE RETURN  
on/or before  
January 31,  
2018

CLUB NAME:

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| CATEGORY                          |                      | 2017 Season Registration Numbers |
|-----------------------------------|----------------------|----------------------------------|
| MINI                              | U4 – U12             |                                  |
| YOUTH                             | RECREATIONAL U13+    |                                  |
| YOUTH                             | COMPETITIVE U13+     |                                  |
| SENIOR                            | RECREATIONAL         |                                  |
| SENIOR                            | COMPETITIVE          |                                  |
| INDOOR<br><i>Including Futsal</i> | 2016/17INDOOR SEASON |                                  |
| <b>TOTAL REGISTERED PLAYERS</b>   |                      |                                  |

Name:

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Signature:

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