

SUMMARY OF BASIC CLUB RESPONSIBILITIES

As a MEMBER CLUB, EMSA requires you to submit a list of Club Executives. Only people listed on the Club Executive are welcome in the EMSA office to complete club business. Club Executives should include but is not limited to President, Secretary, Treasurer, Registrar and Club Contact. You MUST provide EMSA with at least 3 members, all of the contact information requested and a valid email 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, in writing and signed by Club Executives.

HOW TO CONTACT EMSA:

OFFICE: BMO Centre
295 Rectory Street
London, ON N5Z 0A3
519 668 2391

EMAIL: GENERAL: admin@emsadistrict.com
DISCIPLINE: discipline@emsadistrict.com
TRAVEL: competitions@emsadistrict.com
INSURANCE: insurance@emsadistrict.com

WEBSITE: Elgin Middlesex Soccer Association

OTHER WEBSITES FOR INFORMATION:

[Ontario Soccer](#)
[Canada Soccer](#)
[FIFA](#)

District Leagues:

[Elgin Middlesex District Soccer League](#)
[London & Areas Women's Soccer League](#)
[Western Ontario Soccer League](#)
[Middlesex Men's Master Soccer League](#)

Regional and Provincial Leagues:

[Ontario Player Development League](#)
[Western Region Soccer League](#)
[Ontario Youth Soccer League](#)
[Ontario Women's Soccer League](#)
[Ontario Soccer League](#)

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
- 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 exception basis only from the Club Administrator; submitted to the District Office in writing/email.

FEES

Clubs are to make payments via an etrf to admin@emsadistrict.com or with a club cheque which requires two signatures or cash. We cannot accept any personal cheques.

CLUB CONSTITUTION

All Clubs are required to submit their club constitution and any amendments to EMSA on an annual basis. The constitution must meet OS minimum requirements and is available as a model constitution on OS websites.

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