

THE ONTARIO SOCCER ASSOCIATION
ADMINISTRATOR REGISTRATION FORM



See Reverse Side
for Instructions

Season or Year: _____ - _____

NOTE: The registrant must use a separate registration form for each organization with which she/he is registering.

<i>Administrator Details</i>				
OSA Registrant Number	Ontario Medical Number	Sex	Street Address	Apt. No.
_____	_____	_____	_____	_____
Previous Last Name (If your last name has changed)		Date of Birth	City/Town _____ Province ONTARIO	
_____		____/____/____	Country CANADA Postal Code _____	
First Name	_____		Home Telephone	Business Telephone
Middle Name	_____		(____) _____ - _____	(____) _____ - _____
Last Name	_____		Area Code	Fax Number
_____	_____		(____) _____ - _____	_____
			E-Mail Address	_____

<i>Organization Details</i>	
Organization Type Registering With:	<input type="checkbox"/> Team <input type="checkbox"/> League <input type="checkbox"/> Division <input type="checkbox"/> The Ontario Soccer Association <input type="checkbox"/> Club <input type="checkbox"/> District Association <input type="checkbox"/> "Other" Organization Specify: _____
Organization Name:	_____
Organization Registration Number:	_____
List each of your Position Titles and its Group or Sub-Group that you hold with this organization: (See Procedure 3.5 on reverse side of for directions)	
Position Title: _____	Group/Sub-Group: _____
Position Title: _____	Group/Sub-Group: _____
Position Title: _____	Group/Sub-Group: _____
Position Title: _____	Group/Sub-Group: _____

AGREEMENT: I have read and understand the registration rules on the reverse side of this form. I agree to abide by the Published Rules of The Ontario Soccer Association and all applicable soccer organizations with which I am affiliated

PRIVACY STATEMENT: I understand as a registrant of The Ontario Soccer Association, my District, and my Club that I may receive information from time to time related to soccer events, programs and services. I prefer to be excluded.

Signature of Administrator

<i>For the use only of the Organization with which the Administrator is Registering</i>	<i>Shaded area for the use only of the Organization responsible for data entry of this Registration</i>
Signature of Organization Official: _____	Validation by Organization Official: _____
Date: _____	Date: _____

REGISTRATION RULES AND PROCEDURES

1.0 GENERAL INSTRUCTIONS

1.1 When interpreting this registration form and the Published Rules governing registration, the following **standard terms** shall apply:

The O.S.A.: is The Ontario Soccer Association
Published Rule: is a By-Law, Rule, Regulation, Policy, Procedure, or Law that is adopted by the O.S.A. or any organization under whose jurisdiction the O.S.A. operates or any organization affiliated to the O.S.A.

This Form: is the Administrator Registration Form provided by the O.S.A.

The Administrator: is the administrator named on this form.

The Team: is the team indicated on this form (if the administrator is registering with a team)

The Club: is the club indicated on this form (if the administrator is registering with a club)

The League: is the league indicated on this form (if the administrator is registering with a league)

The Division: is the division indicated on this form (if the administrator is registering with a division)

The District Association: is the district association indicated on this form (if the administrator is registering with a district association)

“Other” Organization: is the “Other” organization indicated on this form (if the administrator is registering with an other organization)

Organization Registrar: is the person(s) authorized to register the organization’s administrators and who is responsible for signing this form prior to submitting it to the organization responsible for validation of this registration form occurs when the Official (of the organization responsible for its data entry) signs this form and enters the date of authorization in the shaded area on this form.

The validation:

1.2 The administrator named on this form is registered **ONLY AFTER** this form has been properly completed, signed by his/her organization, validated by the Official (of the organization responsible for the data entry of this form) signed by the administrator, validated by the Organization Registrar, and the registration data is entered into the O.S.A.R. application by the Organization.

1.3 Registration on this form enables the administrator to:

- A) participate in soccer activities under the auspices of the OSA and its affiliated organizations and in accordance with published Rules;
- B) be eligible for insurance coverage under the OSA’s Insurance program;
- C) be subject to the OSA Discipline program;

ONLY after the validation of this form by the appropriate Organization, providing that the soccer activity is sanctioned by the O.S.A., and providing that the registration data is entered into the O.S.A.R. application after validation.

1.4 As the information on this form will be transferred to a computer, it is imperative that all information is legibly printed or typed. Enter only one character (i.e., letter or number) in each character space provided.

1.5 This form requires the Organization Registration Number for the organization with which the administrator is being registered. It can be obtained from the Organization.

2.0 SEASON OR YEAR

2.1 If the administrator is being registered with a Team, or Division, or League, the season is applicable on this form.

- A) For outdoor soccer, indicate the year for which the administrator is registering.
- B) For indoor soccer, indicate the two years in which the season overlaps (eg. 1997-98, 1998-99).

2.2 If the administrator is being registered with a Club, District Association, OSA or an “Other” Organization, the year is applicable on this form.

3.0 ADMINISTRATOR DETAILS

3.1 Enter the O.S.A. Registrant number. If unknown, your Organization can provide it to you.

3.2 Enter the Ontario Medical Number (optional), the sex of the administrator, first name, middle name and last name of the administrator, the administrator’s previous last name if his/her last name has changed and the date of birth of the administrator.

3.3 Enter the address, postal code, telephone numbers, fax number, Internet E-Mail address and Lotus Notes Mail address of the administrator. If the administrator lives outside of the province and/or country, put a line through the ON and/or CANADA and write in the appropriate province and/or country.

3.4 Enter the type of organization with which the administrator is registering. It may only be **one** of a team, club, league, division, District Association, The Ontario Soccer Association, or a specific “Other” Organization.

3.5 Enter the name of the organization with which you are registering (e.g. Team Name, Club Name, League Name, District Association Name, Division Name, “Other” Organization Name, or the O.S.A. You can only register with ONE organization on this form.

3.6 Enter the Organization Number of the organization with which you are registering (e.g., Team Registration Number, Club Registration Number, League Registration Number, District Association Registration Number, Division Registration Number, “Other” Registration Organization Number, or O.S.A. Registration Number). If you do not know the organization’s Organization Number, consult your governing organization.

3.7 For each position you hold with the organization, indicate the Position Title and the Group or Sub-Group. Examples of Groups/Sub-Groups are Board of Directors, Executive Committee, Referee Development Committee, Task Force on Facilities, League Convenors, Club managers, or Tournament Organizing Committee.

4.0 FAILURE TO PROVIDE INFORMATION

4.1 Subject to 4.2 below, the information required on this form must be provided or the registration will NOT be validated or processed.

4.2 All fields are mandatory with the exception of Ontario Medical Number, home telephone, fax, business telephone, Internet E-Mail Address and Lotus Notes Mail address.

4.3 Any person who provides false information or withholds any of the required information shall be suspended from all soccer activities for one year.

5.0 ADMINISTRATOR’S SIGNATURE

5.1 The administrator must read the REGISTRATION RULES AND PROCEDURES on this form, especially 1.2, 1.3, 4.1, 4.2, 4.3 and 6.1 prior to signing this form. Each organization has been provided with a copy of the Constitution and the Published Rules of the O.S.A.

6.0 OTHER REQUIREMENTS

6.1 Any administrator **under suspension from all soccer activities** may not register.

6.2 As it is the Organization’s (with which the Administrator is registering) responsibility to ensure that each of its administrators comply with 6.1, it shall be disciplined for non-compliance.

7.0 ORGANIZATION’S SIGNATURE

7.1 An Official of the Organization (with which the Administrator is registering) must sign and date this form. Signing this form, binds the organization to all O.S.A. registration rules regarding the registration of this administrator, especially 6.2.