

DRSA MEMBERSHIP RENEWAL APPLICATION FORM

Membership Year (Jan 1-Dec 31) 2026

Deadline Dec 15/25

Date received in office:

APPLICANT INFORMATION

Membership Type

VOTING

NON-VOTING

Corporate Name

Known as

Primary Contact Name

E-mail

Phone

DRSA REQUIREMENTS FOR RENEWING MEMBERS

2.4 Renewing Members– Membership will be automatically renewed when a current member:

- a) Makes an application to renew membership in the District in a manner as prescribed by the Corporation
- b) Submits current Governing Documents which meet the minimum requirements established by Ontario Soccer and as stipulated on the form prescribed by the Corporation, including but not limited to:
 - i. List of all new Governing Document amendments since last application for renewal of membership
 - ii. In the case of Not-for-Profit Applicants, Audited Financial Statements, Review Engagement or Financial Statements (the type of statement as determined by the Corporation's governing documents) as presented at the last applicant Members Meeting
 - iii. In the case of For-Profit Applicants, Financial Review Statement completed by an independent auditor
 - iv. List of applicant's current Board Members
- c) Maintains their head office in the Region of Durham
- d) Agrees to uphold and comply with the Association's Governing Documents
- e) Does not have any past due billings payable to the District as of December 31 of the current year
- f) Has paid any and all fees as prescribed by the Board
- g) Meets any other condition of membership as determined by the Board; and
- h) Has met the applicable definition listed herein

SUBMISSIONS REQUIRED FOR APPLICATION

	Submitted earlier	Attached
<i>Please indicate whether the following were submitted earlier or are attached with this Application</i>		
Membership Fees are Paid (Note : Fees include payment of all Outdoor & Indoor Player Registration Fees invoiced to the Club prior to December 15th of the current membership year)		
Have you submitted to DRSA a list of current elected and appointed Officers? (Note : In accordance with the DRSA governing documents, each Member shall notify DRSA in writing after its Annual Members Meeting as well as within 7 days of any board member change).		
An updated Annual Corporate Return with updated board members and other required information.		
Bylaws (Note : Version submitted must be the last version approved by Membership, including any amendments approved since last publication date and signed by the President)		
Current Policies and Procedures		
Minutes of last Annual Members Meeting		
List of all current staff members including contact details		
List of all Affiliated Clubs		
List of Leagues		
List of all discipline cases including results and pending cases		

FINANCIAL REPORTING

Please indicate which option applies to your Club

1	Audited, as defined by the Canadian Institute of Chartered Accountants (CICA), by a public accountant if the Club's annual gross revenue is greater than or equal to \$500,000 or the Club has greater than or equal to 1,000 registered players.
2	Reviewed by Public Accountant, Certified General Accountant or a Certified Management Accountant through a Financial Review Engagement, as defined by CICA, if the Club's annual gross revenue is less than \$500,000 but greater than or equal to \$100,000, or the Club has less than 1,000 but greater than or equal to 500 registered players.
3	Accountant or a Certified Management Accountant if the Club's annual gross revenue is less than \$100,000 but greater than or equal to \$10,000
4	Completed by the Treasurer or designate, if the Club's annual gross revenue is less than \$10,000.

AS A CONDITION OF MEMBERSHIP, THE APPLICANT AGREES TO COMPLY WITH AND ABIDE BY THE FOLLOWING:

1. All governing documents of Durham Region Soccer Association and its governing bodies
2. All decisions made by Durham Region Soccer Association's Board of Governors
3. All policies of Durham Region Soccer Association and its governing bodies including but not limited to:

- a) Dispute Resolution
- b) Harassment
- c) Volunteer Screening
- d) Conflict of Interest & Code of Conduct
- e) Membership Change of Status, Ownership or Control²

4. Our Bylaws are in compliance with the minimum requirements as determined by Ontario Soccer Operational Procedures (Section 3, Procedure 6.0 Clubs).

5. We ensure that each or any Club with whom we are affiliated governs itself accordingly and in compliance with the Governing Documents of Durham Region Soccer Association and its governing bodies as described above and has Bylaws in compliance with the minimum requirements determined by Ontario Soccer for Clubs.

6. We ensure that each or any League with whom we are engaged governs itself accordingly and in compliance with the Governing Documents of Durham Region Soccer Association and its governing bodies as described above and has a Constitution or Bylaws in compliance with the minimum requirements determined by Ontario Soccer Operational Procedures (Section 3, Procedure 5.0 Leagues).

CONTACT INFORMATION OF SIGNING AUTHORITY	
<i>Please Print</i>	PRESIDENT
Name	
Address	
Phone	
Email	

Signature of President

Date

SECRETARY OR DESIGNATE	
Name	
Address	
Phone	
Email	

Signature of Secretary
or Designate

Date

NOTES

¹ Clubs are still required to follow applicable legislation related to filing income tax returns. Incorporated Clubs are still required to follow audit guidelines in accordance with the legislation as outlined in the Ontario Not for Profit Corporations Act of Ontario which currently requires any Incorporated Club with income over \$500,000 to perform an audit. Clubs must also follow their own By-Laws with regard to financial reporting requirements.

² This form must be signed by BOTH the President and the Secretary or Designate

- 3 *Clubs must file an Annual Corporate Return updating their Board Members, etc... and provide DRSA with a copy*
- 4 *Failure to submit this application form and meet the requirements listed above prior to December 15th, shall result in a \$250 fine to the Applicant. An additional fine of \$100 shall be levied for each subsequent 15 day period until the complete documentation is received by the District office.*
- 5 *Per Section 2.4 of the By-laws, membership is automatically renewed upon the submission of the required documents. Per Section 2.5 of the by-laws, DRSA staff shall determine the completeness of the application.*
- 6 *In addition to the fines outlined above for late submission, membership in DRSA shall be terminated by no later than January 15th if the completed Application Form and requirements remain outstanding. Membership shall only be reinstated with approval of the DRSA Board of Governors, after all membership criteria are met and approved.*

FOR DRSA USE ONLY	
APPLICATION STATUS	
VALIDATION	
DATE	