



## OLA NEW ASSOCIATION APPLICATION GUIDELINES

### Instructions

These *Guidelines* document the process of a new Association applying for membership to the Ontario Lacrosse Association (OLA).

Applications are submitted in the form of a written proposal. Proposals should be no longer than ten (10) pages on 8.5" X 11" (standard letter size) paper. Applicants should use the headings below (see: *Application Proposal*) to structure their submission. All pages should be numbered.

Submit two (2) copies of your proposal to the Ontario Lacrosse Association, 3 Concorde Gate, Suite 306, Toronto, Ontario, M3C 3N7.

### The Application Process

Applying for OLA membership is a six-step process:

1. New Association submits an application to the OLA
2. The OLA forwards the application to the appropriate regional Zone, along with a request for the Zone to schedule an application presentation
3. New Association attends a Zone meeting to make an application presentation
4. The Zone forwards a recommendation on membership status to the OLA
5. The OLA Board of Directors reviews the New Association application and Zone recommendation to vote on membership status
6. The OLA Board of Directors advises the Applicant in writing of the outcome of the application process (including approved OLA boundaries, if accepted as a member).

After the first season of Club operations, the Zone and OLA Board of Directors will review the Applicant's membership status at, or prior to, the OLA Annual General Meeting.

### The Application Proposal

Your application proposal should contain as much of the following information as possible (along with any additional information you deem important). Applicants are encouraged to use the headings below to structure their submission:

**List of Association Executive Officers:** Mandatory requirements include complete contact information for the following positions: President, Treasurer, Registrar and Secretary.

**Profile of the Association:** Reason for the application; Association mandate/objectives; Association Constitution & Bylaws (if available); proposed Association name, colours, logos; proposed incorporation status; facility/venue information (arena names and addresses); Association residential boundary (description and/or map).

**Scope of Lacrosse Operations:** List Association registration date(s) and locations; proposed program structure (house league and/or rep); program start dates/end dates; targeted age groups; proposed scope of the Association program (minor box, minor field, Women's U-20, Women's U-15); proposed summer camps; proposed OLA club affiliations.

**Detailed Operating Budget:** Current or projected operating budget; detail should include all major expense and revenue line items; list all fund-raising activities; list proposed player registration fees; list all Association insurance costs; identify how Association players will be insured; list Association promotion and marketing initiatives (ie: methods).

**Partnership Support:** Include any letters of support from other OLA Associations, municipal recreation departments/boards, local sport(s) Associations, private sector and/or service club sponsors.