



Checklist for Districts to submit information to the OAAS

Please see below the list of documents that as per OAAS policies, District Boards are required to provide to the OAAS at manager@oaasfairs.com. District Boards are not separate entities but are considered an extension of the OAAS provincial organization.

- 1) **OAAS District Event Registration Form** - minimum of 45 days prior to **all** District events e.g. AGM, Judging Schools, District meetings, Ambassador events, etc.
- 2) Current or draft copies of the following documents within 30 days of the District AGM.
 - District AGM minutes
 - District Policies and Procedures
 - Financial Statements (Income and Expenses and Balance Sheet)– could be included in the AGM minutes
 - District Board member names and contact information (mailing address, email address, phone number) and within 30 days of any changes to their contact information
- 3) **'District Report'** on the Agricultural societies, fairs and activities within your district for the **'OAAS Annual Report'** by December 1st.
- 4) List of the 2023 Agricultural Society fairs dates by January 1st. (for Service Providers at Convention)
- 5) Updated Judges' Lists within 30 days of the Judging School or whenever the District is notified of a change in a Judge's contact information or status.

IMPORTANT: District events (e.g. AGMs, judging schools, meetings, ambassador events, etc.) are covered by the OAAS liability insurance because District Boards are considered an extension of the OAAS provincial organization. Several of the District Boards have not been providing all of the above information on an annual basis and in the past, the OAAS has not been enforcing the submission of the required documents.

HOWEVER, as per recent discussions with our insurance provider, they have indicated that the OAAS must insist that each **District submits all the required documentation to ensure that the Districts are covered by the OAAS liability insurance for their events.**

- 6) Submit the District Competitions Results form to Kathryn Lambert at convention@oaasfairs.com immediately following your District Competition – [https://www.ontarioagsocieties.com/images/2022/District Competition Results filable form 2022.pdf](https://www.ontarioagsocieties.com/images/2022/District%20Competition%20Results%20filable%20form%202022.pdf)

We need your assistance regarding our review of District and Provincial Competitions

- 7) We are reviewing the District and Provincial Competitions to determine if any changes should be made. We sent out a survey earlier this year and now we are asking each District to submit the total number of Agricultural Societies competing in **each** of the classes at the District level Competitions to manager@oaasfairs.com immediately following your AGM.

Work with your Provincial Director to submit this information. It may be sent in the body of an email or use this fillable form

https://www.ontarioagsocieties.com/images/2022/OAAS_District_Competition_number_of_entries.pdf

District Competition Classes

Hand Quilt	Chocolate Chip Cookies	Senior Poster
Machine Quilt	Junior Poster	Maple Syrup
Butter Tarts	Intermediate Poster	Honey

FUNDING REQUIREMENTS

District Competition Funding

NOTE: As per our previous directive, the District must submit the following to be eligible for the OAAS funding of \$200 to assist with the cost of Judges for the District Competitions:

- 1) District must submit the '**OAAS District Event Registration Form**' to manager@oaasfairs.com at least 45 days prior to the AGM date
- 2) Must use OAAS Certified Judges to judge the District Competition (exemption for Maple Syrup and Honey)
- 3) Submit the '**District Competitions Results**' form to convention@oaasfairs.com by the deadline
- 4) District Board members must have submitted their '**Police Records Check**' to manager@oaasfairs.com
- 5) Number of Agricultural Societies competing in each of the District Competition classes to manager@oaasfairs.com either via email of the '**District Competitions Number of entries**' form *new requirement

District Judging School Funding

NOTE: As per our previous directive in the April District Judges' Contact newsletter, the District must submit the following to be eligible for the OAAS funding of \$200 per judging school for up to 2 Judging Schools.

The following provisions must be met for the District to be eligible for the \$200 (x 2) funding.

- 1) District must register their Judging School at least 45 days prior to the date by submitting the '**OAAS District Event Registration Form**' to the manager@oaasfairs.com **NOTE:** this has been an ongoing requirement to ensure that your District event is covered by the OAAS liability insurance. Here's a link to the form - https://www.ontarioagsocieties.com/images/2022/OAAS_District_Event_Registration_F14.16.pdf
- 2) District must have OAAS certified Instructor running the school. If there is not a certified OAAS instructor available for the topic, an OAAS Instructor can oversee the school and a subject matter expert can be brought in to teach the topic.
- 3) Judging School categories/topics should endeavour to follow the timeframes set out in Appendix G. We are still reviewing the timeframes.

- 4) District must submit a list of successful participants that attended the Judging School(s) to manager@oaasfairs.com. Please include the District #, Date, Topics covered and Instructor name.
- 5) Districts must submit the updated Judges' List Excel spreadsheet to manager@oaasfairs.com . Must use the most recent OAAS formatted spreadsheet.
- 6) District Board members must have submitted their 'Vulnerable Sector Check(VSC)' to manager@oaasfairs.com (Note: requirements have been updated to 'Police Record Check(PRC)' from VSC.)
- 7) After the criteria has been met and the list of successful participants and updated Judges' List spreadsheets have been submitted to manager@oaasfairs.com , the OAAS will send the District the payment.

Several Districts have submitted all the required documents and have received their funding.

NOTE: If the District has not submitted the requirements for their spring and summer Judging Schools, the Board **has set a deadline of October 30th** for submission of required documents, or the District will not be eligible to receive District Judging School funding. For future Judging Schools, the Districts must submit all required documents within 60 days of the judging event. At the 60-day mark, the OAAS will send a 30-day final warning notice. If the District has not submitted the required documents by the end of the 30 days, the District will not be eligible to receive District Judging School funding.

Information

Link to District roles and responsibilities -

<https://www.ontarioagsocieties.com/images/2021/District Board and District Director Roles and Responsibilities Appendix E Oct 26 2021 approved.pdf>

Link to District Judging Contact Newsletter April 2022 -

<https://www.ontarioagsocieties.com/images/2022/Newsletter for District Judging Contacts April 2022vb.pdf>

Link to "District Competitions Results form -

<https://www.ontarioagsocieties.com/images/2022/District Competition Results filable form 2022.pdf>

Link to "District Competitions Number of Entries form -

<https://www.ontarioagsocieties.com/images/2022/OAAS District Competition number of entries.pdf>