

Checklist for Districts to submit information to the OAAS



Please see below the list of documents that, per OAAS policies, District Boards must provide to the OAAS at vince@oaasfairs.com. Districts are not separate entities but are considered an extension of the OAAS provincial organization. We are actively working on updating the OAAS Policies and Terms of Reference documents to mesh with the changes required in our Constitution, Articles and Bylaws to comply with the AHOA and ONCA and our insurance obligations. Watch for more information to come! Thank you to the districts that have provided the OAAS with the following information.

- 1) **OAAS District Event Registration Form** – must be submitted a minimum of 45 days before **all** District events, e.g., Annual Meeting, Judging Schools, District meetings, Ambassador events, etc.
- 2) **Current or draft copies of the following documents** within 30 days of the District Annual Meeting.
 - District Annual Meeting minutes
 - District Guidelines and Procedures
 - Financial Statements (Income and Expenses and Balance Sheet) – could be included in the annual meeting minutes
 - District committee member names and contact information (mailing address, email address, phone number) and within 30 days of any changes to their contact information.

NEW We are using a Google form this year rather than a spreadsheet to submit the information. Here is the link to the form - <https://forms.gle/UaWwYAJT2XY3wQSn6>
- 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 2024 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. *Once our Data Management Program is in place, the process will change (watch for more information)*

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

However, per ongoing 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 OAAS liability insurance covers the districts for their events.

- 6) **District Competitions Results** form - submit to Kathryn Lambert at convention@oaasfairs.com immediately following your District Competition – [click here](#) for the form.

FUNDING REQUIREMENTS

7) District Competition Funding

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:

- a) The district must submit the '**OAAS District Event Registration Form**' to Events@oaasfairs.com at least 45 days before any district events
- b) Must use OAAS Certified Judges to judge the District Competition (exemption for Maple Syrup and Honey)
- c) Must submit the '**District Competitions Results**' form to convention@oaasfairs.com by the deadline
- d) District members must have submitted their '**Police Records Check**' to Brenda@oaasfairs.com [click here](#) for further information and a copy of the letter to submit to the police.

- e) Must submit the number of Agricultural Societies competing in each of the District Competition classes to vince@oaasfairs.com either via email of the '**District Competitions Number of entries**' form [click here](#)

8) District Judging School Funding

The districts 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.

- a) The district must register their Judging School at least 45 days before the date by submitting the '**OAAS District Event Registration Form**' to Events@oaasfairs.com link – [click here](#)
- b) The district must have a certified Instructor running the school. If no certified OAAS instructor is available for the topic, an OAAS Instructor can oversee the school, and a subject matter expert can be brought in to teach the topic.
- c) Judging School categories should endeavour to follow the timeframes set out in Appendix G.
- d) The district must submit a list of successful participants who attended the Judging School(s) to vince@oaasfairs.com. Please include the district #, Date, Topics covered and Instructor name.
- e) Districts must submit the updated Judges' List Excel spreadsheet to vince@oaasfairs.com. Must use the most recent OAAS formatted spreadsheet. *Once our Data Management Program is in place, this process will change (watch for more information)*
- f) All District committees must have submitted their '**Police Records Check**' to Brenda@oaasfairs.com; for more information, [click here](#) for further information and a copy of the letter to submit to the police.
- g) After the criteria have been met and the list of successful participants and updated Judges' List spreadsheets have been submitted to vince@oaasfairs.com, the OAAS will send the district the payment.
- h) If judging school funding is still available by the end of October, it will be divided up with the districts with more than two judging schools that have submitted paperwork.

All districts must submit all required documents within 30 days of the judging event. If the District has not submitted the required documents by the end of the 30 days, the district may not be eligible to receive District Judging School funding. *This process will change once our Data Management Program is in place (watch for more information)*. Note - your judges want their information updated ASAP following the judging school.

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.

Poster Competition updates

New Poster Competitions will not be held at the 2025 Convention (and 2024 District Competitions). The poster competition has a low participation rate for the last few years so we are looking for possible suggestions for a suitable replacement.

Links to Forms

Link to "District Competitions Results" form -

https://www.ontarioagsocieties.com/images/2022/District_Compensation_Results_filable_form_2022.pdf

Link to "District Competitions Number of Entries" form -

https://www.ontarioagsocieties.com/images/2023/OAAS_District_Compensation_number_of_entries_2023.pdf

Link to – "District Event Registration" form

https://www.ontarioagsocieties.com/images/2023/OAAS_District_Event_Registration_F14.16_06.02.2023.pdf

Link to – Information on Police Record Check and PRC letter

<https://www.ontarioagsocieties.com/board/district-contact-and-information>

Link to – District Contact Information - <https://forms.gle/UaWwYAJT2XY3wQSn6>