

**The purpose of this document is to describe the requirements to purchase insurance as well as to enter teams for ORSA tournaments/ playdowns. All the documents or links to them are on the ORSA website. (UPDATED 2023-02-07)**

All the forms, booklets etc are available on the ORSA website.

### **TO PURCHASE INSURANCE THE FOLLOWING ARE REQUIRED:**

1. **Rowan's Law (applies to all teams, associations, executive):**
  - **Players/parents:** every player/parent for players under 18, coach/team official, executive to read age-appropriate Rowan's Law booklet and sign the code of conduct (for Athletes/Parents or Coaches etc.) This is for all teams and is to be completed before accepting a player's registration. These "signed" codes of conduct to be kept by local association or league depending how league plans to handle.
2. **"ORSA Concussion Acknowledgment form":** For all teams (including insurance only). Their association president (or if standalone teams, manager) to complete for their association. Electronic signature acknowledgement.
3. **"ORSA TEAM INSURANCE APPLICATION FORM".** For all Associations, Centres , Leagues or Teams wishing to purchase insurance, the Insurance Application Form must be filled out and emailed to [insurance@ontarioruralsftballassociation.ca](mailto:insurance@ontarioruralsftballassociation.ca) .
4. **"ORSA Roster for purchasing insurance":** For each centre (or standalone team, or league executive) purchasing insurance, cut and paste or type in player, coach, executive info on this spreadsheet (including Rowan's Law compliance). New players may be added later to spreadsheet and then redate and resend spreadsheet to [insurance@ontarioruralsftballassociation.ca](mailto:insurance@ontarioruralsftballassociation.ca)

### **TO REGISTER A PLAYER, COACH OR TEAM FOR ORSA PROVINCIALS:**

For each team/teams entering ORSA Provincials, All Players, Coaching Staff must register online using the "Membership Registration System"

### **COACHING REQUIREMENTS:**

DON'T FORGET THE REQUIREMENT FOR COACHES, PLAYERS and PARENTS TO TAKEN the RESPECT IN SPORT program. AND **ALL** COACHES TO TAKE FOCS 1 AND 2.

The link to access respect on sport: [Respect in Sport \(softball.ca\)](https://www.respectinsport.ca)

AND **ALL** COACHES **must** TAKE online FOCS 1 AND 2 Coaching Program. As well as completing the "Making Ethical Decisions" online course [prior to May 31, 2026

If you are Coaching **U15 and above Division**, One Coach is required to have completed the one day “Community Sport Coaching Clinic” and have completed the online “Making Ethical Decisions” course by May 31, 2026.

The link to access FOCS courses: [Foundations of Coaching Softball](#)

For FOCS: (Note that the FOCS courses are minimum requirement/entry level courses .... If the coach already has taken Community Softball Clinic or higher, these are not required)

NOTE:

- The Insurance Application and Roster Forms forms should be emailed to Renee Wardell at [insurance@ontarioruralsftballassociation.ca](mailto:insurance@ontarioruralsftballassociation.ca).
- In order to better keep track of documents, please save the files you are sending to Carl with your league/association/team name in the filename, for example when submitting an insurance roster from Innerkip, please name the file **Innerkip\_ ORSA Roster for purchasing insurance**.

If you have any questions please contact Don McConnell at [info@ontarioruralsftballassociation.ca](mailto:info@ontarioruralsftballassociation.ca)