



**BC SOCCER**

## **YOUTH DISTRICT ASSOCIATION STANDARDS FOR NEW CLUB MEMBERSHIP APPLICATIONS**

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## INTRODUCTION

To continue to be an inclusive organization and grow the game of soccer in the province, BC Soccer and its members must have appropriate processes and measures in place to accept and review new club membership applications. This document was developed to provide more specific direction on the minimum and mandatory application requirements for a new club application to a Youth District Association; as well as, provide additional, optional requirements for each Youth District Association's consideration. Further guidance is also provided on the use of an Associate or Limited Membership category for organizations that seek membership solely for the purpose of providing supplementary training.

## GUIDING PRINCIPLES

- The legal form or tax status of a club is not relevant to its inclusion in BC Soccer's membership structure
- Youth District Associations will have a process in place to accept new club membership applications that is fair and unbiased
- Members will be aligned with BC Soccer's overall objective to grow the game of soccer in BC

## SCOPE

This document specifies the minimum standard criteria for which a Youth District Association will require of new clubs applying for membership. It states which criteria a Youth District Association may choose to alter and provides parameters for doing so.

This document is applicable to all Youth District Associations of BC Soccer.

## MINIMUM APPLICATION REQUIREMENTS

### 1. Benefit to Soccer.

The applicant will provide a detailed description of the organization and basis for membership. The applying club needs to establish how its entry into membership will benefit soccer and grow the game in the geographical area that the Youth District Association governs by providing increased opportunities to players, addition of new resources and/or new programming. A new club must also be able to demonstrate that it will uphold the integrity of the game and operate in a sound manner that is in accordance with the Youth District Association.

### 2. Organizational Status and Proof of Registration

The applicant will provide proof of registration with the province of British Columbia as a registered society, sole proprietor, partnership and/or incorporation (whichever is applicable).

### 3. Governing Documentation

The applicant will provide its most recent, member approved, Constitution and Bylaws and/or equivalent documentation stating the organization's principles, purpose and how decisions are made.

### 4. Listing of Association/Club Officials

The applicant will include the names of its executive officers and/or directors with a description of their role and responsibilities within the organization and contact information (email and phone number).

## **5. Commitment to Registering Players**

The applicant will agree in writing to register a minimum of 44 youth players. (A player is any youth registered with the new club who is participating in any sanctioned soccer activity, such as supplementary training, and does not have to include league play.) For purposes of the initial application, players moving in mass from other club teams (i.e. more than 50% of the team's registered players) may not be considered in the 44 minimum registered player count.

Proof of player registration must be provided no more than 30 days after approval of application. Continued membership will be subject to the applicant meeting these requirements and membership will be rescinded if the applicant is unable to meet the required registration numbers within the stated timeline. Clubs whose applications are rescinded may require additional proof of the ability to secure members (registered players) should they make application again in the future. The applicant will agree in writing that it must maintain a minimum of 44 registered youth players for every future year of membership.

## **6. Commitment to Non-Discrimination and Inclusive Programming**

The applicant will provide policies aligned with the Youth District Association and BC Soccer regarding non-discrimination. The applicant must deliver male and female programming and be inclusive to individuals regardless of where an individual identifies on the gender spectrum.

## **7. Commitment to Financial Strength, Responsibility and Transparency**

The applicant will:

- Provide a minimum Notice to Reader financial statements annually after acceptance.
- Provide a budget for their organization's next two fiscal years
- Provide a minimum bond of \$10,000 and acknowledge that 50% will be returned at the end of a successful completion of the first year of membership and the remainder returned after the successful completion of the second year of membership. Further, the applicant will agree in writing that if their organization and/or its officials within are sanctioned for misconduct, some or all of the bond may not be returned.

## **8. Proof of Organizational Readiness and Vision**

The applicant will provide a Business Plan and/or Operations Plan; as well as, a Technical Plan.

## **9. Commitment to Safe Sport and Ethical Conduct**

The applicant will provide the following:

- Risk Management Policy
- Privacy Policy
- Discipline and Ethics Policy
- Code of Conducts for players, coaches, parents and club officials
- The name and contact information (email and phone numbers) of the club's Risk Management Officer
- A copy of Association Official bios and resumes including applicable coaching and/or referee certifications
- Confirmation that the club's executive/officers have completed a Vulnerable Sector Check or Enhanced Police Information Check by a provider acceptable by BC Soccer

## 10. Commitment to Compliance and Friendly Relations

The applicant will:

- Agree in writing to adhere to the bylaws, rules and regulations, policies and directives of the Youth District Association and its governing bodies.
- Agree in writing not to accept entire teams moving from any other club member (in or outside of the Youth District Association where membership is being sought).

## 11. Confirmation of Field Space

The applicant will provide proof that it has access to fields that are safe for training and match play. If the applicant's fields are acquired directly from a local municipality, a letter of support from the municipality or proof of field rentals is required.

## ACCEPTABLE ALTERATIONS TO MINIMUM REQUIREMENTS

British Columbia is a large and diverse province and the make-up of the Youth District Associations varies; therefore, Youth District Associations may alter or further define the following minimum requirements (as provided in the section above).

### 5. Commitment to Registering Players

A Youth District Association may alter the Commitment to Registering Players requirement in one, or both, of the following ways:

#### A. Requiring the applicant to agree it must register more than 44 youth players.

If a Youth District Association determines it necessary to require new club applicants to register more than 44 players, the highest number of players a District may require will be the lowest number of the following:

- 5% of the Youth District's total unique<sup>1</sup> registration from the previous year
- Equal to number of registered players of the Youth District's smallest club member
- 250

#### *Example A.*

ABC Youth District Association requires the maximum 5% of players registered for a new youth club applicant

- ABC District Association Registration submissions for the last year were:
  - Primary Registration: 1,000
  - Late Primary Registration: 500
  - NEW Secondary Season Registration: 200
  - RETURNING Secondary Season Registration: 800
  - The total unique registration is:  $1,000 + 500 + 200 = 1,700$
- Therefore  $1,700 \times 5\% = 85$
- Size of smallest club in the district is 350 players
  - 250 is lower than 350
  - 85 is lower than 250
  - Therefore, the number of youth players ABC Youth District Association can require of an applicant is 85.

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<sup>1</sup> "Unique Registration" is the total number of registered players, less duplicate registrations (i.e., if a player is registered to play in the primary season and the secondary season, they would only count as 1 registered player.)

### **B. A minimum number of players must be new registrants to soccer.**

A Youth District Association may determine it necessary for new club applicants to have new players (i.e. players that have not been registered with BC Soccer or an affiliated organization within the past year). The maximum number of new players that a Youth District Association can require of an applicant is 30% of the registration requirement set by the district.

#### *Example B.*

ABC Youth District Association determines an applicant will only need the minimum 44 players; however, requires 30% of those players be new youth registrants

- $44 \times 30\% = 13.2$ , rounded down = 13

An applicant will be required to have at least 13 new players and 31 other players register.

### **C. A combination of A and B.**

A Youth District Association may determine it necessary to require both option A and B.

#### *Example C.*

Continuing with ABC Youth Association, if the Youth District decided to increase the minimum number of players per option A and require the maximum 30% of those players be new per option B:

- The player requirement is 85
- $85 \times 30\% = 25.5$ , rounding up = 26

An applicant to ABC Youth District Association will be required to have at least 26 new players and 59 other players register.

### **7. Commitment to Financial Strength, Responsibility and Transparency**

A Youth District Association may require a bond up to a maximum of \$25,000 of which 50% will be returned at the end of a successful completion of the first year of membership and the remainder returned after the successful completion of the second year of membership. Further, the applicant will agree in writing that if their organization and/or its officials within are sanctioned for misconduct, some or all of the bond may not be returned.

If the applicant is not a new entity, a Youth District Association may require the applicant to provide financial statements for up to the last two years of operation.

## **ACCEPTABLE ADDITIONS TO APPLICANT REQUIREMENTS**

### **1. Achievement of BC Soccer Charter<sup>2</sup>**

Youth District Associations may require an applicant to agree that it will seek to achieve BC Soccer's Charter within either a minimum one (1) year of membership, or, by the date when all existing club members of that Youth District Association are required to achieve the designation, whichever comes later. A Youth District Association may only put this requirement in place if achieving the designation is required by all existing clubs within the Youth District.

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<sup>2</sup> NOTE: BC Soccer's Charter Program may be amended and change as BC Soccer works with Canada Soccer to further align the Charter Program with Canada Soccer's Club Licensing.

**2. Restriction of Eligibility for Highest Level Programming**

A Youth District Association may require the applicant to agree that it may not be eligible to apply for the District's highest level programming for up to a maximum of three years.

**3. Other**

Youth District Associations may require additional criteria of applicants subject to approval by BC Soccer's Membership Committee and Board of Directors.

**YOUTH DISTRICT ASSOCIATION ASSOCIATE MEMBERSHIP CLASS**

Youth District Associations may add an Associate (or Limited) Membership (non-voting member) category within their bylaws to be inclusive to new club applicants that seek membership to solely provide supplementary training, or, cannot meet the requirements to be a full club member (so long as they retain the right to apply for full club membership in the future). As a part of this, Youth Districts will need to determine if their Associate Club Members will be allowed to participate in sanctioned tournaments.

Associate (or Limited) Members of Youth District Associations are not able to participate in any sanctioned league and/or sanctioned competition play including BC Soccer Provincial Championships.

All players, regardless of membership category, must register with BC Soccer via the Youth District Association.

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