



**May 2019**

**Attention:** BC Soccer Members and affiliated organizations

**From:** BC Soccer

**Subject: Associate Membership Advisory Group Request for Feedback**

In late Summer 2018 BC Soccer formed an Associate Membership Advisory Group with the primary objectives of:

- 1) Facilitate the discussion and information gathering process regarding alignment and further inclusion of associate members
- 2) Facilitate the review, discussion, and information gathering from the membership regarding the proposed rule amendments number six and seven that were presented at the 2018 AGM.
- 3) Make related recommendations regarding, membership structure, proposed amendments, timing of amendments, etc.

Made up of community members from around the province, to date the focus of discussion has been on the inclusion of associate members, specifically those in the For-Profit and Not-For-Profit Organization category, commonly referred to as academies. The Advisory Group has reached consensus that there is a need to “level the playing field” so that academies are eligible to receive the same benefits such as player registration and participation in Inter-District Youth Leagues and/or Provincial Cup; as well as, be subject to the same rules and regulations, policies and fees as Districts and/or affiliated clubs.

To achieve this, the Advisory Group is exploring the possibility of academies seeking affiliation with BC Soccer by applying for membership with the Youth District in which they operate instead of seeking Associate Membership directly with BC Soccer in the For Profit or Not-For-Profit Organization associate membership category.

The Advisory Group recognizes that working towards this may impact some current Youth District members more than others and in a couple of key different ways; therefore, has discussed ways BC Soccer can assist the youth membership to implement this structural transition should it move forward.

As some Youth Districts currently do not have a new member application process in place, the Associate Membership Advisory Group has drafted a New Member Organization Application template and User Guide that empowers Youth Districts to have a fair and formalized process in place for potential new members. In addition to ensuring potential new members are able to meet BC Soccer’s compliance requirements, some of the other items the template application will provide parameters for include:

- Determining an organization’s financial viability
- The number of new player/registrants an organization must have

- Restrictions on movement of entire teams (including the team officials)
- Potential pre-requisites for participating in the highest tier of play within the District or Youth Inter-District League, etc.

Considering there are many Youth Districts that essentially operate as a club, BC Soccer encourages these organizations to speak with neighbouring Youth Districts to discuss the possibility of merging to form a new Youth District or amalgamate in another way. In addition to being able to set up processes to accept new member organization applications, this proactive approach could also provide new opportunities in terms of economies of scale, sharing resources, aligning soccer activities and reducing scheduling and/or programming conflicts.

Youth Districts currently operating as a club may continue to do so. In the case that another qualified soccer organization (based on the New Member Application template minimums) seeks membership with BC Soccer within the boundaries of a Youth District that operates as a club, BC Soccer will work with both groups to create a structure that allows both organizations be a part of the affiliated soccer community under a Youth District body.

The Associate Membership Advisory Group also recognizes that to move forward would only be possible with timelines that nurture such a transition; therefore, has suggested implementation dates that would be in preparation for the 2021-2022 playing season; however, would also encourage any District that is able to implement earlier to do so.

**Any bylaw amendments require approval from the membership. The Advisory Group is seeking to make recommendations to the BC Soccer Board of Directors in time to present them at BC Soccer's Annual General Meeting in November. Note: this timeline is updated from the [April 11<sup>th</sup> memo](#) circulated which stated BC Soccer's June 8<sup>th</sup> Special General Meeting as the targeted date to present bylaw amendments.**

As a part of the continued information gathering process, the Associate Membership Advisory Group is seeking input from all members and/or affiliated clubs as it relates to the suggestions above; therefore, all members and/or affiliated clubs are encouraged to submit their questions and feedback to BC Soccer. Please submit to Lori D'Andrea, Director of Community Development via email ([loridandrea@bcsoccer.net](mailto:loridandrea@bcsoccer.net)) **by end of business day May 24, 2019.**

Following this, BC Soccer will seek to consult with those that provide feedback or have questions. A meeting will be held the evening of June 7<sup>th</sup> for members to hear more about the transition and also have another opportunity to ask questions, etc. Please watch for more information to be circulated in the coming weeks.

<INSERT DISTRICT LOGO>

## Name of District Organization Membership Application

### [OPTIONAL] About Name of District

Name of District is a Full (Active) Member of BC Soccer Association and is responsible for governing, promoting and supporting soccer within the District's geographical boundaries, as defined in BC Soccer's Constitution & Bylaws.

**Mission:** *insert mission*

**Vision:** *insert vision*

**Values:** *insert values*

### [OPTIONAL] Is your organization ready to become a member of Name of District?

If your organization is able to meet all of the following criteria, then your organization is encouraged to submit application for membership to *Name of District*!

<input type="checkbox"/> Proof of a registration with the province of British Columbia (as a registered society, sole proprietor, partnership, or incorporation)	<input type="checkbox"/> Can provide Privacy Policy
<input type="checkbox"/> Can provide a Constitution & Bylaws or equivalent	<input type="checkbox"/> Can provide Discipline and Ethics Policies
<input type="checkbox"/> Can provide Organization Operations Guide/Manual or equivalent	<input type="checkbox"/> Can provide a listing of Officers/Directors and staff (if applicable)
<input type="checkbox"/> Can provide most recent copy of Notice to Reader financial statements and/or budget	<input type="checkbox"/> Can provide a listing of Committees and appointments made to each committee
<input type="checkbox"/> A Risk Management Officer and Criminal Record Check Policy	<input type="checkbox"/> Concussion Management/Protocol
<input type="checkbox"/> Proof of players	<input type="checkbox"/> Prepared to adhere to the bylaws, rules & regulations and policies of <i>Name of District</i> and its governing bodies

**[OPTIONAL] What does it mean to be a member of *Name of District*?**

By becoming a member of *Name of District*, an organization can make a significant contribution to soccer in British Columbia. Becoming a member of *Name of District*, and affiliated organization of BC Soccer, is both an accomplishment and privilege for which organizations should be proud of. To be a member of *Name of District* means that an organization is committed to growing the game and improving soccer for all participants within *Name of District* and British Columbia by offering soccer programs through collaborative, progressive, and respectful environments. Members of *Name of District* are committed to a player-centric development model that represents the spirit of the game of soccer and the qualities that make it the world's most popular sport.

**[REQUIRED] Application Process & Timelines**

Upon receiving an application for membership, *Name of District* will confirm receipt within   xx   business days.

*Name of District*'s Membership \_\_\_\_\_ (*Choose one throughout: Committee or Panel*) or designate will review the application for completeness. Provided the application is complete, *Name of District*'s Membership \_\_\_\_\_ will review the application to determine if all criteria are met. *Name of District*'s Membership \_\_\_\_\_ is made up of a minimum of three individuals who do not have any other role with a current member organization of *Name of District*.

*Name of District*'s Membership \_\_\_\_\_ or designate will inform the applying organization if the organization has been accepted into membership with *Name of District* within a minimum of   xx   days of receipt of the completed application.

Upon acceptance, the applying organization will receive full District Member benefits and work with *Name of District* to determine the earliest possible time the new member organization can begin participating in related Inter-District Youth Leagues or other District-run programs or initiatives (as applicable).

1. [REQUIRED] Organization Contact Information	
Organization Name:	
Registered society or business number:	
Contact Individual Name:	
Contact Individual Position:	
Organization Address:	
City & Postal Code:	
Contact Individual Daytime Telephone:	
Contact Individual Mobile Telephone:	
Contact E-mail:	

2. About Your Organization	
a) [REQUIRED] Please provide a brief description of your organization.	
b) [REQUIRED] Please provide a brief description on why your organization is applying for membership.	

c) **[REQUIRED]** Please describe the type of programs or programming your organization provides and for what age(s), gender, etc. (including adult if necessary)

d) **[REQUIRED]** Please describe the organization's player development model

e) **[OPTIONAL]** Please describe how your organization will engage with and support the community to participate in soccer.

f) **[OPTIONAL]** Does your organization provide programs for participants with disabilities and/or participants from other under-represented groups? If so, please describe.

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<b>3. [REQUIRED] Listing of Board/Ownership/Executive of applying organization</b>			
<b>Position</b>	<b>Name</b>	<b>Primary Telephone</b>	<b>E-mail</b>

<b>4. [REQUIRED] Listing of Staff of applying organization</b>			
<b>Position</b>	<b>Name</b>	<b>Primary Telephone</b>	<b>E-mail</b>

<b>5. [REQUIRED] Listing of Coaches and Certifications</b>		
<b>Position</b>	<b>Name</b>	<b>Coach Certifications</b>


6. [OPTIONAL] Listing of Committees and Appointments		
Committee	Committee Chair	Committee Members

7. [REQUIRED] Criminal Record Check Compliance
<p>All BC Soccer directors, volunteers, employees of BC Soccer or an affiliated BC Soccer organization aged 19 years and older participating on a regular basis in any element of youth soccer, adaptive soccer, or who will be with a vulnerable person must have a valid (within 3 years) Vulnerable Sector Check or Enhanced Police Information Check on file.</p> <p><b>Please complete the information below.</b></p>

**VULNERABLE SECTOR CHECK / ENHANCED POLICE INFORMATION CHECK SUMMARY**

**Number of VSC/EPIC REQUIRED:**   
 (The total number of board, staff, contractors, and volunteers that are 19 years of age and older)

**Number of VSC/EPIC COMPLETED:**   
 (A VSC/EPIC is “completed” when the organization has received the results from an approved agency and there are no flags, or, when the organization has reviewed and made a decision on a VSC/EPICs with any identified flags.)

**Number of VSC/EPIC SUBMITTED & IN PROCESS:**   
 (The number of individuals who have confirmed their submission to an approved agency and are waiting to receive the results, including fingerprints if required)

**Number of VSC/EPIC NOT SUBMITTED:**   
 (The number of individuals who have not submitted the appropriate information to an approved



Please check/mark the box to agree/confirm the following:

I confirm that those individuals who have not submitted a VSC/EPIC will not continue in their role with the organization until their VSC/EPIC has been completed.

**FLAGGED VULNERABLE SECTOR CHECK / ENHANCED POLICE INFORMATION CHECK**

Of the **COMPLETED** VSC/EPICs, please indicate the number of checks that were flagged and how the organization handled them below:

Number of VSC/EPIC Flagged:

Of those individuals with flagged VSC/EPICs how many were:

**Able to continue** within their role as intended with the organization:

Able to continue working/volunteering with the organization in a different or **modified role**:

**Not able to continue** working/volunteering with the organization:

Organization President / Owner Name or Risk Management Officer Name (please print)

Organization President / Owner or Risk Management Officer Signature

**8. Organization Viability**

Please initial the check boxes below to confirm your acknowledgement, understanding and willingness to comply with the following:

a) **[REQUIRED]** I have attached a copy of my organization’s most recent Notice to Reader financial statements and/or budget for the upcoming or current fiscal year.

Initials

*Choose ONE of the following statements. Delete the other. [REQUIRED]*

b) I have attached player data as means to provide proof that my organization meets the minimum number of 44 registered players.

b) I have attached player data as means to provide proof that my organization meets the minimum number of   xxx   registered players.

b) I have attached player data as means to provide proof that my organization meets the minimum number of 44 registered players,   xxx   of which to my knowledge are new registrants<sup>1</sup> to soccer.

b) I have attached player data as means to provide proof that my organization meets the minimum number of   xxx   registered players,   xxx   of which to my knowledge are new registrants to soccer.

Initials

**Template for Use by BC Soccer District Members (remove this once completed)**

**NAME OF DISTRICT – Organization Membership Application**

<sup>1</sup> A “New Registrant” is an individual who has not been a registered player with BC Soccer in the past year or more.	
c) I agree to register/report players to <b>NAME OF DISTRICT</b> with payment within the deadlines as determined by <b>NAME OF DISTRICT</b> . <b>[REQUIRED]</b>	Initials
d) Upon a successful application, I can confirm that my organization will be able to provide a cheque for a bond in the amount of \$_____ to NAME OF DISTRICT within <u>xxx</u> weeks of being notified of a successful application. I understand that if my organization is not able to provide a cheque within this timeline, its membership could be revoked. <b>[OPTIONAL]</b>	Initials

<b>9. Organization Commitment</b>	
<b>Please initial the check boxes below to confirm your acknowledgement, understanding and willingness to comply with the following:</b>	
a) <b>[REQUIRED]</b> On behalf of my organization, I agree to work collaboratively within <b>NAME OF DISTRICT</b> and/or, and/or Inter-District leagues and maintain good standing with my <b>NAME OF DISTRICT</b> and BC Soccer.	
b) <b>[REQUIRED]</b> On behalf of my organization, in alignment with the principles of Long Term Player Development, I agree to inform players of playing development and/or advancement opportunities within BC/Canada as they become available. I acknowledge that players and their families have the right to make the choice on the environment they play in. I agree to fully support players in their decisions.	Initials
<i>Choose ONE of the following statements. Delete the others.</i> <b>[OPTIONAL]</b>	
c) I understand that should my organization be accepted into membership with <b>NAME OF DISTRICT</b> , my organization must opt in and show that it is actively working towards achieving BC Soccer’s Charter Standard within <u>xx</u> months of being accepted into membership.	
c) I understand that should my organization be accepted into membership with <b>NAME OF DISTRICT</b> , we must have achieved BC Soccer’s Charter Standard within <u>xx</u> months of being accepted into membership.	Initials
<b>[OPTIONAL]</b>	
d) I understand that my organization will not be eligible to apply to operate programming at the highest level in <b>NAME OF DISTRICT</b> (i.e. metro, rep, VIPL) until my organization has remained a member in good standing for a period <u>xx</u> year(s).	Initials

<b>10. [OPTIONAL] Checklist of Required Supplemental Documentation</b>	
<b>Please check off the boxes to confirm the following documentation has been provided with this application.</b>	
Proof of a registration with the province of British Columbia (as a registered society, sole proprietor, partnership, or incorporation)	
Constitution & Bylaws or equivalent	

Organization Operations Guide/Manual or equivalent	
Most recent copy of Notice to Reader financial statements and/or budget	
Risk Management Officer and Criminal Record Check Policy	
Privacy Policy	
Concussion Management Protocol	
Proof of player registration (per requirements stated previously)	
Refund Policy	

**11. [REQUIRED] Complete Application**

Please read the following statement and sign below to confirm acknowledgement and understanding:

This application form and supplemental documentation has been provided to *Name of District* in good faith as application for membership. It is up to date and provided to the best of my knowledge.

\_\_\_\_\_  
Organization President / Owner Name  
(please print)

\_\_\_\_\_  
Organization President / Owner Name  
Signature



# BC SOCCER

## ORGANIZATION MEMBERSHIP APPLICATION TEMPLATE USER GUIDE

### USING THIS DOCUMENT:

This document is designed to assist Districts in creating an application for membership to their organization.

It is designed to meet the minimum standard of compliance as determined by BC Soccer; however, includes additional criteria for which a District organization may choose to implement.

### REQUIRED vs. OPTIONAL

If a part of the application has **REQUIRED** by it, then a District must include the criteria in the application and may not alter the wording or format without first ensuring the alteration complies with BC Soccer.

If a part of the application has **OPTIONAL** by it, then a District may choose to include or remove the section from their member organization application.

**NOTE:** Some optional sections do have parameters for which the criteria must be within, which are detailed in this document.

Once the District is agreed on the application, the notes regarding **REQUIRED** and **OPTIONAL** are to be removed.

For further assistance, please contact Lori D'Andrea, Director of Community Development via email: [loridandrea@bcsoccer.net](mailto:loridandrea@bcsoccer.net).

## TITLE & INTRODUCTION PAGES [SOME REQUIRED AND SOME OPTIONAL]

The following sections are suggested, but completely **OPTIONAL**:

- About *Name of District*
- Is your organization ready to become a member of *Name of District*?
- What does it mean to be a member of *Name of District*?

**The section Application Process & Timelines is REQUIRED.** A District may include more information regarding the application and review process; however, may not remove any part of this section.

A District must fill in the Optional Components:

- A District must include the number of days by which it will confirm receipt of an application. This number may not be more than 10 business days.
- A District must determine if it will have a Membership Committee or a Panel that will review new applications and determine acceptance or rejection. If a District already has a Membership Committee in place, this might be a natural fit. If not, a Membership Panel could be struck on an ad-hoc basis. NOTE: Regardless of whether it is a Membership Committee or Membership Panel, those conducting the review and making a decision may not have any other role with another current member of the District or be conflicted (real or perceived) in any other way.
- A District must include the number of days by which it will inform the applying organization if it has been accepted into membership or not. This number may not be more than 60 days from the date which the completed application has been received.

## SECTION 1 [REQUIRED]

## SECTION 2

In Section 2, questions “a” to “d” are **REQUIRED**. They give the applying organization an opportunity to provide more information about their operation, etc.

Questions “e” and “f” are **OPTIONAL** questions may be removed.

A District may include other questions; however, these questions need to be reviewed/approved by BC Soccer. Districts are not to include questions or criteria that they do not or would not ask of their current members.

## SECTIONS 3 – 5 [REQUIRED]

These sections identify the leadership of the organization and level of coach certification the organization has in place.

## SECTION 6 Listing of Committees and Appointments [OPTIONAL]

If the District is interested to know if or what committees an applying organization has in place, it would include this section. Another option is to leave it as an optional field for the applying organization to fill if it is applicable.

## SECTION 7 Criminal Record Check Compliance [REQUIRED]

This section is required and not to be altered. BC Soccer has a Criminal Record Check Policy for which all members and affiliated organizations are required to comply. If their application is successful, an applying organization would also need to be compliant. The application requirement is the same report current affiliated organizations are required to submit to their Youth District and/or BC Soccer.

## SECTION 8 Organizational Viability [SOME REQUIRED AND SOME OPTIONAL]

Sections “a” through c” are **REQUIRED**.

To determine which option to select for “b”, the District must decide two things:

1. *Is the District going to require applying organizations to have more than the minimum of 44 players as per BC Soccer’s Bylaws?*

If so, the highest number of players a District may require of a new member applicant is 3% of the District’s total unique registration from the previous year.

**NOTE:** If 3% of the District’s previous year’s registration is less than 44 players, the requirement must be 44 players.

### **Example.**

ABC District’s 2017-2018 Registration submissions were:

Primary Registration: 3500

Late Primary Registration: 200

NEW Secondary Season Registration: 150

RETURNING Secondary Season Registration: 650

The total unique registration is:  $3500 + 200 + 150 = 3850$

Therefore,  $3850 \times 3\% = 115.5$ , rounded to 116

The highest number of players an applying organization must provide data for is 116.

2. *Is the District going to have a requirement that a certain number of players must be new registrants to soccer?*

Of the number of players the District determines that an applying organization must provide data for (per above), the District may require up to 85% of those players are new registrants to soccer.

### **Examples.**

If a District determines that proof of only 44 players is required, then the District may require that up to 37 players are new registrants to soccer ( $44 \times 85\% = 37.4$ , rounded to 37)

Continuing from the example in 1., if ABC District determined that proof of 116 players is required, then ABC District may only up to 99 players are new registrants to soccer ( $116 \times 85\% = 98.6$ , rounded to 99).

Section “d” is **OPTIONAL**. If this criteria is required, the amount of the bond may not exceed \$10,000. The timeline to provide the bond must be upon successful application and may not be less than 10 business days.

## **SECTION 9 Organization Commitment [SOME REQUIRED AND SOME OPTIONAL]**

Section “a” and “b” are **REQUIRED**.

Section “c” is **OPTIONAL**.

The time for an organization to opt into the Club Charter Program may not be less than 6 months.

Section “d” is **OPTIONAL**.

The time for an organization to achieve Standard 1 may not be less than 12 months.

## **SECTION 10 Checklist of Required Supplemental Documentation [OPTIONAL]**

This section is optional and up to the District to use or amend at its discretion.

## **SECTION 11 Complete Application [REQUIRED]**

Sign off from the Organization President or Owner is required.