

## YOUTH DISTRICT ASSOCIATION READINESS CHECKLIST

This document acts as a resource for Youth District Associations to assess their overall readiness to accept new club members.

By creating application criteria and a process to accept new club member applications, a Youth District Association must ensure that it is ready to review applications received, and, potentially accept a new member into their organization. To support Youth District Associations, the following checklist is provided as a self-assessment for Youth Districts to use and possibly identify areas of priority to address to ensure they are ready to accept new club member applications.

		We have this in place	We have made progress towards this	Work is needed in this area	We haven't thought about it
1	<b>Membership Structure</b>				
	Your organization's bylaws defines its members as clubs and/or affiliate clubs				
2	<b>Governance Structure</b>				
	Your organization has a Membership Committee or Panel that is independent of any other current members				
	Your organization's board of directors do not hold executive/official roles within any of its current member clubs				
3	<b>Current Member Compliance</b>				
	Your organization actively communicates, reviews, and follows up with its current members regarding areas of compliance (including but not limited to player/team official registration, coach certification, implementation of a Risk Management Officer, annual filing with the province of British Columbia, Notice to Reader Financial Statements etc.)				
	Your organization annually reviews the bylaws and rules and regulations and/or operational handbooks of its current club members for compliance and alignment				
	Your organization publicly posts its bylaws, regulations, and policies				

4	Current Member Support & Friendly Relations				
	Your organization has dedicated personnel (volunteer or paid) to act as a resource to current members				
	Your organization publicly posts or links to good practice guides, templates or other soccer resources				
	Your organization organizes, actively promotes or assists in cross-member activity and initiatives				
5	Support for New Members				
	Your organization has an orientation or handbook to welcome new club members to the Youth District and acts as a guide for “getting them started”				
	Your organization conducts an in-person meeting or onboarding process for the officials of a new club member				
	Your organization has a process in place to introduce new club members to current club members				
	Your organization is prepared to assist in the success of a new member by having a resource(s) available to “mentor” a new club during their first year of membership				

## Potential for Youth District Association Amalgamation

Considering there are many Youth Districts Associations outside of the Lower Mainland and Island that essentially operate as a club, BC Soccer encourages these organizations to communicate with neighboring Youth Districts Associations to initiate discussion on the possibility of amalgamating. Single Club Districts should recognize that once a new club seeks membership with the Youth District Association, there will most likely be a need to have potentially significant changes made to the bylaws, rules and regulations, as well as other governance documents. BC Soccer’s Governance Committee will support members now, and in the future, to help put in place the necessary governance structures. It is recommended that Club-District Associations proactively seek amalgamation possibilities with their regional Club-District Association counterparts.