



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 information and specific direction on the 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 Youth District's use of an Associate or Limited Membership category for organizations that seek membership solely for the purpose of providing supplementary training.

GUIDING PRINCIPLES

- Positive soccer experiences; along with prompting, developing and governing soccer
- To be as inclusive as possible to grow the game in BC
- 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 mandatory requirements for which a Youth District Association must require of new clubs applying for membership within the Youth District. 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 MANDATORY APPLICATION REQUIREMENTS

1. **Benefit to Soccer.**

The application must require the applicant to provide a detailed description of the club and basis for membership.

2. **Organizational Status and Proof of Registration**

The application must require the applicant to 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 application must require the applicant to 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 application must require the applicant to provide 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 Compliance and Friendly Relations

The application must require the applicant to:

- 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).

6. Commitment to Registering Players

The application must require the applicant to 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.

7. Commitment to Non-Discrimination and Inclusive Programming

The application must require the applicant to provide policies aligned with the Youth District Association, BC Soccer, and ViaSport 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.

8. Commitment to Financial Strength, Responsibility and Transparency

The application must require the applicant to:

- Provide a budget for their organization's next fiscal year
- Provide a bond (maximum \$10,000) and acknowledge that 50% will be returned at the end of the first year of membership if all obligations of membership have been met; further, that the remainder will be returned after the completion of the second year of membership if all obligations of membership were met. If Districts have an annual bond amount required by all club members, then this would also apply to the new club moving forward.
- Provide a minimum Notice to Reader financial statements annually after membership acceptance.

9. Commitment to Safe Sport and Ethical Conduct

The application must require the applicant to provide the following documents that must be aligned with the Youth District Association, BC Soccer, and ViaSport:

- Risk Management Policy
 - The name and contact information (email and phone numbers) of the club's Risk Management Officer
 - 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
- Privacy Policy
- Discipline and Ethics Policy
- Code of Conducts for players, coaches, parents and club officials

10. Confirmation of Field Space

The application must require the applicant to provide proof that it has access to field allocation that is safe for training and match play for all of its registered players. If the applicant's fields are acquired directly from a local municipality, a letter of support, stating that fields will be provided once membership is successful, from the municipality, or, proof of field rentals must be 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).

1. Commitment to Registering Players (per item 6 above)

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:

- 2% of the Youth District's total unique¹ 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 2% of players registered for a new youth club applicant

- ABC District Association Registration submissions for the last year were:
 - Primary Registration: 2,500
 - Late Primary Registration: 500
 - NEW Secondary Season Registration: 400
 - RETURNING Secondary Season Registration: 800
 - The total unique registration is: $2,500 + 500 + 400 = 3,400$
- Therefore $3,400 \times 2\% = 68$
- Size of smallest club in the district is 350 players
 - 250 is lower than 350
 - 68 is lower than 250
 - Therefore, the number of youth players ABC Youth District Association can require of an applicant is 68.

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 via a youth clubs/Youth District within the past year).

¹ "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.)

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 68
- $68 \times 30\% = 20.4$, rounding down = 20

An applicant to ABC Youth District Association will be required to have at least 20 new players and 48 other players register.

2. Restriction of Eligibility for Highest Level Programming

The application 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 one year.

3. Commitment to Referee Programming

The application may require the applicant to submit a commitment to provide referee programming consistent to the way the other clubs within the Youth District's membership provide referee programming; for example, running referee clinics, and/or participating in or supporting District-run referee programming.

The following requirements may ONLY be included if a Youth District Association currently requires it of all its current club members.

4. Proof of Technical Plan

The application may require the applicant to provide a Technical Plan that details the club's program descriptions, alignment with Long Term Player Development, a holistic approach (physical, mental, technical/tactical and social/emotional) to development, and yearly training/competition cycle(s) for each program.

5. Proof of Operational Plan

The application may require an applicant to submit an Operational Plan.

6. Achievement of BC Soccer Charter²

The application 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.

7. 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 and/or friendly matches.

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.

-End-

² 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.