

## PROCESS FOR APPLICATION REVIEW AND PROVISIONAL AFFILIATION – Developed Jan 2012

**This process can be applied to either version - geographic or adherence.**

1. Instead of just 12 calendar months, the Provisional Period (PP) could:
  - a. include a full soccer year: Aug 1 – July 31, plus the months preceding the start of the new year, **OR**
  - b. the PP starts Aug 1. i.e.; if they are approved in March, they cannot become active until Aug 1 (realistically should be in June or July to have teams ready to play).
2. Upon receipt of the application a Membership Committee (MC) will review the documents for completeness. Any changes or additional documents are requested and a deadline for resubmission will be set.
3. The MC can exist as either of the following, and should be prepared and willing to provide guidance, resources, etc to help the club fulfill the requirements of the application along with adherence and growth during the PP. WYS and USYS have a number of publications and resources available for the purpose, including the *Club Formation Tips and Guidelines*.
  - a. a standing MC CHAIR who, on receipt of an application, appoints the full committee (3 to 4 other members), **OR**
  - b. on receipt of an application, the MC formed and a chair appointed
  - c. the full MC is active through the PP; a new committee is formed for each application.
4. NEED TO DETERMINE: What type of due process should a provisional club get? A right to a hearing, an informal meeting with the MC, chances to respond, etc.? Seems the \$350 app fee can be better justified if it includes club development support.
5. Since the PP is like an on-going review of the club and its operations, the MC will need to be proactive and “on top of things”. Be aware of club growth, have some idea of the events its teams/players attend and how well they do, respectfully look into allegations, rumors and reports of misconduct (conduct unbecoming?). Misconduct will include the obvious, but also things like not paying monies owed, unusual number of yellow or red cards, failure to meet deadlines, lack of participation in meetings and WYS sanctioned events, etc.
6. IMPORTANT ELEMENT: If any of the governing membership or coaching staff has a record of past disciplinary matters, questionable conduct or overall “bad feeling” within the state *and* those matter are deemed relevant, additional provisional restrictions should be placed on the club. I.e., a coach that has been suspended in the past will be given extra scrutiny during the PP. In addition, if the PP *is completed without incident*, past matters will no longer be considered relevant and cannot be held against them.
7. IF PP IS REVOKED a new application will not be considered until 12 months(?) following the revocation. This is to keep a troublesome club from applying and applying without making the effort to improve its operations or membership.
8. If all the requirements are fulfilled, this policy is meant to allow Provisional Affiliation to be given to an applying club with no need for a board vote. Such a decision can be made within 4 – 6 weeks, probably sooner. *A club that follows it purpose and improves and builds its players and coaches can be nothing but an asset to WYS and all it members.* Competition is a good thing – and additional choices can help keep existing clubs from becoming complacent.