



## Process and Policy for WYS Club Affiliation

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This policy applies *only* to a club requesting affiliation after January 1, 2012. Compliance or lack thereof, with any of these requirements by existing clubs will not be cause for sanctions or disciplinary action. However, WYS will work diligently to assist all affiliated clubs in the review and updating of their bylaws and rules and policies.

Upon receipt of all application materials and subject to the following, Wyoming Youth Soccer (WYS) shall provide provisional affiliation to a youth soccer organization within the state of Wyoming. **Provisional affiliation is a 12-month, non-voting membership that can be revoked at any time during those 12 months for failure to comply.**

### During the 12-month Provisional Period:

1. Members can apply to hold WYS sanctioned tournaments, participate in WYS sanctioned tournaments and leagues, be appointed members of WYS committees and receive benefits of membership except for the following
  - a. teams are *not* eligible to participate in *Far West Regionals* or *RIV Presidents' Cup*
  - b. cannot vote at board meetings, including the Annual General Meeting
  - c. **other limitations?**
2. Adherence to WYS rules regarding *Tryouts, Recruiting and Poaching* is required. Reports of violation can result in the immediate withdrawal of provisional membership. **The existing WYS rule will need to be developed and put into effect right away**
3. **The club must grow its membership in a way that demonstrates adherence to its stated purpose and WYS's mission statement.**
4. A complete board of directors must be formed. The board's duty will be to uphold the WYS bylaws and rules and policies and the bylaws and rules and policies of the club. At minimum, the board shall consist of a president, a vice-president, a secretary, and a treasurer.
  - a. A board member contact list is to be submitted as soon as board members are added.
  - b. Club contact phone numbers and emails will be published on the WYS website unless otherwise requested.
5. A club registrar must be named who is knowledgeable of the rules and policies for registering players and coaches, knows or has the ability to learn the WYS registration software and will have consistent access to the tools needed to complete their duties.
6. To stay in good standing by maintaining a record of adherence to all rules and policies of WYS.
7. Have paid all monies due WYS, its programs and/or affiliates. Player registration and all other WYS fees must be paid at time of submission.

**ON GOING REVIEW PROCESS** – At any time during the Provisional Period, the WYS membership committee can meet to discuss matters related to discipline and incident reports, rules and policies, club growth, member integrity, adherence to WYS rules, policies and procedures, or other matters related to the provisional club's operations.

### APPLICATION PROCESS AND MATERIALS – the following are required:

1. Payment of a \$100 non-refundable application fee and \$350 new member affiliation fee.
2. A letter of application that should include the following:
  - a. The purpose of the club
  - b. The organization's short and long term goals
  - c. Any existing field use arrangements and copies of any agreements
  - d. Minimum of 3 business references NOT associated with the club
3. Copies of the club's Wyoming Articles of Incorporation and Certificate of Incorporation

4. A constitution and/or by-laws of the organization that are within the guidelines set by WYS, US Youth Soccer and the US Soccer Federation, along with the state of Wyoming.
5. The organization's rules and policies.
6. A resume for the club's director of coaching or its most experienced coach.
7. Federal 501 (c) (3) status by providing one of the following:
  - a. Proof that the organization has received IRS Section 501 (c) (3) status
  - b. Proof that the organization is in the process of applying for IRS Section 501 (c) (3) status
  - c. An explanation of why the organization has chosen to NOT apply for such status
8. A minimum of 4 copies of the application documents along with the required fees are to be mailed to the state office - WYS, PO Box 1068, Laramie, WY 82073. Certified mail is NOT necessary. Confirmation that the office has received the documents will be emailed.

**APPLICATION REVIEW** - Application materials will be reviewed by the WYS Membership Committee to assure compliance with the above. Applicants will be given the opportunity to revise or correct items as deemed necessary by the committee.

**ABILITY TO REAPPLY** – If provisional affiliation is revoked any new application for membership from that club will be ineligible for consideration for a period of 12 months from the date of revocation. Signification changes to a club's governing structure and rules and policies will be expected.

**TIPS AND GUIDANCE** – WYS offers a publication of tips and guidelines that can be helpful during this process. In addition, the WYS Rules and Policies include the duties and obligations of the Membership Committee.