



## Process and Policy for WYS Club Affiliation

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These policies apply *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.

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.

1. During the 12-month provisional period members can hold tournaments and be a member of WYS board committees; their teams are not eligible to choose to participate in Far West Regionals or RIV Presidents' Cup.
2. During the 12-month provisional period, adherence to these geographical provisions is required:
  - a. The club's membership must consist of no less than 80% \*new players if it is **within 15 miles** of an existing WYS affiliated club, in good standing.
  - b. The club's membership must consist of no less than 50% \*new players if it is **outside of this geographical distance.**

\*New Player is 1) an individual that has not registered with a WYS affiliated club during the 6 months immediately preceding the date the player registers with the new club; 2) A player who, because of their age, has not been able to register before.

3. A board of directors (or governing body) 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 proposed club. At a minimum, the board shall consist of a president, a vice-president, a secretary, and a treasurer.
  - a. A contact list for these officers must be submitted with the application. In addition, contact information for any additional officers and/or directors must be submitted upon granting of provisional affiliation and each year thereafter.
  - b. Club contact phone numbers and emails will be published on the WYS website unless otherwise requested.
4. A club registrar, who is knowledgeable of the rules and policies for registering players and coaches, who has the ability to learn the WYS registration software and will have consistent access to the tools needed to complete their tasks, must be named.
5. A resume for the club's director of coaching or its most experienced coach must be submitted.
6. Payment of a \$100 non-refundable application processing fee and \$350 membership affiliation fee. The affiliation fee will be returned in the event the club is not granted provisional affiliation.
7. A summary business plan that details the following:
  - a. The PURPOSE of the club
  - b. The expected ability level(s) of players, coaches and assistant coaches
  - c. The type of teams the club intends to form. For example:
    - i. Select or Elite tournament teams – members are chosen at the discretion of the coach
    - ii. Competitive – participate in Wyoming League, tournaments and out of state travel
    - iii. Recreational – no tryouts and everyone plays 50% of each game; no travel
    - iv. RecPlus - developmental teams; do not play in league or travel out of state; play in in-state tournaments
  - d. The club's plan for recruiting players and coaches
  - e. The player selection and team building process
  - f. Player development goals and guidelines
  - g. Coach criteria and minimum licensing requirements
  - h. The organization's short (1 – 2 years) and long (5+ years) term goals
  - i. Marketing materials, including logo, team/club colors and a web site

- j. Field use arrangements and any agreements
  - k. Minimum of 3 business references NOT associated with the club
8. Along with its Articles of Incorporation, proof that the organization is a Wyoming nonprofit corporation.
9. Provide 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
10. 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 governing rules along with the state of Wyoming, and will include:
  - a. Name of the club, its purpose and mission and rules of order
  - b. Its affiliation with WYS, US Youth Soccer, and the US Soccer Federation
  - c. A statement of non-discrimination and equal opportunity
  - d. Who is eligible for membership, how members are admitted, which members are eligible to vote
  - e. That the club is managed by a board of directors, all of whom are elected by the voting membership; all of whom may be removed by the voting membership
  - f. What positions make up the board of directors, 4 positions minimum
  - g. The title and duties of each director/officer
  - h. The term of office for board members and officers, which are not to exceed 2 years
  - i. When the annual general meeting is held and who is eligible to vote at the AGM
  - j. A minimum requirement of one meeting per quarter
  - k. A conflict of interest statement and whistle blower policy
  - l. That minutes will be kept of all board meetings
  - m. Fiscal year, seasonal year and financial operations
  - n. Grievance, protest, and appeals process and language
  - o. Dissolution of the club and asset distribution
11. Formation of the organization's rules and policies, which will include:
  - a. Rules of play
  - b. Player tryout and selection process
  - c. Structure of teams and/or leagues
  - d. Coach expectations and qualifications
  - e. Standards of conduct for officers, players, coaches, volunteers and parents
  - f. Disciplinary and hearing procedures
  - g. Field safety, registration, and risk management policies
  - h. Other policies and procedures as needed to operate the organization in accordance with its constitution and/or bylaws
12. Applications will be reviewed by the WYS Membership Committee based on the following criteria:
  - a. Club's player development guidelines
  - b. Club's technical staff
  - c. Club's plans for participation in tournaments and Wyoming League
  - d. Completeness of the bylaws and rules and policies and other operating documents
13. To obtain full affiliation, including voting privileges as stated in the WYS Bylaws, within 12 months of provisional approval the organization must:
  - a. Have a clean record of adherence to all rules and policies of WYS
  - b. Have paid all monies due WYS, its programs or affiliates
  - c. Complete any documents required for continued membership and pay the yearly association fee
  - d. Be in good standing
14. Application documents for affiliation along with the required fees are to be mailed to the state office. A minimum of 4 (four) copies of each item is required.
15. Mail to: WYS, PO Box 1068, Laramie, WY 82073