



US YOUTH SOCCER/WYOMING SOCCER ASSOCIATION WSA CLUB AFFILIATION POLICY & PROCEDURE

DEFINITIONS VITAL TO THIS POLICY:

Conditional Affiliation: a minimum 12-month non-voting membership that can be revoked at any time during that period for failure to comply. The period must cover 12-months of a club's operation.

Physical Location: where an affiliated club has been given authorization, from the proper authority(s), to use appropriate fields for its teams to practice and play games.

Effective Date

This policy is effective SEPTEMBER 1, 2012. Compliance or lack thereof, with any of these requirements by affiliated clubs in existence before this effective date will not be cause for sanctions or disciplinary action.

Application Process

1. Applying clubs are to submit the following
 - a. The data collection form, the non-refundable application processing fee and the initial membership affiliation fee. The affiliation fee is returned if the club is not granted conditional affiliation.
*See data collection form for fees due.
 - b. A copy of its Articles of Incorporation, Bylaws, and proof of Wyoming nonprofit corporation status.
2. Provide for review a copy of the organization's bylaws, which have been developed within the guidelines set by WSA, US Youth Soccer, the US Soccer Federation and the state of Wyoming, and will include:
 - a. The name of the club, its purpose and mission and rules of order
 - b. Its affiliation with WSA, US Youth Soccer, and the US Soccer Federation
 - c. A statement of non-discrimination and equal opportunity
 - d. Membership eligibility, how members are admitted, which members are eligible to vote
 - e. A statement 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. Which positions make up the officers/board of directors; 3 positions minimum/4 recommended
*WSA recommends that the position of club registrar be an appointed, non-voting position.
 - g. The title and duties of each director/officer
 - h. The term length of each office for board members and officers, which is not to exceed 2 years
 - i. When the annual general meeting (AGM) is held and who is eligible to vote
 - j. At minimum, the requirement of one meeting per quarter
 - k. A conflict of interest statement and whistle blower policy
 - l. A statement that minutes will be kept for all board meetings and will be available to the public
 - m. The fiscal year, seasonal year and financial operations
 - n. Grievance, protest and appeals process, and language
 - o. Dissolution plan for the club along with asset distribution

3. Organization's rules and policies that should include:
 - a. Rules of play
 - b. Player tryout and selection process; tryouts must comply with WSA's rule on tryouts, recruiting and poaching.
 - c. Structure of teams and/or leagues
 - d. Coach expectations and qualifications and, if needed, required licenses
 - e. Standards of conduct for officers, players, coaches, volunteers and parents
 - Disciplinary and hearing procedures
 - f. Field safety, registration, and risk management policies
 - g. Other policies and procedures as needed to operate the organization in accordance with its constitution and/or bylaws
4. A board of directors must be formed. The board's duty will be to uphold the WSA bylaws and rules and policies and the bylaws and rules and policies of the applying club. At a minimum, the board shall consist of a president, a secretary and a treasurer; a vice-president is recommended.
5. Upon the granting of conditional affiliation, a club registrar who understands WSA's rules and policies for registering players and coaches, has the ability to learn the WSA registration software and will have consistent access to the tools needed to complete his/her tasks, must be named.
6. Adherence to WSA rules regarding *Tryouts, Recruiting and Poaching* is required. Reports of violation will be investigated and can result in the immediate revocation of conditional affiliation.
7. Maintain good standing through a clean record of adherence to all rules and policies of WSA, timely payment of all monies due WSA, its programs or affiliates, including the yearly association fee.
8. At any time during the conditional affiliation period, the WSA membership committee can meet to discuss matters related to any club discipline and incident reports, rules and policies, club growth, member integrity, adherence to WSA rules, policies and procedures, or other matters related to the club's operations.
9. Conditional affiliation will be granted to an applying club no more than 1 (one) time every 24-months.

Conditional Affiliation and Approval

1. A complete application is reviewed for compliance by the WSA Membership Committee; this review process can take from 4 – 6 weeks.
2. Based on the stated purpose and goals of the club along with its stated physical location, the membership committee can grant conditional affiliation and require adherence to either a or b of the following:
 - a. If located in a Wyoming town with a WSA affiliated club in good standing, the applying club must provide appreciably different player opportunities, participation goals, and/or training; i.e. the new club could be a TOPSoccer club if the existing club is a competitive club.
 - b. If located in a Wyoming town that does not have a WSA affiliated club the conditional club must demonstrate growth that adheres to the club's stated purpose and goals along with WSA's mission statement. This can include such things as team participation in league or tournaments, verifiable team rankings, success and advancement of players, quality of coaching staff.
3. Conditional affiliation is granted by the WSA Membership Committee to coincide with the start of a new soccer season; such affiliation is then ratified by the board of directors at the next regularly scheduled meeting.