



# STEP BY STEP INSTRUCTIONS TO FORM A NEW WSA AFFILIATED CLUB

1. Fill out the Data Collection Form by clicking the link below:

[https://wyomingsoccer-my.sharepoint.com/personal/misty\\_wyomingsoccer\\_com/Documents/Club%20Stuff/New%20Club%20forms/WSA%20New%20Club%20Data%20Collection%20Form.pdf](https://wyomingsoccer-my.sharepoint.com/personal/misty_wyomingsoccer_com/Documents/Club%20Stuff/New%20Club%20forms/WSA%20New%20Club%20Data%20Collection%20Form.pdf)

2. Need to form a Board consisting of at least a President, Secretary & Treasurer.
3. You will need a registrar (that can also be one of the designated people above) who understands WSA policies/procedures and is willing to learn the computer program.
4. You must form a Rules and Policies document. I have included an example for you that you can use and/or tweak to fit your club. (Please read over what is necessary to have in those Rules on WSA Club Affiliation document below as well)

<https://www.wyomingsoccer.com/wp-includes/images/media/document.png>

Here are the Guidelines for your Club Rules:

[https://wyomingsoccer-my.sharepoint.com/personal/misty\\_wyomingsoccer\\_com/Documents/Club%20Stuff/New%20Club%20forms/WSA%20New%20Club%20Formation%20Guidelines.pdf](https://wyomingsoccer-my.sharepoint.com/personal/misty_wyomingsoccer_com/Documents/Club%20Stuff/New%20Club%20forms/WSA%20New%20Club%20Formation%20Guidelines.pdf)

5. You must create a Bylaws document for your club. I have included an example that you can use and/or tweak to fit your club.
6. You must apply for Non-profit 501(c)(3) status through the IRS. I have provided the link below and we are happy to help with anything you might need in regard to this. Here is the link to begin this process:

<https://wynonprofit.org/resources/Documents/Starting%20a%20NP%20in%20Wyoming%20-%20Final.pdf>

7. Once you have submitted all of the above, if your club is approved, then you will need to fill out the WSA Affiliation Form and pay an application processing fee of \$100, and an initial affiliation fee of \$350 (it reduces to \$100 annually in subsequent years), so for the first year only, it is total of \$450. This form and payment is an annual renewal so expect to fill this out and pay the \$100 annual fee in June every year.