

BURNABY DISTRICT YOUTH SOCCER ASSOCIATION

NEW MEMBER APPLICATION PROCESS ONLY (December 2018)

An organization may apply to become a new member of Burnaby District Youth Soccer Association (Burnaby District), as follows.

In order to be considered for membership in the Burnaby District, all applicants must submit the following information in a separate document.

- 1) Name of organization
- 2) Mailing address, phone number(s) and website address of the organization
- 3) Description and purpose of the organization, including identifying the jurisdiction represented, and why the organization is applying for membership. Provide details about the club's programming, how it compares to other clubs in the Burnaby District and what makes it unique.
- 4) Current Constitution and By-Laws (if a proposed member is not yet incorporated under the BC Societies Act provide a copy of proposed Constitution and By-Laws plus a finalized set once incorporation is completed)
- 5) Current or proposed Rules and Regulations, or Operations Manual. (Where appropriate, it could include a statement that those of the governing body(ies) applies).
- 6) Current Privacy and Harassment Policy (Alternatively, it could be a statement that those of the governing body(ies) applies).
- 7) Current Risk Management Policy including procedures for handling Criminal Record Checks.
- 8) Current Social Media Policy
- 9) Current Concussion Policy
- 10) Minutes of the last AGM as well as minutes of any Board Meetings or any equivalent organizational meetings over the past 12 months.
- 11) Complete listing of all current Officers/Directors and their contact information, including the contact particulars for the designate delegate who the governing body deals with and who attends meetings of the governing body.
- 12) Complete listing of current administrative and technical employees or contractors, including their title/role, address, phone number and e-mail address.
- 13) Complete listing of the organization's committees and appointments made to each committee.
- 14) The organization's most recent financial statements, as reviewed by an independent review committee consisting of not less than three persons. As well, a budget should be provided.
- 15) A list of a minimum of 200 players registered with your club to be provided by March 1st in advance of the playing season.
- 16) Written statement that the applying organization will adhere to all governing body (including but not limited to BC Soccer, Burnaby District and any leagues in which Burnaby District is a member) bylaws, rules, regulations and decisions.
- 17) Player-related information including:
 - a. Number of players currently in the organization
 - b. Number of players estimated to be registered over the next 5 years
 - c. Anticipated number of teams created
 - d. Gender, age groups and anticipated divisions/tiers the teams will compete in
 - e. Proof that the registered players are substantially new to soccer (i.e. not currently registered with another club)
 - f. No more than 5 players per team may be out of district.

- 18) Plan for facilities including allocation of fields for games and training
- 19) Any additional information the organization deems relevant to its application for membership

Process

Should an organization wish to apply for membership as a club member of Burnaby District, a preliminary application must be received by January 1, in advance of the soccer year. District will appoint a panel to consider the application and make a recommendation to the District board. One or more interviews may be required in connection with the application. A decision on conditional acceptance shall be made by the District Board by February 1.

Should the application be conditionally accepted, the organization may begin to accept player registrations for the ensuing soccer year. A decision on final acceptance will be taken by March 31.

Applications for membership should be sent via e-mail to: theberrys@shaw.ca.

A non-refundable application fee of \$1,000 is to be submitted with the application. Cheques for the application fee should be delivered to 4384 Fitzgerald Avenue, Burnaby, BC V5G 3R8.

Criteria for New Club Members

All applications must be reviewed and considered in accordance with Burnaby District's constitution and bylaws, and rules and regulations.

Basic Criteria

1. Majority of the players should be substantially new to soccer (i.e. not currently registered with another club)
2. Have both male and female programming
3. Meet BC Soccer Club Charter Program Standard 1 by 3rd year of operation.
4. Prospective clubs must submit a \$10,000 performance bond with their application, 50% to be returned on June 30 after the successful completion of the first year of operation, and the remaining 50% returned June 30th after the completion of the second year.
5. New clubs are required to submit financial statements with a notice to reader from a CPA licenced in public practice.
6. Player development program adheres to the Long Term Player Development priorities for the respective stages they deliver programming for.

Additional criteria/considerations

An application must demonstrate a clear need for a new club member of Burnaby District. Without limiting the generality of that principle, the prospective new club should show an ability to serve youth in Burnaby District that will result in added opportunity for youth soccer players. It should show how the District, as a whole, will be better placed to offer youth soccer programming with an additional club.

The number and size of clubs serving youth in Burnaby District with and without the prospective new member will be considered in assessing the need for a new club. This may include consideration of

whether there are currently enough clubs to provide adequate choices for current and prospective soccer players of both genders. It may include comparison with other Districts and the size of other clubs which compete in the same leagues.

For organizations already active in soccer, their record as a soccer organization will be reviewed and may be part of the decision on whether to admit them to membership. Similarly, for both existing and new organizations, the previous performance of their elected and appointed personnel may be considered.

The financial record and plan for the organization must be appropriate, and there must be adequate safeguards to protect club resources and the obligation to provide a soccer program for registered players.

In summary, the applicant must satisfy District that acceptance of their application will result in better opportunities overall for youth residing in Burnaby District. Should an application be denied, it must be denied for good reason (including but not limited to those discussed above) and is subject to appeal to BC Soccer.

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