

Policy 1-300 - NEW MYSA AFFILIATION

Sec-1. PURPOSE

This policy details the process in which prospective Clubs will apply for affiliation to become a MYSA member. MYSA will affiliate as a club any properly constituted local soccer group if all requirements of affiliation are met.

Sec-2. PROCEDURE

A prospective club must submit a completed affiliation packet to MYSA. The packet shall consist of:

A. a completed Affiliation Application Form;

B. a written letter to MYSA requesting the Executive Director accept the application for membership as an Affiliated Club with MYSA. The letter shall include:

1) 2) a complete list of all Board Members of the Club. Clubs shall have at least five (5) active Members on their Board of Directors; and

if applicable, confirmation the composition of their Board of Directors is not made up of more than one-third of Club coaches if the Club will only field competitive teams;

C. a copy of the Club's Bylaws for review. The Bylaws shall state:

1) the name of the Club;

2) the purpose of the Club. In it, the Club desiring to become a part of MYSA membership must identify a need for youth players which it proposes to provide, and which is not otherwise being met;

3) who the initial members of the Club will be;

4) the geographical boundaries of the Club;

5) the operating Officers and their duties;

6) the Board of Directors;

7) the terms of office for the Board of Directors and/or Officers;

8) details of when the annual meeting will take place;

9) who can vote at the annual meeting;

10) the fiscal year;

11) grievance, protest, and appeal language; and

12) dissolution of the club language;

10 | Page D. a copy of the Club Policy Manual for review. The Policy Manual shall include:

1) formation of teams or leagues language;

2) hearing procedures;

3) field policies, including the prohibition of dogs and pets in facilities;

4) registration Policies; and

5) any other policies as necessary;

E. a list of all expected participating teams within the Club. Applicants with the intent of participating in any sanctioned league and that would be within a geographic area already served by a MYSA Member Club shall have at least two (2) teams in different age groups registered with MYSA. Applicants within an underserved geographic area shall have at least one (1) team with players registered or to be registered with MYSA;

F. applicants shall have a Club Referee Coordinator and a list of all certified referees within associated with the club. Applicants shall have at least one (1) Grassroots or better Referee representing each team registered to play in each competitive league. This Referee must be able to fulfill the position of Assistant Referee on any games this team is scheduled for in the MYSA league. The Club shall certify at the time of registering its teams that it has complied with this rule. It is the responsibility of each Club to recruit and encourage potential and existing referees, and to see that they attend proper annual training sessions. This should be done in cooperation with the Referee Mentor. Failure to provide a qualified certified Referee at the request of a league assignor will result in the forfeiture of the match;

F. G. a list of all fields the Club has secured for its teams to practice and play games. Fields must be suitable for play and be the appropriate size for the age level of the teams in the club. Clubs shall have at minimum enough available fields for their teams based on the guidelines below:

- 1-3 teams – 1 field
- 4-6 teams – 2 fields
- 7-9 teams – 3 fields
- 10-13 teams – 4 fields
- 14-18 teams – 5 fields;

an acknowledgement that the Club is prepared to apply for tax-exempt status (501(c)(3)) if they have not already. Clubs shall provide the appropriate documentation to MYSA once approved by the State of Montana for this status;

H. proof of contact via email with the MYSA Technical Director. The Club shall introduce itself, request information for coaching clinics and provide possible dates it could host a clinic within six (6) months if approved for affiliation;

11 | P a g e I. proof of contact via email with the MYSA SYRA. The Club shall introduce itself, apprise the SYRA of their current referee situation and request information for referee training opportunities; and

J. proof of contact via email with the MYSA Registrar. The Club shall introduce itself, request information on Registration Policies and procedures and provide possible dates its Registrar would be available for training on the MYSA registration platform within one (1) month if approved for affiliation.

Sec-3. APPROVAL

A. Upon receiving an affiliation application MYSA will:

1) 2) 3) 4) review the application for completeness and verify all supporting documentation is provided. If

errors are found, the application will be returned for correction;

notify the President of clubs from the same geographic area of the pending application;

approve all completed applications; and

notify all interested parties of the decision.

All new affiliates will immediately be afforded all rights of MYSA membership.