

Fraser Valley Youth Soccer Association

Guide to Completing the Club Membership Application

About this Guide

This Guide is designed to introduce you to the Fraser Valley Youth Soccer Association (FVYSA), assist you in completing Name of District's Membership Application Form, and let you know about FVYSA's process and timelines for review. This Guide provides a brief rationale on each section of the application. The Scorecard that the FVYSA will use in reviewing your organization's application is also provided for your reference. A summary checklist of documentation that should be submitted with your organization's application form is also provided.

About the FVYSA

The Fraser Valley Youth Soccer Association is a full, Active Member of BC Soccer Association and is responsible for governing, promoting and supporting soccer within the District's geographical boundaries, as defined in BC Soccer's Constitution & Bylaws. To be a member of the FVSA means that an organization is committed to growing the game and improving soccer for all participants within the FVYSA and British Columbia by offering soccer programs through collaborative, progressive, and respectful environments. Members of the FVYSA are committed to a player-centric development model that represents the spirit of the game and the qualities that make it the world's most popular sport.

What does it mean to be a member of the FVYSA?

By becoming a member of the FVYSA, your organization can make a significant contribution to soccer in British Columbia. Becoming a member of the FVYSA, and an affiliated organization of BC Soccer, is an accomplishment for which your organization will be proud of!

Application Process & Timelines

Deadlines: To participate in the fall/winter season application deadline is December 15, for the spring/summer season the deadline is July 15. There will be no exception to these deadlines.

Upon receiving your organization's application for membership, the FVYSA will confirm receipt of documentation received and note anything that may be outstanding within 10 business days.

FVYSA's Membership Committee or designate will review the application to determine if all criteria are met using the scorecard provided for in this guide, for your reference.

FVYSA's Membership Committee or designate will inform the you if your organization has been accepted into membership with the FVYSA within a minimum of 90 days of receipt of the completed application.

Upon acceptance, your organization will receive full District Member benefits and work with the FVYSA to determine the earliest possible time your organization can begin participating in related Inter-District Youth Leagues or other District-run programs or initiatives (as applicable).

ORGANIZATION INFORMATION

The Organization Information is required so the FVYSA can have a general sense of your organization and what kind of programming and/or services it provides to the soccer community. A comments space is provided as an option should your organization like to share any other general information about

your organization. If your organization has separate promotional materials that would supplement information provided in this section, you are encouraged to include it with your application.

ORGANIZATIONAL READINESS

Joining the FVYSA requires your organization to be able to comply with the FVYSA and BC Soccer's bylaws, rules and regulations, and policies, which change from time to time. This includes following various processes and meeting timelines. The information in the section is required so the FVYSA can assess and support your organization's overall readiness to join and participate in sanctioned soccer activity within the District.

SAFE SPORT

In alignment with BC Soccer, the FVYSA believes, *"that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in. The welfare of everyone involved in soccer is the foremost consideration and in particular, the protection of children in the sport is the responsibility of everyone involved."* (BC Soccer Safe Sport Position Statement).

The information in the section is required so the FVYSA can ensure your organization is also committed to providing safe soccer environments; further, that your organization has appropriate safeguards in place towards this. If your organization has any other policies related to Safe Sport, you are encouraged to include them with your application. Further, please also share any other safe sport practices and/or education and training your organization participates in, in the comment space provided.

SPORT 4 LIFE

The FVYSA believes that providing programs and services that will benefit everyone is a key component to Sport 4 Life. This includes ensuring that every club member of the FVYSA has a viable player base to succeed; is willing to work to grow the game within the FVYSA in a collaborative way; and is committed to Long Term Player Development for all participants.

The information in this section is required so the FVYSA can ensure your organization is also committed to providing Sport 4 Life as described above. A comment box is provided should your organization like to share any other ways it promotes Sport 4 Life.

COACHING & OFFICIATING

In alignment with BC Soccer's Rules & Regulations, each member club of the FVYSA is required to meet the coach certification mandate. This section is required so the FVYSA is aware of the status of your organization's coaches in terms of meeting the mandate. Not all coaches need to be certified in order to become a member; however, should membership be granted, your organization will then receive the benefit of being able to host BC Soccer coach certification courses. Your organization will then need to seek to meet the coach certification mandate.

If some coaches do not have Canadian Soccer coach certification; however, have attained coach certification from other countries, it is encouraged to provide these certifications in the listing. A comment box is provided should your organization like to include other information related to coaching and/or officiating (i.e. refereeing) programming your organization delivers.

FINANCE

Financial viability is a critical component to being successful; therefore, this section is required to ensure that your organization has a strong financial backing and ability to plan/budget for its soccer operation. A comment box is provided in case there are any relevant financial details your organization believe it pertinent to include.

COMPLETE APPLICATION

This section is should be completed once your organization has completed all the previous sections, reviewed them, and double checked to ensure that all the supplemental documentation is ready for submission with the application form.

As a summary checklist, below is a complete list of items your organization should provide in addition to the application form:

✓ Copy of Incorporation/registration status with the Province of British Columbia	✓ Code of Conduct for Parents
✓ Documentation to confirm access to field allocation	✓ Code of Conduct for Club Officials
✓ Constitution & Bylaws and/or equivalent stating the organization's principles, purpose and how decisions are made	✓ Refund Policy
✓ Operational Plan	✓ Risk Management Policy
✓ Privacy Policy	✓ Registration Data
✓ Code of Conduct for Players	✓ A Technical Plan
✓ Code of Conduct for Coaches	✓ Budget for next fiscal year

Fraser Valley Youth Soccer Association (FVYSA) – MEMBERSHIP APPLICATION SCORECARD KEY

The below is provided as an optional scoring scheme to support the districts in their review of the applications; however, districts could decide to use their own checklist within their review in place of the scoring scheme.

FVYSA - Membership Application Review				
Name of Applicant:				
SCORECARD	Total Points Available:	390	Minimum Points Required for Membership: 355	
CRITERIA				
ORGANIZATIONAL INFORMATION	Total Points Available:	40	Scoring requirements and considerations	SCORE
Main Contact Information Provided	10		If completed, 10 points must be scored	
Description of Organization	10		If completed, 5 points must be scored. An additional 5 points can be scored at discretion (extra detail regarding history, values, mission, success stories, etc.)	
Rationale for membership application	10		If completed, 5 points must be scored. An additional 5 points can be scored at discretion based on alignment with District and BC Soccer objectives	
Benefit to soccer	10		If completed, up to 5 points must be scored. An additional 5 points can be scored at discretion (based on description of how the applicant will grow the game within the District by providing opportunities to players, resources and/or new programming, etc.)	
SUBTOTAL				0
ORGANIZATIONAL READINESS	Total Points Available:	60	Scoring requirements and considerations	SCORE
Listing of Board/Ownership completed	10		If completed, 10 points must be scored	
Listing of Staff completed	10		If completed, 10 points must be scored	

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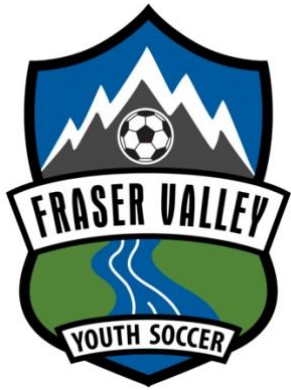
Proof of Registration with Province of BC provided	10	If provided and the organization is Active and in good standing, 10 points must be scored		
Confirmation of Field Space provided	10	If completed, 10 points must be scored		
Governing Documentation (constitution & bylaws or equivalent) provided	10	If completed, 10 points must be scored		
Operational Plan provided	10	If completed, 10 points must be scored		
SUBTOTAL			0	
SAFE SPORT	Total Points Available	100	Scoring requirements and considerations	SCORE
Privacy Policy provided	10	If completed, 10 points must be scored		
Discipline & Ethics Policy provided	10	If provided and aligned with the District and BC Soccer, 10 points must be scored		
Code of Conduct for Players provided	10	If provided and aligned with the District and BC Soccer, 10 points must be scored		
Code of Conduct for Coaches provided	10	If provided and aligned with the District and BC Soccer, 10 points must be scored		
Code of Conduct for Parents provided	10	If provided and aligned with the District and BC Soccer, 10 points must be scored		
Code of Conduct for Club Officials provided	10	If provided and aligned with the District and BC Soccer, 10 points must be scored		
Refund Policy provided	10	If provided and aligned with the District (as applicable), 10 points must be scored		
Risk Management Policy provided	10	If provided and aligned with the District and BC Soccer, 10 points must be scored		
Risk Management Officer information provided	10	If completed, 10 points must be scored		
Criminal Record Check Compliance completed	10	If completed, 10 points must be scored		
SUBTOTAL			0	

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SPORT 4 LIFE	Total Points Available	90	Scoring requirements and considerations	SCORE
Registration Data provided	10		If the names, birthdates, gender, postal code, and indication of which players are "new" (as applicable) is provided, 10 points must be scored.	
Agreement to provide registration data & fees per application requirement	10		If agreed, 10 points must be scored	
Description of programming	10		If completed, up to 5 points must be scored. An additional 5 points can be scored at discretion (based on level of detail of who, what, when, where, why, how)	
Description of community engagement/support	10		If completed, up to 5 points must be scored. An additional 5 points can be scored at discretion.	
Description of programming for participants with disabilities / under-represented groups	10		If completed, up to 5 points must be scored. An additional 5 points can be scored at discretion.	
Agreement to work collaboratively	10		If agreed, 10 points must be scored	
Agreement to align with LTPD and inform players of advancement opportunities	10		If agreed, 10 points must be scored	
Agreement not to accept entire teams	10		If agreed, 10 points must be scored	
Agreement to meet the requirements of the Quality Soccer Provider designation within the Club Licensing program	10		If agreed, 10 points must be scored	
SUBTOTAL				0
COACHING & OFFICIATING	Total Points Available	30	Scoring requirements and considerations	SCORE
Listing of Coaches and Certifications provided	10		If completed, 10 points must be scored	
Technical Plan Provided	10		If provided, 5 points must be scored. An additional 5 points can be scored at discretion.	

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Agreement to provide/participate in referee programming	10	If agreed, 10 points must be scored	
SUBTOTAL			0
FINANCE	Total Points Available	60	Scoring requirements and considerations
Fiscal year provided	10	If completed, 10 points must be scored	
Budget for next fiscal year provided	10	If provided, 10 points must be scored	
Agreement to provide bond	10	If agreed, 10 points must be scored	
Agreement for 50% bond reimbursement after 1st year	10	If agreed, 10 points must be scored	
Agreement for 50% bond reimbursement after 2nd year	10	If agreed, 10 points must be scored	
Agreement to submit Notice to Reader Financial Statements annually	10	If agreed, 10 points must be scored	
SUBTOTAL			0
COMPLETE APPLICATION	Total Points Available	10	Scoring requirements and considerations
Signed and dated by applicant President or Owner	10	If signed, 10 points must be scored	
SUBTOTAL			0
TOTAL			



Fraser Valley Youth Soccer Association (FVYSA)

Club Full Membership Application

Acceptance Deadlines:

To participate in the fall/winter season application deadline is December 15, for the spring/summer season the deadline is July 15. There will be no exception to these deadlines.

ORGANIZATION INFORMATION

Organization Name:	
Main Contact Individual Name:	
Main Contact Individual Position:	
Organization Address:	
City & Postal Code:	
Contact Individual Daytime Telephone:	
Contact Individual Mobile Telephone:	
Contact E-mail:	

Please provide general information on your organization and why you are applying for membership.

Please describe the type of programs or programming your organization provides (e.g. age(s), gender(s), etc., including adult if necessary).

Please describe how your membership with FVYSA will benefit soccer and grow the game.

Additional Comments (if any) Please use this space to provide any additional general information about your organization.

ORGANIZATIONAL READINESS

Listing of Board/Ownership/Executive of applying organization				
Position	Name	Primary Telephone	E-mail	Vulnerable Sector Check completed (Yes/No)

Listing of Staff of applying organization				
Position	Name	Primary Telephone	E-mail	Vulnerable Sector Check completed (Yes/No)

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Please check the boxes to confirm the following documentation will be provided with this application:

A copy of the organization’s current incorporation/registration status with the Province of British Columbia as a registered society, sole proprietor, partnership and/or incorporation (whichever is applicable).

Documentation to confirm the organization has access to field allocation that is safe for training and match players for all of its registered players (i.e. proof of ownership of or rental of facility(s), or letter of support from municipality once membership is achieved)

A copy of the organization’s Constitution & Bylaws and/or equivalent documentation stating the organization’s principles, purpose and how decisions are made.

A copy of the organization’s Operational Plan (A yearly calendar of activity is acceptable)

<p>Additional Comments (if any) Please use this space to provide any additional comments related to your organization’s overall readiness to be a member of FVYSA (and an affiliated club of BC Soccer).</p>

SAFE SPORT

Please check the boxes to confirm the following documentation will be provided with this application:

Privacy Policy

Discipline and Ethics Policy

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Code of Conduct for Players

Code of Conduct for Coaches

Code of Conduct for Parents

Code of Conduct for Club Officials

Refund Policy

Risk Management Policy

Please identify the organization’s Risk Management Officer by completing the information below:

Name:	
Daytime Telephone:	
Mobile Telephone:	
Contact E-mail:	

Criminal Record Check Compliance

All BC Soccer directors, volunteers, employees of BC Soccer or an affiliated BC Soccer organization aged 19 years and older participating on a regular basis in any element of youth soccer, adaptive soccer, or who will be with a vulnerable person must have a valid (within 3 years) Vulnerable Sector Check or Enhanced Police Information Check on file in accordance with BC Soccer’s Criminal Record Check Policy.

Please complete the information below.

VULNERABLE SECTOR CHECK / ENHANCED POLICE INFORMATION CHECK SUMMARY

Number of VSC/EPIC REQUIRED:

(The total number of board, staff, contractors, and volunteers that are 19 years of age and older)

Number of VSC/EPIC COMPLETED:

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(A VSC/EPIC is “completed” when the organization has received the results from an approved agency and there are no flags, or, when the organization has reviewed and made a decision on a VSC/EPICs with any identified flags.)

Number of VSC/EPIC SUBMITTED & IN PROCESS:

(The number of individuals who have confirmed their submission to an approved agency and are waiting to receive the results, including fingerprints if required)

Number of VSC/EPIC NOT SUBMITTED:

(The number of individuals who have not submitted the appropriate information to an approved agency)

Please check/mark the box to agree/confirm the following:

I confirm that those individuals who have not submitted a VSC/EPIC will not continue in their role with the organization until their VSC/EPIC has been completed.

FLAGGED VULNERABLE SECTOR CHECK / ENHANCED POLICE INFORMATION CHECK

Of the **COMPLETED** VSC/EPICs, please indicate the number of checks that were flagged and how the organization handled them below:

Number of VSC/EPIC **Flagged:**

Of those individuals with flagged VSC/EPICs how many were:

Able to continue within their role as intended with the organization:

Able to continue working/volunteering with the organization in a different or **modified role:**

Not able to continue working/volunteering with the organization:

Risk Management Officer Name (please print)

Risk Management Officer Signature

Date

Additional Comments (if any)

Please use this space to provide any additional comments related to Safe Sport and/or describe any other Safe Sport initiatives your organization participates in (examples: Respect in Sport Training, Commit to Kids Training, etc.)

SPORT 4 LIFE - Player Registration, Programs, Community Engagement

Commitment to Registering Players – For the 2023-2024 Season

In alignment with BC Soccer’s District Standards for New Club Membership Applications document, the FVYSA requires new club applicants to register 2% of the District’s total unique registration from the previous year. In 2021-2022, the FVYSA’s total unique registration was 8448. Based on this, new club applicants are to provide registration for 169 players.

The FVYSA also requires that 30% of these players be new; therefore, fifty (50) players must not have been registered with BC Soccer or an affiliated organization within the past year. The FVYSA will also impose a one-year registration restriction where all registrations submitted must not include more than 50% of players that were previously registered at any FVYSA District Member Club in the previous season of play.

Please check the boxes to confirm/agree the following:

Registration data that meets the FVYSA’s required number of players, including which players are new (as applicable) will be submitted with this application.

Registration data and fees will be submitted in alignment with the FVYSA’s registration submission deadlines

On behalf of your organization, you are committed to offering male and female programming and be inclusive to individuals regardless of an individual identifies on the gender spectrum.

Please describe the type of programs or programming your organization provides (e.g. age(s), gender(s), etc., including adult if necessary).

Please describe how your organization will engage with the community and/or other clubs in the District to promote participation in soccer.

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Does your organization provide programs for participants with disabilities and/or participants from other under-represented groups? If so, please describe.

Please check the boxes to confirm the following documentation will be provided with this application:

A signed letter on behalf of my organization, I agree to work collaboratively within the FVYSA and/or, and/or Inter-District leagues and maintain good standing with my the FVYSA and BC Soccer.

A signed letter on behalf of my organization, in alignment with the principles of Long-Term Player Development, I agree to inform players of playing development and/or advancement opportunities within the FVYSA, BC, and/or Canada as they become available. I acknowledge that players and their families have the right to make the choice on the environment they play in. I agree to fully support players in their decisions.

A signed letter on behalf of my organization, I am not to accept entire teams moving from any other club member (NOTE: an entire team is 50% or more of the team’s registered players)

I understand that should my organization be accepted into membership with the FVYSA, my organization must opt in and show that it is actively working towards achieving Canada Soccer’s Quality Provider Designation within 12 months of being accepted into membership.

I understand that my organization will not be eligible to apply to operate programming at the highest level in Name of District (i.e. metro, rep, VIPL) until my organization has remained a member in good standing for a period of 1 year.

Additional Comments (if any) Please use this space to provide any additional comments related to how your organization promotes Sport 4 Life.

COACHING & OFFICIATING

Listing of Coaches and Certifications		
Position	Name	Coach Certifications

Please check the boxes to confirm/agree the following:

Additional Comments (if any) Please use this space to provide any additional comments related to Coaching & Officiating initiatives and/or programming your organization provides.

FINANCE

Please provide the organization’s fiscal year in the space below.

Please check the box to confirm the following documentation will be provided with this application:

A budget for the organization’s next fiscal year

Please check the boxes to confirm/agree the following:

Upon a successful application, I can confirm that my organization will be able to provide a cheque for a bond in the amount of \$10,000 to the FVYSA within 2 weeks of being notified of a successful application. I understand that if my organization is not able to provide a cheque within this timeline, its membership could be revoked.

I understand that 50% of the bond provided will be reimbursed after one year of membership whereby all of my organization’s obligations of membership have been met.

I understand that the other 50% of the bond provided (less any the amount of any annual bond required from all member clubs) will be reimbursed after the second year of membership whereby all of my organization’s obligations of membership have been met.

Upon a successful application, I can confirm that my organization will submit a minimum Notice to Reader Financial statements prepared by a CPA licensed in public practice, annually to the FVYSA.

Additional Comments (if any) Please use this space to provide any additional comments related to the finances of your organization.

COMPLETE APPLICATION

Please read the following statement and sign below to confirm acknowledgement and understanding:

This application form and supplemental documentation has been provided to the FVYSA in good faith as application for membership. It is up to date and provided to the best of my knowledge.

Organization President / Owner Name
(Please print)

Organization President / Owner Name
Signature

Date

Additional Comments (if any)

Please use this space to provide any other comments you deem pertinent for FVYSA’s Membership Committee or Panel to know.