



## ASA Annual Club and League Attestation Policy

ASA-ADM-Pol-01.1000 (Effective June 1, 2020)

The Annual Attestation process is required for all sanctioned organizations of the Arizona Soccer Association (ASA) to provide complete and accurate submissions of the required governance structures, documentation, and key organizational personnel.

Completion of the Annual Club Attestation will be completed online, no earlier than July 1 of the seasonal year, requiring accurate submission in order for a Club/League to be granted access to register players, coaches, team officials, and Club officials for the upcoming season.

The data required to be submitted includes:

- Current Club Bylaws
  - Meeting minutes from the most recent Annual General Meeting (AGM) that includes voting of Club officers
  - Club website
  - Confirmation if Club will be hosting/managing an in-house/recreational league
  - Date(s) that in-house/recreational league will be offered.
  - Acknowledgement that there must be adherence to US Soccer Policy 601-9 that requires all players be registered with a US Soccer member
  - List of the organization(s) that players will be registered
  - Acknowledgement that all Club officials, to include Board Members, coaches, assistant coaches, team managers, and Club leadership must complete and pass an ASA approved background checks, SafeSport and Concussion Awareness certification.
  - Listing of the following Club leadership to include name, phone number, and email:
    - o President
    - o Treasurer
    - o Secretary
    - o Registrar
    - o Coaching/Technical Director (DOC)
    - o Field Coordinator
    - o Tournament Director (if club hosts a tournament)
- NOTE: Each of these individuals must have a User Account in GotSport that will be used to complete the required background check, SafeSport and Concussion Awareness certification.
- Attestation that all registration duties will be performed in accordance with ASA Policies and Procedures and ASA Bylaws.
  - Attestation that all information is accurate and complete.

Upon completion of the Annual Attestation process a copy of the final responses will be provided to the respective Club/League for their records.

If, at any point during the seasonal year any information changes notification should be provided to

ASA Director of Administration and Chief Executive Officer immediately via email.