



ASA NEW CLUB POLICIES AND PROCEDURES

Policy

1. If a **new** Club is formed through a unification of two (2) or more current ASA members that have had registered players during **each of the previous two (2) seasonal years** where all unified members are in good standing with ASA, the newly formed Club will be **exempt from Bylaw Section 211, Section 2 as well as Tournament Policy Section 2.2.2.**
2. If a new Club is formed through the unification of two (2) or more current ASA members in good standing, said new Club must provide all documents outlined in the New Club Review Checklist. ASA has an obligation to ensure all is in order and meets requirements of membership.
3. Any and all unifying Clubs must be in good standing with ASA in order to meet the requirements set forth to qualify for the exemptions. If any of the unifying Club(s) are not in good standing, said Club must fulfill any and all outstanding requirements in order to reobtain the position of good standing with ASA and to be eligible for any exemptions to the "New Club Policy".
4. If a Club is formed and has had zero (0) registered players in either of the previous two (2) seasonal years, they will adhere to all provisions of membership and policy, specifically to include but not limited to Bylaw Section 211, Section 2 and Tournament Policy Section 2.2.2.

Document Information Thank you for your interest in joining Arizona Soccer Association. Please use this document as your reference to guide you through the New Club Application Process. Below you will find important dates, policies and documents associated with the New Club application process.

Dates and Deadlines

Key Dates

- December 31: New Club Applicant Due
 - o All completed applications must be received and/or postmarked no later than December 31 for consideration for the upcoming season.
 - o Any incomplete application will be returned to the applicant and must be resubmitted on/before December 31.
 - o Completed applications received/postmarked after December 31 will not be considered for the upcoming season.
- January 1: Committee review process begins
- February 15: Impact statement of neighboring clubs due
- March 15: Committee recommendations submitted to the Board
- April 15-30: Board of Directors vote on new club applications
- May 30: Estimated date of last day to appeal decision to US Youth Soccer



Committee Review Process

- The New Club/Rules Committee begins reviewing Applications the first week of January.
- The New Club Impact Statement form will be submitted to the applicants' neighboring club no later than February 5.
 - All impact statements must be returned and/or postmarked by February 28th for consideration by the committee
- The Review committee may request an interview with the Applicant during this review period
- The Review committee may request an interview with the Applicants' neighboring club(s) during this review period
 - The Committee will complete the review process and submit their recommendations to the ASA Board of Directors by March 31.
- The Board of Directors will conduct a vote at the next scheduled Board meeting but no later than April 30.
- Questions regarding the "status" of the application will not be handled during the Review Process.

Decision Process

- The Board of Directors will vote on all new club applications at the next board meeting after the Committee Review Process is completed but no later than April 30th.
- Upon completion of the vote, the Committee will submit in writing, by email or fax (based on Applicant request in Application Form) a Decision Letter stating the acceptance or denial of the Club based on the vote of the Board of Directors.
- If the New Club Applicant is accepted into ASA, additional correspondence will be supplied in said Decision Letter regarding the next steps

Application Form

- The New Club Application Form, found under the Forms Section of the ASA website must be submitted with all applicable forms requested below and referenced in said form.
- As stated previously, New Club applications must be received and/or time stamped by December 31st for consideration for the upcoming season
- [Click here to download the New Club Application New Club](#)

Application Checklist

Below is a check list of items that the Applicant's Organization must adhere to:

- 501 C(3) Status or other acceptable non-profit entity or government organization
- Definition of voting membership to allow the membership the right to elect people to the Organization's Board of Directors at the Organization's Annual General Meeting. There should also be a provision for removing the Organization's Board of Directors members who do not fulfill their responsibilities appropriately. Typically this is done by the Board of Directors.
- Membership categories should include voting and non-voting



- Prohibition from assigning membership or transferring membership rights
- Board Members – minimum of five (separate individuals)
- Board Meetings not less than quarterly, minutes to be kept ASA New Club Policy – Updated August 13, 2018
- AGM to be conducted annually – only authority to amend the bylaws and elect the Board of Directors. The agenda should be similar to ASA's with minutes to be kept.
- Board of Directors – reflect duties and term
- Segregation of Duties – No two members of the Board with access to the club's/organization's financial accounts shall be related unless a tertiary member has the same or greater access with audit ability.
- Inspection of Records – allow membership the right to inspect records of club
- Roberts Rules of Order – not required when conducting meetings. Language should read that meetings will be conducted using generally accepted business practices