



New Club Policy 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.

Key Dates

December 31: New Club Application Due

1. All completed applications must be received via email to newclub@azyouthsoccer.org no later than December 31 for consideration for the upcoming season
2. Any incomplete application will be returned to the applicant and must be resubmitted within 15 days of return appropriately amended
3. Completed applications received after December 31 will not be considered for the upcoming season.
4. Prospective new clubs will be notified by January 15 that their application has been received or is being returned for completion
5. Prior to the review process, new club applicants will have 30 days to complete the New Club Orientation at their own cost
6. March 1: New Club Committee review process begins
7. March 30: New Club Committee recommendations submitted to ASA's Board of Directors
8. April 15–30: ASA's Board of Directors vote on new club applications

9. May 15: New Club applicants notified of decision

10. May 30 Estimated date of last day to appeal negative decision to US Soccer

The New Club Orientation consists of a series of webinars, seminars, and discussion forums outlining aspects of running a club. Before a club is considered, its proposed BOD members and Administrative Staff will be required to complete the New Club Orientation.

Bylaw Requirements

- a. Definition of an Annual General Meeting and its purpose
- b. 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 (AGM)
- c. Provision for removing Organization's Administrators who do not fulfill their responsibilities appropriately
- d. Prohibition from assigning membership or transferring membership rights
- e. Organization's Board of Directors – minimum of five (5) separate individuals
- f. Responsibilities of Organization's Board of Directors
- g. Segregation of duties – no two members of the BOD 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
- h. Inspection of Records – allow membership the right to inspect records of club
- i. Robert's Rules of Order or language indicating meetings will be conducted using generally accepted business practices

Registration Requirements

- a. Registrar training so that registrar and other BOD members are aware of the complexities of registration for coaches and other administrative personnel, players, team managers, etc.

Responsibilities of Organization's Administrators

- a. Required Board Members
- b. Required Administrative Personnel