



Central Okanagan Youth Soccer Association (COYSA) Guide to Completing the Club Membership Application

September 17, 2021

About this Guide

This Guide is designed to introduce you to COYSA, assist you in completing COYSA's Membership Application Form, and let you know about COYSA's process and timelines for review. This Guide provides a brief rationale on each section of the application. The Scorecard that COYSA 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 Central Okanagan Youth Soccer Association (COYSA)

COYSA 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 COYSA means that an organization is committed to growing the game and improving soccer for all participants within COYSA and British Columbia by offering soccer programs through collaborative, progressive, and respectful environments. Members of COYSA 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.

Mission: Developing positive experiences through teamwork & fair play

What does it mean to be a member of the Central Okanagan Youth Soccer Association (COYSA)?

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

Application Process & Timelines

Applications will be received by the COYSA Administrator. Financial documents will be confidentially reviewed by the COYSA Treasurer, a Chartered Professional Accountant, who will advise the Membership Panel if everything is in good standing order as per our requirements.

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

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

COYSA's Membership Panel is made up of a minimum of three individuals who are free from conflict of interest and do not have any other role with a current member organization of COYSA.

COYSA's Membership Panel or designate will inform you if your organization has been accepted into membership with COYSA no later than January 15.

Upon acceptance, your organization will receive full District Member benefits and work with COYSA 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 COYSA 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 COYSA requires your organization to be able to comply with COYSA's 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 COYSA 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, COYSA 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 COYSA 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

COYSA 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 COYSA has a viable player base to succeed; is willing to work to grow the game within COYSA in a collaborative way; and is committed to Long Term Player Development for all participants.

The information in this section is required so COYSA 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 COYSA is required to meet the coach certification mandate. This section is required so COYSA 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 |
| ✓ Privacy Policy | ✓ Risk Management Policy |
| ✓ Code of Conduct for Players | ✓ Registration Data |
| ✓ Code of Conduct for Coaches | ✓ Budget for next fiscal year |
| | |

CENTRAL OKANAGAN YOUTH SOCCER ASSOCIATION (COYSA) – 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.

| CENTRAL OKANAGAN YOUTH SOCCER ASSOCIATION (COYSA) - Membership Application Review | | | | |
|--|--------------------------------|------------|--|--------------|
| Name of Applicant: | | | | |
| SCORECARD | Total Points Available: | 350 | Minimum Points Required for Membership: | 325 |
| 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, 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: | 50 | 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 | |
| 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 | |
| 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 | |

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|--|-------------------------------|-----------|--|
| SUBTOTAL | | | 0 |
| SPORT 4 LIFE | Total Points Available | 70 | 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, 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, 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 |
| SUBTOTAL | | | 0 |
| COACHING & OFFICIATING | Total Points Available | 20 | Scoring requirements and considerations |
| | | | SCORE |
| Listing of Coaches and Certifications provided | 10 | | If completed, 10 points must be scored |
| 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 |
| | | | SCORE |
| 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 |

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|--|-------------------------------|-------------------------------------|--|
| 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 |
| | | | SCORE |
| Signed and dated by applicant President or Owner | 10 | If signed, 10 points must be scored | |
| SUBTOTAL | | | 0 |
| TOTAL | | | |