

Summary of Membership Process & Conditions of Membership

(Summarized from [Section Two – Member Rights & Responsibilities](#) of the [SSA Policy Manual](#))

A. Classes of Membership

The following classes of membership with the Saskatchewan Soccer Association (SSA) are described in the Articles of Incorporation and are listed here for reference only. Additional details are contained in the [SSA By-laws](#).

1. Regular Members

- a. Shall be open to all properly constituted soccer organizations, in the province of Saskatchewan, each of which may be represented at all general meetings of the Association by duly appointed representatives, who shall be entitled to vote.
- b. Are those approved Member Organizations (MO) that register players in SSA and operate soccer programs.
- c. To maintain the privileges of membership, Regular Members shall:
 - 1) Ensure all participants and organizations under their authority are in compliance with the bylaws, policies and directives of SSA at all times.
 - 2) Work in partnership with SSA and other members to grow the game and align efforts with SSA's strategic and operational plans; Members shall not interfere with or undermine the efforts of the SSA or their members.
 - 3) Engage with and provide service to SSA members only; members shall not
 - 4) Participate with, compete against and/or provide service to non-members other than for educational or recruitment purposes, without prior permission from the SSA Manager, Member Services and ED.
 - 5) Align to standards, strategy and participant pathway established by SSA and Canada Soccer.
 - 6) Register all participants each season they serve using the SSA online registration forms, as described in the registration policies.
 - 7) Request delegates to attend SSA consultations, meetings and the Annual General Meeting (AGM).
 - 8) Regular Members represented at the AGM will be rewarded in the allocation of MAP Funding.
 - 9) Engage in and contribute to SSA initiatives and consultations.
 - 10) Encourage individuals free from conflict of interest to contribute on Board and staff appointed committees and advisory groups as outlined in the [Section Twelve Committees Policy](#) of the SSA Policy Manual.
 - 11) Communicate the intent and ensure compliance with the requirements of SSA messages and directives as relevant within their organization.
 - 12) Where appropriate facilities are available, shall assist to host provincial championships and other SSA events and activities.
 - 13) Ensure all events under their authority are properly sanctioned as per [Section - Sanctioning and Endorsement Policy](#) of the [SSA Policy Manual](#).



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- 14) Pay the annual Regular Membership Fee of \$75.00, when received by March 15; or \$150.00 if received after March 15 of each year.

2. Associate Members

- a. Shall be open to soccer-related organizations, which may be represented at all general meetings of the Association by duly appointed representatives, who shall have a voice but no vote. Each League 1 license holder based in Saskatchewan will be considered an Associate Member.
- b. Associate Members are soccer-related organizations that do NOT register players directly through the SSA Sport Management System, with the exception of League1 license holders, but rather provide services that support the Saskatchewan soccer community.
- c. To maintain the privileges of membership, Associate Members shall:
 - 1) Ensure all players that they serve are registered with a SSA Regular Member and provide verification of their participant list on request of the SSA. League1 License holders will be required to register and pay registration fees for players, coaches and team personnel directly with SSA.
 - 2) Work in partnership with SSA and other members to grow the game.
 - 3) Engage with and provide service to SSA members only; members shall not participate with, compete against and/or provide service to non-members other than for educational or recruitment purposes, without prior permission from the SSA ED.
 - 4) Align local efforts with SSA's strategic and operational plans.
 - 5) Ensure all participants and organizations under their authority are in compliance with the by-laws, policies and directives of SSA at all times.
 - 6) Align to the standards, strategy and participant pathway established by SSA and Canada Soccer.
 - 7) Encourage delegates to attend SSA consultations, meetings and the Annual General Meeting (AGM).
 - 8) Encourage individuals to contribute to SSA initiatives and consultations.
 - 9) Encourage individuals free from conflict of interest to contribute on Board and staff appointed committees and advisory groups as outlined in the [Section Twelve Committees Policy](#) of the SSA Policy Manual.
 - 10) Communicate the intent and requirements of SSA messages, as relevant, throughout their organization.
 - 11) Where appropriate facilities are available, shall assist to host provincial championships and other SSA events and activities.
 - 12) Ensure all events under their authority are properly sanctioned as per [Section - Sanctioning and Endorsement Policy](#) of the [SSA Policy Manual](#).
 - 13) Pay the annual Associate Membership Fee of \$50.00, if received by March 15 or \$100.00 if received after March 15 of each year.



3. Participant Members

Shall be open to soccer players, managers, team personnel and referees who are properly registered through a Regular or Associate Member or directly with SSA, and who shall not have a right to receive notice of, to have a voice, or to vote at any general meeting of the Association.

4. Organizer Members

Shall be open to administrators, volunteers, directors and officers, and staff, who shall not have a right to receive notice of, to have a voice, or to vote, at any general meeting of the Association.

B. Sask Soccer Principles of Membership

1. For residents of Saskatchewan, registration in the SSA is the only pathway to “membership” in SSA and the worldwide soccer community, including Canada Soccer, CONCACAF and FIFA.
2. SSA is a participant-centered, membership-based organization which respects that all participants and organizations should have choices in how they participate and achieve their goals in soccer.
 - a. SSA welcomes all participants who want to achieve their goals in soccer in Saskatchewan, regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
 - b. All Members should have a clear understanding that quality soccer comes through collaborative competition, cooperation, innovation, and the removal of barriers to participation. SSA respects the rights and honours the contribution of existing members but also supports competition in the marketplace and welcomes new partners that will add value to the game. In addition, the Board wishes to encourage growth in the game through the removal of barriers to participation; MOs are welcome to seek approval to amend/expand their current conditions of membership to allow their full participation in all forms of soccer and/or futsal.
 - c. In a competitive soccer market, existing members are encouraged to be innovative to attract the interest of participants, MOs are free to offer and promote innovative and quality programming but shall not undermine the efforts of their fellow MOs.
 - d. Specific details on member rights, privileges, obligations and conditions of membership can be found in the by-laws. Additional details related to membership are contained within this and other sections of SSA policy.
3. The SSA Board is the only body that has, by law, been entrusted with the power to exercise control over, and responsibility for, the Association and its assets/resources.
 - a. The Board’s highest duty is to the future of the game of soccer and the Association as whole.
 - b. The Board is solely responsible for approving and managing membership in SSA, including:
 - 1) Approval of applications for membership in the Association;
 - 2) Approval of applications for changes to the conditions of membership for existing members;



- 3) Review of membership status, if such review is warranted, to ensure that members maintain their obligations to the Association and work in harmony with SSA and other members.
4. As outlined in the SSA By-laws, Conditions of Membership shall be defined in an organization's Articles of Incorporation, By-laws or regulations and/or application for SSA membership, and must include, but are not limited to:
 - a. Goals and objectives,
 - b. Geographic area of service,
 - c. Programming that is offered

C. Criteria for Membership and Access to Privileges of Membership

In order to gain and maintain access to the privileges of membership, all existing Members and applicants for Membership must, on an ongoing basis, satisfy the Board that they will:

1. Support the achievement of the Association's mission while enhancing the future of, and adding value to, the Association;
2. Be a good partner, aligning efforts with the strategic and operational plans, values and directives of SSA and Canada Soccer.
3. Work in harmony with other members, conducting themselves professionally, according to SSA values and the Code of Conduct & Ethics;
4. Maintain their Conditions of Membership and obligations of membership; and,
5. Continue to strive to achieve standards for optimal organizational development based on the goals and objectives of their MO.
6. Demonstrate a willingness to continually improve their organization and programming by working to achieve standards of organizational and technical excellence as guided by SSA and Canada Soccer.

D. Good Standing

1. SSA may initiate a formal review of any Member Organization to ensure it is meeting its obligations of membership. The member in question shall cooperate fully in the formal review process, according to the conditions and processes outlined by the Board, and should it be determined that they are not meeting their obligations shall receive notice that good standing is at risk.
2. The good standing of any Member shall come into question if they:
 - a. Are not maintaining their Conditions of Membership, and/or are not in compliance with the By-laws, Rules and Regulations, Code of Conduct and Ethics, Formal Complaints and Discipline policies, and policies and decisions of SSA and, as applicable, Canada Soccer, FIFA and CONCACAF.
 - b. Have not met registration requirements or met their financial obligations with the SSA or any of its MO or Entities;
 - c. Are found to be interfering with or actively undermining the operations of any other SSA Member as determined by the SSA Board through Formal Review;
 - d. Are facing disciplinary sanctions or are under suspension.



3. The SSA Board of Directors, for Membership related matters, and/or the ED, for operational and/or administrative matters, have authority to revoke Good Standing until such time as any outstanding issues are addressed.
4. Should Good Standing come into question:
 - a. The ED or Board shall provide official written notice, outlining the consequences for a lack of compliance and the actions required to maintain/restore Good Standing.
 - b. All conditions in the notice letter must be finalized within the timelines specified.
 - 1) The timelines will be determined at the discretion of SSA based on the nature of the breach of obligations (typically 1-30 days).
 - c. Any attempt to circumvent the process and/or failure to respect the requirements, shall be grounds for further discipline including expulsion from membership.
 - d. Should the conditions not be met within the specified timeline, an initial \$500 fine shall be levied. In addition, some or all of their privileges of membership shall be restricted or revoked.
 - e. If Good Standing is revoked that individual or group are not permitted to register with a new M.O. or Entity.
5. Good Standing may include ongoing monitoring and supervisory status which may be imposed for an extended time period to ensure that all identified issues are addressed and upheld.
6. Good standing shall only be considered restored upon receipt of written confirmation by the SSA ED or the SSA Board of Directors.

E. Annual Membership Renewal Requirements

Members Organizations are responsible to:

1. Affiliate with SSA by March 15 each year by completing the [member renewal form](#).
2. Submit all fees to SSA and all information as outlined in the SSA policies and by-laws.
3. Ensure all members under their authority register and remain in compliance with by-laws and policies;
4. Annually update the SSA office with the following:
 - a. Bylaw amendments (if any);
 - b. Executive Registration for all Directors and Officers;
 - c. Primary contacts who will receive official correspondence from SSA;
 - d. Local registration deadlines and fees;
 - e. A list of the total teams in each age division and season;
 - f. Schedules and major events;
 - g. Website and social media (if applicable);
 - h. Annual financial statements; and,
 - i. Date and location of AGM.

