

Based on Proposed Amendments to Bylaws

This compliance checklist is a guide for Member Associations, based on the provisions found in Washington Youth Soccer's Governing Documents. This checklist organizes those provisions in a manner that is intended to facilitate compliance with these provisions.

General Criteria for Membership

Member Associations must meet and maintain the following general requirements:

1. Must be Washington non-profit corporations in good standing with the State of Washington;
2. Must maintain tax exemption under Section 501(c)(3) of the Internal Revenue Code;
3. Must not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin;
4. Must comply with and have the responsibility to follow and enforce the Governing and Operating Documents of Washington Youth Soccer for itself and its members;
5. Must function as administrative and coordinating organizations for Washington Youth Soccer programs that contain clubs and/or teams in which individuals under nineteen (19) years of age learn and play soccer in Washington Youth Soccer leagues;
6. Must have at least one thousand (1,000) players participating in Washington Youth Soccer leagues and demonstrate the capability of conducting balanced league play in all age groups without help from neighboring Member Associations; and
7. Must annually register its players with Washington Youth Soccer.

Requirements for Member Associations' Governing Documents

Member Associations must make copies of their governing documents –Articles of Incorporation, Bylaws, Policies and Procedures – as well as their operating documents and rules available to their members and maintain current versions of the documents on their website. These documents must contain the following provisions:

1. Shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension by USSF;
2. Provide and coordinate opportunities for every player within its geographic boundaries to participate in Washington Youth Soccer activities;
3. Acknowledge that the USSF articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of said organizations to

the extent applicable under state law, and shall provide that said organizations will abide by the USSF articles, bylaws, policies and requirements, including those on interplay;

4. Provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities organized or sponsored by said organizations may be appealed first to Washington Youth Soccer Appeals Committee and then to the USSF's Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision;
5. Provide for becoming and remaining a Member Association, which affiliation may be voluntarily modified or discontinued only by action of members of said organization at the annual meeting;
6. Provide it shall be governed by the Governing and Operating Documents of Washington Youth Soccer in the administration and conduct of youth soccer programs within its territory, and by the rules and regulations of US Youth Soccer as may be applicable pursuant to the membership of Washington Youth Soccer in US Youth Soccer;
7. Adopt Washington Youth Soccer Conflict of Interest Policy and Code of Ethics;
8. Articles of Incorporation must provide that, upon dissolution of the Member Association, all remaining assets shall be transferred to WA Youth Soccer to be used to accomplish the purposes for which the Member Association was organized. If the Member Association's programs include sports other than soccer, then only the assets allocated to the soccer program are required to be transferred to WA Youth Soccer; and
9. Have governing documents that are consistent with WA Youth Soccer governing documents.

Conflict of Interest and Code of Ethics

Maintaining the highest levels of ethics and accountability is part of the philosophy of Washington Youth Soccer. To this end, Washington Youth Soccer has adopted a [Conflict of Interest Policy](#) and a [Code of Ethics](#). Member Associations must adopt both of these policies, and ensure that they are followed. Forms of these policies can be found at the links above.

All Member Associations have a duty of loyalty to Washington Youth Soccer and shall support and promote the mission, purpose, activities and decisions of Washington Youth Soccer. No Member Associations of Washington Youth Soccer or their directors, officers, employees, volunteers and committee members shall engage themselves in a Washington Youth Soccer, District or Member Association position or function in an effort to secure an advantage for another organization or individual, or for their personal or business gain. Any potential conflict of interest shall be declared in a disclosure statement to the board of the Member Association, District or Washington Youth Soccer, as applicable. If a conflict of interest is evident, that board shall request the withdrawal of the person or recommend an investigation.

Member Association Compliance File

Washington Youth Soccer will maintain files for all Member Associations in order to insure compliance with membership requirements. Member Associations must provide Washington Youth Soccer with copies of the following documents:

1. Articles of Incorporation, including amendments, and Certificate of Incorporation
2. Bylaws, including amendments
3. Policies and procedures, including Conflict of Interest and Code of Ethics policies
4. IRS tax determination letter
5. Washington State Charitable Organization Registration, if filed

In order to continue as a Member Association, Member Associations shall provide annually to Washington Youth Soccer:

1. Annual Compliance Certification indicating that the Association has met the compliance requirements
2. Copies of any documents submitted to the Internal Revenue Service during that year, including Form 990 (or Form 990 EZ)
3. Copy of the annual nonprofit corporation report filed with the Secretary of State
4. Copy of the charitable registration report filed with the Secretary of State, if any
5. Copies of any amendments to the Association's governing documents
6. List of directors, officers and committee members
7. Annual budget and financial statements