



## LEGAL REQUIREMENTS OF A MEMBER ASSOCIATION OF WASHINGTON YOUTH SOCCER

This document is intended as a reference for complying with the most commonly cited, often-overlooked or misunderstood elements of being a legal association member of WA Youth Soccer. Items in the required column are handed down from the cited legal authorities, such as WA State Laws (“RCW”), or are in the WA Youth Soccer bylaws (“Articles”). Recommended items and best practices are not requirements, but proactive measures that will make it easier to maintain ongoing compliance.

Item	Authority	Requirement	Recommended	Best Practice
Federal tax-exempt 501(c)(3) status	Articles 5.1.2(a) and 5.2.2	Maintain 501(c)(3) status		
Washington non-profit corporation status	Articles 5.1.2(a) and 5.2.2	Maintain WA nonprofit corporation status		
Articles of incorporation	RCW 24.03.020, RCW 24.03.025, RCW 24.03.135	Maintain, keep on file and make available for inspection on member request	Make a formal part of the secretary's duties and/or post on website	Post on website; perform annual review
Dissolution clause	Articles 5.4.1 (e) - 5.3.1(i) (and required for 501(c)(3) status)	Place IRS-required dissolution clause in Articles of Incorporation		
Bylaws, meeting minutes, statements of accounts and finances, lists of officers and directors	RCW 24.03.135	Maintain, keep on file and make available for inspection on member request	Make a formal part of the secretary's duties and/or post on website	Post on website; perform annual review
Washington charity status	RCW 19.09.065, RCW 19.09.081	Obtain/maintain charity status (if fundraising, and total raised annually is greater than \$50,000)		
Federal Form 990	Articles 5.4.1 (a) and (b)	Prepare and file annually (required to preserve tax exempt status); submit to WA Youth Soccer, make available to members and post on association website	Annual review by association board of directors prior to submitting to IRS (required for associations filing the long form 990)	Budget and other financials publicly available/posted on website
Annual report to WA Youth Soccer	Articles 6.3.1.2	File annually		
Conflict of Interest/IRS	Part of the 501(c)(3) application	Have 501(c)(3)-compliant policy and enforce; all directors sign annually	Meet Required + no more than 25% of board positions	Meet Required + complete yearly review of



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	process (to prevent self-dealing or tax-exempt funds going to non-exempt purposes)		occupied by compensated individuals	all regulations that may potentially be conflict of interest + no compensated individuals on board
Compliance/documentation	Various statutes	Retain all required documentation for 501(c)(3) and corporate status, policies/procedures; ensure association board knows storage location	Store documents in a location accessible to multiple board members (e.g. association office, safety deposit box)	Establish checklist to ensure all procedures are followed
Conflict of Interest/WYS	Article 5.1.5 and Internal Revenue Service	Support and promote the mission, purpose, and activities of Washington Youth Soccer and not another organization (full text of article attached)	Place terms of Article 5.1.5 in association bylaws	
Non-discrimination policy	Article 5.1.4 and federal Amateur Sports Act	Do not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin	Place terms of Article 5.1.4 in association bylaws	
WA Youth Soccer leagues	Articles 5.1.2(c) and 5.2.1(b)	Provide and coordinate opportunities for every player in association boundaries to participate in Washington Youth Soccer activities		
Enforcement of WA Youth Soccer governing documents	Article 5.2.3	Comply with, follow and enforce the Governing and Operating Documents of Washington Youth Soccer for the association and its members		
Registration	Article 5.2.4 and U.S. Soccer Federation	Annually register with Washington Youth Soccer, every player, coach, trainer, manager, and administrator that is sponsored, financed, coached, organized or administered by that Member Association who will be participating in Washington Youth Soccer activities		
Other Responsibilities	Article 5.2.1	Amend bylaws, rules, policies and procedures as required (full text of article attached)		



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### Washington Youth Soccer Bylaw Article 5.1.5 (Conflict of Interest)

All Member Associations shall support and promote the mission, purpose, and activities 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 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, either voluntarily or upon the request of the Executive Committee. If a conflict of interest is evident, the Board shall request the withdrawal of the person or recommend an investigation.

### Washington Youth Soccer Bylaw Article 5.2 (Responsibilities of Member Associations)

5.2.1 All Member Associations or organizations seeking to become Member Associations are responsible for ensuring that their bylaws, policies, procedures and rules include the following:

- (a) Shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension by USSF;
- (b) Provide and coordinate opportunities for every player within its geographic boundaries to participate in Washington Youth Soccer activities;
- (c) 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;
- (d) 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;.
- (e) Provide for becoming and remaining a Member Association, which affiliation may be voluntarily modified or discontinued only by a majority vote of the members of said organization;
- (f) 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 geographic boundary, 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; and
- (g) Adopt Washington Youth Soccer Code of Ethics.

(Remainder of WA Youth Soccer bylaw articles 5.2.2-5.2.5 are incorporated in the table above where applicable to this document)

This list is not all-inclusive and does not override or supersede any other requirements that might be contained in the WA Youth Soccer bylaws, Washington Non-Profit Corporations Act, the rules of the Internal Revenue Service or other applicable laws.