

# NorCal Premier Soccer New Club Membership Application

*Please note:* There will be a 90-day waiting period for clubs to compete in NorCal Premier Soccer Competitions.

This period begins the moment the completed application is received by NorCal Premier Soccer.

## **Provide US Club Soccer Sanctioning Agreement:**

US Club Soccer Number # \_\_\_\_\_

Official Club Name \_\_\_\_\_

Mission Statement/Clear vision stating purpose of the club: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Club Colors \_\_\_\_\_

Please note all teams must share the Club's name and uniforms

Club logo \_\_\_\_\_

Year of Establishment \_\_\_\_\_

Club Constitution or Bylaws – Please attach

Maintain a Performance Bond of \$1500 – Clubs must submit and maintain a performance bond of \$1500

Club Website \_\_\_\_\_

\*Clubs must maintain a website at all times

## **Board of Directors:** Name/Email Address/Tel

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_

NorCal Representative \_\_\_\_\_

Referee Coordinator \_\_\_\_\_

Director of Coaching \_\_\_\_\_

\* The Board must be comprised of at least five different members

**References:** Please attach letters from three references including at least one which includes past club affiliation. Name/Email Address/Tel

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

**Technical**

Director of Coaching with Minimum USSF B/Advanced NSCAA National Lisc, Foreign equivalent, International or Professional Coaching Experience

Name \_\_\_\_\_ License \_\_\_\_\_

Email \_\_\_\_\_ Tel Number \_\_\_\_\_

\*Clubs with DOC's with a USSF C or the NSCAA equivalent may apply for a one year exemption from the B license requirement

**Coaching Staff**

Please note, any coach changing clubs may not coach in the same age group of the team they coached, in the previous year, in their previous club or academy – for one playing season.

**Coaching Qualifications**

All coaches must have at least an NSCAA Advanced Regional License or attend the NorCal Premier/Fiorentina Basic Level Course\*. \*one year to complete

**Coaches:** Name /Email Address/Tel

#1 \_\_\_\_\_

License \_\_\_\_\_ Number \_\_\_\_\_ Year of Completion \_\_\_\_\_

#2 \_\_\_\_\_

License \_\_\_\_\_ Number \_\_\_\_\_ Year of Completion \_\_\_\_\_

#3 \_\_\_\_\_

License \_\_\_\_\_ Number \_\_\_\_\_ Year of Completion \_\_\_\_\_

#4 \_\_\_\_\_

License \_\_\_\_\_ Number \_\_\_\_\_ Year of Completion \_\_\_\_\_

#5 \_\_\_\_\_

License \_\_\_\_\_ Number \_\_\_\_\_ Year of Completion \_\_\_\_\_

#6 \_\_\_\_\_

License \_\_\_\_\_ Number \_\_\_\_\_ Year of Completion \_\_\_\_\_

#7 \_\_\_\_\_

License \_\_\_\_\_ Number \_\_\_\_\_ Year of Completion \_\_\_\_\_

#8 \_\_\_\_\_

License \_\_\_\_\_ Number \_\_\_\_\_ Year of Completion \_\_\_\_\_

**Active Teams**

New Clubs must have at least three active teams in U11 age groups or below, or they must have a minimum of six active teams in order to be considered for NorCal Premier Soccer Club Membership.

\*An "active team" is defined as possessing a roster of at least 8 players for U11 and younger, or at least 11 players for U12 and above.

List teams:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

#6 \_\_\_\_\_

**Referee Program**

Referee coordinator \_\_\_\_\_

Please attach list of licensed referee's with the licenses from your club:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

#6 \_\_\_\_\_

## **Home Field**

Provide NorCal Premier Soccer a written agreement/proper permits for a facility or facilities at which the majority of your trainings and games are held.

## **Future requirements**

- Club Membership Program – Creating a lifetime connection to your members – not mandatory in year one
- Grass Roots Soccer Program – Reaching into the recreational soccer ages 4-10! – not mandatory in year one
- Club Action Plan Business Plan
- Volunteer Recruitment / Development Plan

## **Overall Club Structure**

- Mission Statement – Clear vision stating purpose of the club
- Club Constitution – Bylaws governing the club
- Board of Directors – At least a President, VP, Secretary – see below
- Administrative Structure – NorCal Representative, Referee Coordinator, Field Coordinator
- Technical Director or DOC - Director of Coaching – Min B lisc/ Advanced NSCAA National Lisc, foreign equivalent, international or professional experience (Clubs with DOC's falling short may apply for an one year exemption from the rule)
- Club Organizational Structure – organigram
- Code of conduct – Coaches, players, parents – all members agree to conduct themselves according to NorCal Premier Code of Conduct and Clubs Code of Conduct
- Team or Age group management – of teams, of age groups, of players
- Scholarship Program – assisting lower income players to play soccer
- Club Web Site – the storefront with email address
- College Assistance Program – only required for clubs with teams over U15 years of age

## **Board Structure**

- Roles and responsibilities for club officers
- Board Education Program – people making informed soccer decisions – not mandatory in year one
- Board meeting per month -
- Newsletter, e-news for communication

## **Legal**

- US Club Soccer Sanctioning – current each year
- NorCal Premier Sanctioning agreement
- Affiliation to local city for fields
- Bank Account
- Insurance
- Non-profit or for-profit status

## **Administrative structure – Off the field Procedures within a club**

- Accounting
- Board
- Marketing
- Events
- Socials

## **Marketing / Sponsorships/Fundraising/ Events**

- Marketing plan
- Sponsorship plan
- Fundraising Plan
- Events plan
- Community Newsletter

**Team or Age group management**

- Management – of teams, of age groups, of players
- Work instructions - for managers, for coaches, for board members
- Handbooks for players, for parents

**Facilities**

- Game field
- Training fields one field per four teams
- Office - not required
- Club house

**Parent Program**

- Parent Education Program
- Parent handbook
- Parent E- news or Newsletter

**Club Culture**

- Watching games as a club – Saturday night soccer
- Club events - dinner/ dance, socials
- Creating Soccer Culture program – Watching professional matches, attending college games
- Creating club membership program

**Grass-root soccer program**

- Recreational Academy program
- Camps – clinics
- After School Programs
- Community outreach program