

# RCL Documents



**Application Documents**  
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## Regional Club Charter Application

Washington Youth Soccer (WYS) and the Regional Club League (RCL) appreciate your interest in becoming a Regional Club Charter Member.

As the governing body of soccer in our state, we share the responsibility with our member organizations for both developing and governing the game. Modernizing and running the game effectively creates the overall framework for the game to prosper. Through the WYS organizational structure, our staff work with our Board of Directors, Soccer Operations Committee (SOC), and our RCL's Regional Club Subcommittee (RCS) and Club Review Committee (CRC) to enhance infrastructure, management practices, competitive programming, development programs and most importantly, new club applications.

To enable this, WYS supports the Regional Club Charter application program. The program establishes RCL standards for clubs serving the regional level players and coaches, and better enables the introduction of coach and player development programs. The Regional Club Charter also creates a community that works together to drive the innovation of our game.

### **RCL Club Application Process:**

The club application process consists of the following steps:

1. Club Completes Application. Please see application requirements below and provide all requested information.
2. RCL Commissioner Review. The RCL Commissioner will review the club application to ensure all required materials have been provided in order to forward the application to the RCS.
3. RCS and CRC Review and Evaluation. Upon receipt of completed applications from the RCL Commissioner, the RCS forms a CRC to review and evaluate the club's practices in key areas that are considered fundamental to driving a quality, club-based developmental experience in a stable environment.
4. CRC Report. Upon completion of the club evaluation consistent with the RCL Standards, the CRC provides its findings to the RCS.
5. RCL Review and recommends to RCL Full Charter Member on Membership Status.
6. Regardless of approval status, the results and recommendations for improvement will be shared with club and association. RCS Recommendation. The RCS recommends one of the following:
  - a. Denial: The proposed application and club do not meet RCL standards, but club may re-apply in twelve (12) months; or
  - b. Provisional: The proposed application and club meet most if not all RCL Standards, and is granted provisional status for one (1) year<sup>1</sup>; or
  - c. Full Charter Membership: The proposed application and club meet all RCL Standards, and receive full membership into the RCL.



7. Where the RCS recommends a Provisional or Membership status, the RCL Full Charter Members vote on the RCS recommendation. Regardless of approval status, the results and recommendations for improvement will be shared with club and association.
  - a. For clubs receiving a Provisional status by a vote of the RCL Full Charter Member clubs, the club will be re-evaluated by the CRC associated with the club's application after ten (10) months. The CRC's re-evaluation is then forwarded to RCS and RCL Full Charter Member clubs for final determination of membership status (Denial, Continued Provisional, or Full Charter Membership).

As you prepare your application, please consider the following:

- 1) The application process is used to evaluate the club in the following three dimensions:
  - Organizational
  - Technical
  - Performance
- 2) Application Window: November 1<sup>st</sup>- January 31st
- 3) Review of Applications: February
- 4) Decision to communicate to Club: March 1st
- 5) Following review of the application materials by the RCL Commissioner, the process will include an interview between the CRC and club organizational and technical leadership.

We look forward to reviewing your submission and providing feedback.



# WYS REGIONAL CLUB CHARTER APPLICATION

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## Association and Club Information:

Date Of Application:

[WYS](#) Association Name:

Address:

Zip:

Telephone:

Email:

Club Name:

Address:

Zip:

Telephone:

Email:

Club President

Name:

Telephone:

Email:

Director of Coaching/Technical Director

Name:

Telephone:

Email:

License Level:

Club Board of Directors:

List additional club leadership (i.e., Executive Director, Youth Development Director):

List current Coaching Staff names and US Soccer License Levels:

Club Links – Please provide links to club and association websites:



**Association Qualifation**

What is the player count of your association for current year, and prior three years: \_\_\_\_\_

\_\_\_\_\_

List the WYS associations that border your WYSassociation: \_\_\_\_\_

\_\_\_\_\_

Brief narrative outlining the relation between Club and Association

\_\_\_\_\_

\_\_\_\_\_

**Please identify your Club's reasons for gaining access to the RCL?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What is your Club Philosophy's on developing players and teaching?**

Provide any other factors to consider in qualifying your association/club as a Regional Club Charter Member (can include as an attachment if preferred):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Club Qualification Materials:

Please complete and/or attach the following club qualification materials-

- 1) Narrative Statement: explain your interest in applying, your understanding of the purpose and charter of the Region Club program and its applicability to your club and association, and provide a summary of your **developmental philosophies, approaches, and club qualifications**. This is an executive summary of your application.
  
- 2) Organizational Materials
  - a. Association bylaws
  - b. Club bylaws, policies and procedures
  - c. Field assets and field management approach (i.e., list of fields, are they owned, leased, rented, or available through the community, and process to show stability of access)
  - d. Club financials for previous two years, financial practices and processes, and most recent audit of financial practices if requested
  - e. Performance review/ satisfaction survey results, any related action plans to demonstrate approach to continuing improvement
  - f. Parent/ player materials, including parent/player code of conduct, contracts, informational handouts
  - g. Sample coaching contract
  - h. Any materials/ evidence related to risk management, safety, first-aid, concussion policy compliance
  - i. Any materials related to diversity or financial aid
  - j. Proof of Insurance
  
- 3) Technical and Performance Materials:
  - a. Attach a copy of your club development plan. Should include any materials related to activities to improve development throughout your association (i.e., mod programs, relationships with select/ developmental programs)
  - b. Attach director-level and coaching qualifications
  - c. Attach coaching staff development plans and practices
  - d. Complete and attach team summary
  - e. Attach coaching code of conduct, additional requirements around safety/ first aid/SafeSport
  - f. Attach information on college placement programs (club or association level), any applicable player placement data



In completing this application our Club and Association are committing to the requirements of Washington Youth Soccer Regional Club Charter Program and to raising standards in Soccer. We also affirm that the information provided is true and correct.

Association President: \_\_\_\_\_ Date: \_\_\_\_\_

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Club Director of Coaching: \_\_\_\_\_ Date: \_\_\_\_\_

Club Technical Director: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing Washington Youth Soccer Regional Club Charter Application. By doing so you are contributing to raising standards within grassroots soccer here in Washington State.

Club development is an integral part of Washington Youth Soccer's development strategy with the aim of improving the quality and sustaining the involvement of players, coaches, administrators, and volunteers in soccer.

Washington Youth Soccer commends you on your commitment and dedication in supporting this aim and hope that this process will allow you to gain recognition for the service you provide to the local soccer community.

If you have any questions regarding the application requirements or process, please feel free to contact the RCL Commissioner at [PaulB@WashingtonYouthSoccer.org](mailto:PaulB@WashingtonYouthSoccer.org).



## **New Application and Provisional to Full Membership Process** *Application Process Internal Document*

### **Step 1: APPLICATION**

Clubs apply by submitting an RCL Application form within the applicable timeframe.

Application Window: November 1<sup>st</sup>- January 31<sup>st</sup>

Review of Applications: February

Decision to communicate to Club: March 1<sup>st</sup>

### **Step 2: COMMISSIONER REVIEW**

RCL Commissioner Review. The RCL Commissioner will review the club application to ensure all required materials have been provided in order to forward the application to the RCS, and either denies or forwards the Application to RCS.

### **Step 3: RCS and CRC REVIEW AND EVALUATION**

For Applications forwarded to the RCS, the RCS forms a club review committee (CRC) to review the Application and to conduct a club evaluation (including a site visit).

For Applications that are denied, the club may request a meeting with the RCL commissioner to discuss the Application.

### **Step 4: CRC REPORT**

CRC reports to the RCS on the club evaluation using the RCL Standards Document ("RCL Standards") (currently being updated).

### **Step 5: RCS RECOMMENDATION**

RCS recommends the following membership status after receipt of the CRC report:

- 1- DENIAL: the club does not meet RCL standards, but may re-apply in 12 months; or
- 2- PROVISIONAL: the club meets most if not all RCL Standards, and is placed on provisional status (anywhere from 6 months to 1 year); or
- 3- MEMBERSHIP: the club meets all RCL Standards, and is provided full membership into the RCL.

### **Step 6: RCL REVIEW AND VOTE ON MEMBERSHIP STATUS**

If the RCS recommendation is PROVISIONAL or MEMBERSHIP status, the RCS forwards its recommendation to all RCL voting members for their consideration of the Application and to vote on the RCS recommendation.

For club's receiving PROVISIONAL status by a vote of all RCL voting members, the club is re-evaluated by the CRC associated with the club's Application (using RCL Standards) after eight (8) months. The CRC's re-evaluation is forwarded to all RCL voting members for final determination of membership status (i.e. DENIAL, continued PROVISIONAL, or MEMBERSHIP).





## RCL Club Removal/Status Change Process Document

### **Step 1: COMMISSIONER REVIEW**

RCL Commissioner Review. The RCL Commissioner will review the club (internal) using the RCL Standards Document and reports the reasons of concern to the RCS

### **Step 3: RCS and CRC REVIEW AND EVALUATION**

RCS forms a club review committee (CRC) to review the club and to conduct a club evaluation (including a site visit).

### **Step 4: CRC REPORT**

CRC reports to the RCS on the club evaluation using the RCL Standards Document ("RCL Standards")

### **Step 5: RCS RECOMMENDATION**

RCS recommends the following membership status after receipt of the CRC report:

- 4- DENIAL: the club does not meet RCL standards and removed from the RCL, but may re-apply in 12 months; or
- 5- PROVISIONAL: the club meets most if not all RCL Standards, and is placed on provisional status again (anywhere from 6 months to 1 year); or
- 6- MEMBERSHIP: the club meets all RCL Standards, remains full membership into the RCL if that was club status before review.

### **Step 6: Action Explained to the RCL Membership**

If the RCS recommendation is PROVISIONAL or MEMBERSHIP status, the RCS forwards it's recommendation to all RCL voting members for their consideration of the application and to vote on the RCS recommendation.

For clubs receiving PROVISIONAL status by a vote of all voting RCL members, the club is re-evaluated by the CRC associated with the club's application (using RCL standards) after eight (8) months. The CRC's re-evaluation is forwarded to all RCL voting members for final determination of membership status (i.e.: DENIAL, continued PROVISIONAL, or MEMBERSHIP)



## RCL Club Review Process Document

### Step 1: RCS and CRC REVIEW AND EVALUATION

The RCS forms a club review committee (CRC) to review clubs and to conduct a club evaluation (including a site visit).

### Step 2: CRC REPORT

CRC reports to the RCS on the club evaluation using the RCL Standards Document ("RCL Standards")

### Step 3: RCS RECOMMENDATION

RCS recommends the following membership status after receipt of the CRC report to the RCL Full Membership:

- 7- Removal: the club does not meet RCL standards, removed from RCL, but may re-apply in 12 months; or
- 8- PROVISIONAL: the club meets most if not all RCL Standards, and is placed on provisional status (anywhere from 6 months to 1 year); or
- 9- FULL MEMBERSHIP: the club meets all RCL Standards, and is provided full membership into the RCL.

### RCL REVIEW AND VOTE ON MEMBERSHIP STATUS

For club retaining Full Membership status, no vote action is needed.

If the RCS recommendation is to offer a club PROVISIONAL/ FULL MEMBERSHIP status, the RCS forwards its recommendation to all RCL voting members for their consideration of the application and to vote on the RCS recommendation.

For club that receives PROVISIONAL status by a vote of all RCL voting members, the club can re-apply for full membership in the next application window.

For clubs on Provisional status (from previous year) the club will be re-evaluated by the CRC associated with the club's application after ten (10) months and follow step 3 above

Regardless of approval status, the results and recommendations for improvement will be shared with club and association.

RCS Recommendation. The RCS recommends one of the following:

- b. Denial/Removal: The proposed application and club do not meet RCL standards, but club may re-apply in twelve (12) months; or
- c. Provisional: The proposed application and club meet most if not all RCL Standards, and is granted provisional status for one (1) year<sup>2</sup>; or
- d. Full Charter Membership: The proposed application and club meet all RCL Standards, and receive full membership into the RCL.