



Soccer New Brunswick

Membership Approval Process

Soccer NB Approval Date: June 10, 2017 – Updated in 2018

1. PURPOSE

To ensure that members and potential members provide services that add to the existing membership rather than competing with them.

2. SCOPE

This policy applies to all member organizations.

3. REFERENCES

- a. Soccer New Brunswick Constitution (By-laws)
- b. Soccer New Brunswick Rules and Regulations and Policies, Procedures and Processes

4. DEFINITIONS

“Member: means a member as defined by the by-laws and policies of the Association

“Association” – Soccer New Brunswick

“Club” is an organization that organizes teams in accordance with published rules; is responsible for player development within its area of operation and which is responsible for registering each of its players with Soccer New Brunswick in accordance with the Association’s Rules and Regulations and Policies including the Club Classification System.

“Club Classification System” – standard expectations for clubs of various sizes and purposes as approved by the members of the Association.

“Member” – refers to an Active, Associate or Affiliate member.

“Probationary Period” – period of time during which an Active Member or the Association considers whether the applicant has met the obligations of membership.

5. RESPONSIBILITIES

- a. Members and Potential Members

- 1) Obtain the most recent membership application form on www.soccernb.org

- 2) Complete the application and attach the required documents
- 3) Submit application with the required documents to admin@soccernb.org or by post to the office of Soccer NB, to the following address:

b. Soccer New Brunswick

- 1) Ensure availability of membership forms and criteria
- 2) Initial review of membership applications received for compliance and completeness
- 3) *For Clubs registered in the previous year only* - verify whether the Club is in good standing (If Club is not in good standing, advise the Board of Directors and the Club).
- 4) If the application is complete – arrange a review with Clubs located in the region of operation as defined by Soccer New Brunswick and other members that may be affected by the applicant. .
- 5) If the application is incomplete – return form to the applicant and identify deficient items.

c. Soccer New Brunswick Review Meeting

- 1) Invite the applicant to a meeting at which they will present the intentions of their club membership application and answer any questions to the potential members of the Association that may be affected by the applicant's acceptance.
- 2) Following the meeting with the applicant, the Association will assess the final application and consider these questions (the first three are mandatory):
 - i) Will the applicant membership be viable?
 - ii) Will the applicant membership interfere with the operations of existing members?
 - iii) Will the applicant membership provide a service currently missing in the area of interest?
 - iv) Other items of interest.
- 3) Assessment Results:
 - i) If the Association finds the applicant to provide beneficial services to the region, which may include healthy competition among regional Clubs, it may approve the application and recommend the applicant be accepted into the Association.
 - ii) If the Association finds information lacking, it may request additional information and/or make recommendations to the applicant for modification.
 - iii) If the Association finds the application to fail in providing all required information and/or creates significant conflicts with existing members, it may

recommend the application be denied. In this case, reasons for denial of membership will be provided to the applicant.

- iv) All assessment decisions complete with reasoning will be provided by the Association.

6. Probationary Period

Any newly admitted member will be subject to a probationary period of one (1) year.

7. Appeals Process

If the application for membership is denied, the applicant has seven (7) business days, starting on the date of the written denial from the Association, to request leave for appeal in writing to the Association for additional consideration.

Such request for a leave for appeal shall contain the following information

- i) Copy of the written decision from the Association denying the applicant's request for membership;
- ii) A statement of facts and arguments supporting the applicant's position and as to why the Association's decision ought to be reversed.
- iii) Payment of the appeal fee. Each appeal must be accompanied by a fee of \$500.00 (Five Hundred dollars), by cheque or money order payable to the Association, which will be refunded if the application is upheld.

If leave to appeal is granted, the Association's Appeals Committee shall state reasons for granting leave and shall hold an appeal hearing without further notice of appeal or deposit or further fee.

The application for leave to appeal and the appeal may be abandoned with leave of the Board of Directors and on such terms and conditions as it may deem proper.

The decision of the Appeals Committee shall be final and binding.

The Appeals Committee shall give reasons for their decision, in writing, to all parties to the appeal.

Appeal hearings shall be held in accordance with the following:

All Appeals Committee consisting of at least three (3) members, one of whom shall be the Chairman and one of whom shall act as Recording Secretary, shall hear all properly submitted appeals.

Those who are required to attend a hearing of the Appeals Committee are the applicant and representative(s) Regional Association.

Parties required to attend a hearing of the Appeals Committee shall be given fourteen (14) days notice of the place, date and time of the hearing.

Attendance at such hearings shall be at the applicant's sole expense.