



Lower Island Soccer Association

Provisional Full Membership Application

1.0 Framework

About Lower Island Soccer Association

Lower Island Soccer Association (LISA) is a Full (Active) Member of BC Soccer Association and is responsible for governing, promoting and supporting soccer within the District's geographical boundaries, as defined in BC Soccer's Constitution & Bylaws.

The Lower Island Soccer Association (LISA) operates within the framework of the LISA constitution and bylaws and within the BC Soccer (BCSA) bylaws and guidelines.

The purpose in the constitution is to foster youth soccer, support opportunities for graduated youth soccer experience, support members' delivery of youth soccer, and develop and govern youth soccer on southern Vancouver Island and the Gulf Islands.

The supporting functions in the bylaws are:

- Fostering youth soccer in the southern part of Vancouver Island;
- Supporting opportunities for graduated youth soccer experience;
- supporting the Members' delivery of youth soccer; and
- governing youth soccer.

Eligible organization must prove that they are able to meet *all* criteria within this application.

Applicants must:

- meet the basic requirements as stated in the LISA bylaws, section 3.2.1 Requirements:
 - be a registered society, sole proprietor or incorporation registered in BC;
 - provide soccer programs within the mandate of LISA; and
 - be aligned with LISA's purpose, vision, and values.

Applicants that meet these basic requirements will be assessed on the extent to which they:

- provide soccer programs to the standards set by LISA and superior bodies applicable to the delivery level;
- enhance LISA's ability to fulfil its purpose;
- provide programs without being a detriment to existing Full Members;
- are financially viable;
- are operationally viable; and
- are organizationally sound



What does it mean to be a member of *Lower Island Soccer Association*?

By becoming a member of *LISA*, an organization can make a significant contribution to soccer in British Columbia. Becoming a member of *LISA*, an affiliated organization of BC Soccer, is both an accomplishment and privilege for which organizations should be proud. To be a member of *LISA* means that an organization is committed to growing the game and improving soccer for all participants within the Lower Island region and British Columbia by offering soccer programs through a collaborative, progressive, and respectful environment. Members of *LISA* are committed to a player-centric development model that represents the spirit of the game of soccer and the qualities that make it the world's most popular sport.

2.0 Evaluation Roles and Process

Application Process & Timelines

Full Member Applications must be submitted to the LISA Office prior to December 31st, of the current year.

Applications must be submitted to the LISA Office via: executivedirector@lowerislandsoccer.com

Upon receiving an application for membership, *Lower Island Soccer Association* will confirm receipt within **10** business days.

LISA's Membership Review Committee or designate will review the application for completeness. Provided the application is complete, *LISA's* Membership Committee will review the application to determine if all criteria are met. *LISA's* Membership Committee is made up of a minimum of three individuals who do not have any other role with a current member organization of *LISA*.

LISA's Membership Review Committee or designate will inform the applying organization if the organization has been accepted into membership with *LISA* within 60 days of receipt.

Upon acceptance, *LISA* will sign a Membership Agreement with Provisional Full Members stating commitments that must be met and the probationary period. The Provisional Full Member will work with *LISA* to determine the earliest possible time the new member organization can begin participating in related Inter-District Youth Leagues or other District-run programs or initiatives (as applicable).

LISA's Membership Review Committee or Designate will monitor the Provisional Full Member's performance against the Membership Agreement and minimum commitments outlined here in this application until such a time that *LISA* will remove the provisional status and approve Full Member accreditation once all terms and commitments have been met; extend the probationary period if all terms and commitments have not been but in their opinion could be met; or revoke the Provisional Full Membership if, in their sole opinion, the level of performance against the Membership Agreement warrants it.



Definitions:

“Full Member” means the initial (founding) soccer organizations at the time of incorporation and any soccer organization subsequently approved in accordance with section 3.2. of the LISA Bylaws “Application for membership”.

“Provisional Full Member” means an organization that has been approved for Full Membership subject to a Membership Agreement (see below) and who is operating during a probationary period.

“Membership Agreement” means an agreement between LISA and a Provisional Full Member resulting from the application process which specifies the commitments made by the applicant and the probationary period.

Contact Information	
Organization Name:	
Registered society or business number:	
Contact Individual Name:	
Contact Individual Position:	
Organization Address:	
City & Postal Code:	
Contact Individual Daytime Telephone:	
Contact Individual Mobile Telephone:	
Contact E-mail:	

3.1 Cultural 'Fit'
History
Please provide a brief description of your organization. What has your organization done to make a sustained and sound contribution to youth soccer?

Alignment with BCSA and LISA purpose and values

Please provide a brief description on why your organization is applying for membership. How do your organization's purpose (mission / mandate) and values align with those of BCSA and LISA?

[illegible]

Please describe the type of programs or programming your organization provides and for what age(s), gender, etc. (including adult if necessary) including the organizations player development model

Enhance ability to achieve LISA strategic direction

Please describe how the organization's inclusion in LISA will enhance the Districts ability to achieve its strategic direction?

Benefit to Soccer

Please describe how your organization will benefit soccer and support the Lower Island Soccer Association community (how the applicant will grow the game within the District by providing opportunities to players, resources and/or new programming that LISA currently does not have).

Collaboration with LISA Full and Provisional Full Members

Describe what your organization will do/has done to collaborate with LISA Full Members and other Provisional Full Members to enhance existing soccer opportunities and not disrupt existing District programing.

[illegible]

Community Collaboration

Please describe how the organization will engage and support the local community in which the organization is based. How does the community currently collaborate with you and support your organization and what will you do to increase that collaboration and support?

3.2 Agreements

Please initial the check boxes below to confirm your acknowledgement, understanding and willingness to comply with the following:

On behalf of my organization, I agree to Abide by the BC Societies Act, the LISA bylaws, policies, member decisions, and Board decisions

Initials

I understand that my organization will always act in the best interests of LISA and in support of LISA's purpose

Initials

I understand that my organization must adhere to the rules, regulations, policy, and bylaws set in place by BCSA and LISA.

Initials

On behalf of my organization, in alignment with the principles of Long Term Player Development, I agree to inform players of playing development and/or advancement opportunities within BC/Canada as they become available. I acknowledge that players and their families have the right to make the choice on the environment they play in. I agree to fully support players in their decisions. I also understand that my organization will operate programming to support the districts player pathway.

Initials

I understand that LISA's referee pool is limited and agree to work collaboratively and not diminish an existing clubs referee pool

Initials

I understand that should my organization be accepted into membership with LISA, my organization must opt in and show that it is actively working towards achieving Canada Soccer's Quality Soccer Provider Designation within 6 months of being accepted into membership

Initials

I understand that my organization must provide programming that is inclusive and non-discriminatory. The applicant must deliver male and female programming and be inclusive to individuals regardless of where an individual identifies on the gender spectrum.

Initials

3.3 Organization

Please check the boxes to confirm the following documentation will be provided with this application:

A copy of the organization's current incorporation/registration status with the Province of British Columbia as a registered society, sole proprietor, partnership and/or incorporation (whichever is applicable).

☐

A copy of the organization's Constitution & Bylaws and/or equivalent documentation stating the organization's principles, purpose and how decisions are made.

☐

A copy of your electronic link to your policies, codes of conduct and risk management plan.

☐

An organization chart showing all positions in your organization with clear descriptions of the reporting relationships, roles and responsibilities

☐

Listing of Board/Ownership/Executive of applying organization

Position	Name	Primary Telephone	E-mail	Vulnerable Sector Check* completed (Yes/No)

*As per BC Soccer requirements, a Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check as applicable"

Listing of Staff of applying organization (if any)				
Position	Name	Primary Telephone	E-mail	Vulnerable Sector Check completed (Yes/No)

Listing of Technical Directors/Coaches and Certifications		
Position	Name	Coach Certifications

Listing of Head Referee and Certifications		
Position	Name	Referee Certifications

Please identify the organization’s Risk Management Officer by completing the information below:

Name:	
Daytime Telephone:	
Mobile Telephone:	
Contact E-mail:	

SAFE SPORT

Criminal Record Check Compliance

All BC Soccer directors, volunteers, employees of BC Soccer or an affiliated BC Soccer organization aged 19 years and older participating on a regular basis in any element of youth soccer, adaptive soccer, or who will be with a vulnerable person must have a valid (within 3 years) Vulnerable Sector Check or Enhanced Police Information Check on file in accordance with [BC Soccer's Criminal Record Check Policy](#).

Please complete the information below.

VULNERABLE SECTOR CHECK / ENHANCED POLICE INFORMATION CHECK SUMMARY

Number of VSC/EPIC REQUIRED:

(The total number of board, staff, contractors, and volunteers that are 19 years of age and older)

Number of VSC/EPIC COMPLETED:

(A VSC/EPIC is "completed" when the organization has received the results from an approved agency and there are no flags, or, when the organization has reviewed and made a decision on a VSC/EPICs with any identified flags.)

Number of VSC/EPIC SUBMITTED & IN PROCESS:

(The number of individuals who have confirmed their submission to an approved agency and are waiting to receive the results, including fingerprints if required)

Number of VSC/EPIC NOT SUBMITTED:

(The number of individuals who have not submitted the appropriate information to an approved

Please check/mark the box to agree/confirm the following:

I confirm that those individuals who have not submitted a VSC/EPIC will not continue in their role with the organization until their VSC/EPIC has been completed.

FLAGGED VULNERABLE SECTOR CHECK / ENHANCED POLICE INFORMATIONCHECK

Of the **COMPLETED** VSC/EPICs, please indicate the number checks that were flagged and how the organization handled them below:

Number of VSC/EPIC **Flagged:**

Of those individuals with flagged VSC/EPICs how many were:

Able to continue within their role as intended with the organization:

☐

Able to continue working/volunteering with the organization in a different or
modified role:

☐

Not able to continue working/volunteering with the organization:

☐

Organization President / Owner or Risk Management Officer Signature:

Date

3.4 Policies and Conduct

SAFE SPORT

Please check the boxes to confirm the following documentation will be provided with this application:

Privacy Policy

☐

Discipline and Ethics Policy

☐

Code of Conduct for Players

☐

Code of Conduct for Coaches

☐

Code of Conduct for Parents

☐

Code of Conduct for Club Officials

☐

Risk Management Policy

☐

Non-discrimination/Inclusivity Policy

☐

3.5 Finances

Please provide the organization's fiscal year (dates) in the space below:

Please initial the boxes to confirm/agree the following:

a) I have attached a copy of my organization's most recent independently reviewed financial statements, minimum Compilation Engagement financial statements or Notice to Reader, from the past fiscal year.

Initials

b) I have attached copies of my organization's budget for the current and the proposed budget for the next fiscal year. This includes a financial report for the latest period showing the original budget for the current year, revenues and expenditures to date, and a forecast to year end. If you have forecast a deficit, provide information on the assets you will use to meet the obligation.

Initials

c) Upon a successful application, I can confirm that my organization will submit a Minimum Compilation Engagement Financial statements, or minimum financial documents required by BCSA, prepared by a CPA licensed in public practice, annually to Lower Island Soccer Association.

Initials

3.6 Programs	
Commitment to Registering Players	
<p>a) In alignment with BC Soccer’s District Standards for New Club Membership Applications document, Lower Island Soccer Association requires new club applicants to register 2% of the District’s total unique registration from the previous year. The 2024-2025 Lower Island Soccer Association’s total unique registrants were 9567. Based on this, new club applicants are to provide registration for 191 players. Please note, this number is less than the maximum of 250 players.</p> <p>Lower Island Soccer Association also requires that 30% (maximum 30%) of these players be new registrants¹; therefore, 57 players must not have been registered with BC Soccer or an affiliated organization within the past year.</p> <p>The applicant must provide proof of registrants as per the requirements outlined above.</p> <p>¹ A “New Registrant” is an individual who has not been a registered player with BC Soccer in the past year.</p>	<div>Initials</div>
<p>b) The organization agrees to register/report players to LISA with payment within the deadlines as determined by LISA.</p>	<div>Initials</div>

Confirmation of Field Space	
<p>a) Please provide documentation to confirm the organization has access to field allocation that is suitable for training and match play. (I.e. proof of ownership/or copy of rental agreement(s), or letter of support from municipality once membership is achieved)</p> <p>Note: if you will share field space with other LISA Member(s), attach confirmation from said club that your usage will not impinge on their continued ability to provide programs</p>	<div>Initials</div>

4.0 Financial Commitments

Bond Requirements	
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<p>a) Upon a successful application, I can confirm that my organization will be able to provide a cheque for a bond in the amount of \$10,000 to Lower Island Soccer Association within 4 weeks (2 weeks minimum) of being notified of a successful application. I understand that if my organization is not able to provide a cheque within this timeline, its membership could be revoked.</p>	
	Initials
<p>b) I understand that the other 50% of the bond provided (less any the amount of any annual bond required from all member clubs) will be reimbursed after the second year of membership whereby all of my organization's obligations of membership have been met.</p>	
	Initials
<p>c) I understand that the other 50% of the bond provided (less any the amount of any annual bond required from all member clubs) will be reimbursed after the second year of membership whereby all of my organization's obligations of membership have been met.</p>	
	Initials

Additional Comments

Please use the space provided to provide any additional comments you deem pertinent for LISA's Membership Committee to consider.

5.0 Complete Application

Please read the following statement and sign below to confirm acknowledgement and understanding:

This application form and supplemental documentation has been provided to *Lower Island Soccer Association* in good faith as application for membership. It is up to date and provided to the best of my knowledge.

Organization President / Owner Name (please print)

Organization President / Owner Name (signature)

Date



LOWER ISLAND SOCCER ASSOCIATION
APPLICATION FOR FULL MEMBERSHIP EVALUATION



APPLICATION FOR FULL MEMBERSHIP EVALUATION

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1 FRAMEWORK

The Lower Island Soccer Association (LISA) operates within the framework of the LISA constitution and bylaws and within the BC Soccer (BCSA) bylaws and guidelines.

The purpose in the constitution is to foster youth soccer, support opportunities for graduated youth soccer experience, support members' delivery of youth soccer, and develop and govern youth soccer on southern Vancouver Island and the Gulf Islands.

The supporting functions in the bylaws are:

- fostering youth soccer in the southern part of Vancouver Island;
- supporting opportunities for graduated youth soccer experience;
- supporting the Members' delivery of youth soccer; and
- governing youth soccer.

LISA evaluates applications for Full Membership against this framework.

Policy 1.10 Application for Full Membership specifies the basic and other requirements for Full Membership.

2 EVALUATION ROLES AND RESPONSIBILITIES

The Membership Committee:

- is responsible for evaluating applications for Full Membership;
- reviews the applicant's documentation and assesses the applicant's commitment and ability to contribute; and
- makes recommendations to the Board.

The Board:

- is responsible for decisions on applications for membership.

The Executive Director:

- is responsible for monitoring performance against the commitments in Agreements signed with the applicants;
- reporting to the Membership Committee on that performance; and
- making recommendations to the Membership Committee on any actions to be taken.

3 ASSESSMENT OF APPLICATION

The Membership Committee will conduct the assessment of your application in steps.

Some of these steps have requirements that must be met before the Committee continues their assessment.

At any stage, the Membership Committee can contact you for either more information and / or clarification.

The intent is to give you opportunities to provide the information that will lead to a successful application.

3.1 CULTURAL 'FIT'

You must show:

- What your organization has done to make a sustained and sound contribution to youth soccer;
- How your organization's purpose (mission / mandate) and values align with those of BCSA and LISA;



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- Describe in detail how your membership in LISA would benefit soccer, for example (but not limited to) increasing opportunities for players, adding new programming, and providing resources that LISA currently does not have;
- Describe what your organization will do to collaborate with LISA Full Members and other Provisional Full Members to enhance existing soccer opportunities; and
- Describe how the community currently collaborates with you and supports your organization and what you will do to increase that collaboration and support.

To streamline the process, you are limited to 500 words for each of these requirements.

The Membership Committee will contact you if there are any missing documents or if you have not addressed the questions. They will only continue with the assessment of your application once they have received all the above documents.

In doing the assessment, the Membership Committee will score your responses:

QUESTION	POINTS	MINIMUM
History	5	
Alignment with BCSA and LISA purpose and values	20	10
Enhance ability to achieve LISA strategic direction	20	10
Benefits to soccer	35	18
Collaboration with LISA Full and Provisional Full Members	15	
Community collaboration	5	

The Membership Committee will only continue with the assessment if you meet the minimum scores and you overall score at least 70 points.

3.2 AGREEMENTS

To be approved as a Provisional Full Member, you must agree to certain conditions. You indicate your commitment to these conditions by initialling each.

WE AGREE THAT WE WILL	INITIALS
Abide by the BC <i>Societies Act</i> , the LISA bylaws, policies, member decisions, and Board decisions	
Always act in the best interests of LISA and in support of LISA's purpose	
Adhere to all BCSA and LISA Rules and Regulations	
Align with Canada Soccer Association (CSA) Long Term Player Development	
Meet the requirements of the CSA Quality Soccer Provider designation within the Club Licensing program	
Inform players of advancement opportunities and operate within LISA's designated Player Pathway	
Provide registration data and fees per application requirements	
Provide a bond in the amount set by LISA, which if you meet the commitments	



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you make, will be reimbursed at a rate of 50% at the end of the 1 st year and the remainder at the end of the 2 nd year	
Provide financial statements and any related reviews no later than six months following the end of the period being reported	

Please be aware that if CSA and / or BCSA make changes that affect any of these agreements, you will be required to adhere to the new conditions.

The Membership Committee will only proceed with the assessment of your application if you have initialled all, indicating your commitment.

3.3 ORGANIZATION

The LISA policy on member organizations follows BCSA's. To be a member, your organization must:

- be a society constituted under the BC Societies Act, or a company (sole proprietorship, partnership, or corporation) incorporated under the BC Business Corporations Act;
- be aligned with LISA's purpose, vision, and values;
- provide soccer programs to youth in LISA's geographic area; and
- be soundly governed.

To ensure that you meet the requirements, here's a checklist of what you need to attach to your application:

	ATTACHED
A print-out of your incorporation status with BC Registries showing that your organization is a society or corporation in BC.	
A copy of your constitution / articles of incorporation and bylaws that you registered with BC Registries.	
An organization chart showing all positions in your organization with clear descriptions of the reporting relationships, roles and responsibilities	
A copy of or electronic link to your policies, codes of conduct and risk management plan.	
A list of the names, contact information of: <ul style="list-style-type: none">• your board directors / ownership / partnership• Executive Director (or equivalent position if you have one)• Technical director and coaches• Head referee and referees• Risk Management Officer	
Vulnerable Sector Checks / Enhanced Police Information Checks for: <ul style="list-style-type: none">• your board directors / ownership / partnership• Executive Director (or equivalent position if you have one)• Technical director and coaches• Head referee and referees• Risk Management Officer	

The Membership Committee will only continue with the assessment when you have provided all these documents.



APPLICATION FOR FULL MEMBERSHIP EVALUATION

3.4 POLICIES AND CODES OF CONDUCT

Your policies must align with BC Soccer and LISA policies and / or guidelines.

Here's a checklist of the policies you need to provide:

	ATTACHED
<p>Policy:</p> <ul style="list-style-type: none">• Privacy• Discipline• Ethics• Risk management• Non-discrimination• inclusivity <p>Note: some of your policies may cover two or more of these under one policy.</p>	
<p>Codes of Conduct for:</p> <ul style="list-style-type: none">• players• coaches• parents• club officials	

The Membership Committee will continue with the assessment once you have provided all the documents.

3.5 FINANCES

You must demonstrate that your organization is financially sound and will be viable in the future.

Here is a checklist of what you need to provide. Please initial each to show that it has been attached to the application:

	PROVIDED
Financial statement from the most recent complete financial year that clearly indicates the financial year period	
The independent review of the financial statement signed by a qualified auditor indicating that it was conducted in accordance with review requirements approved by the Canadian Chartered Professional Accountants Canada: https://www.cpacanada.ca/	
A financial report for the latest period showing the original budget for the current year, revenues and expenditures to date, and a forecast to year end. If you have forecast a deficit, provide information on the assets you will use to meet the obligation.	
The current bank statement showing assets and liabilities Note: you need to provide this regardless of whether or not you are forecasting a deficit.	



APPLICATION FOR FULL MEMBERSHIP EVALUATION

The proposed budget for the next financial year with notes on the rationale for any changes from the current budget	
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The Membership Committee will continue with the assessment when you have provided all the documents.

3.6 PROGRAMS

Critical to your application is what you would bring that will benefit soccer if you were accepted as a Full Member.

Part of this is that you must have registered a minimum number of new youth players within the past year (i.e., players who were not registered with BC Soccer via a youth club or Youth District).

You must have registered the greater of 57 new youth players and 2% of the LISA unique registrants in the previous year. You cannot include players who moved en masse from other club teams (i.e., more than 50% of the team's registered players) in this number. You also cannot count duplicate registrations (i.e., an individual player can only be counted once).

The Membership Committee will provide you with the number of unique players registered with LISA Full Members in the past year.

Here is a checklist of what you need to provide:

	PROVIDED
Registration data: <ul style="list-style-type: none">names, birthdates, gender, postal code of all registered players; andthe number of new players	
Confirmation of field space from: <ul style="list-style-type: none">entity providing the field(s) and any other facilitiesall LISA members using that space indicating that sharing will not be detrimental to their programs	
Certifications for all officials requiring professional certifications	

4 COMMITMENT

A condition for approving your membership will be that you will provide a bond in an amount to be set by LISA. The Membership Committee will let you know the amount.

Please initial next to each of the lines in the table below to indicate your agreement.

	INITIAL
We agree to pay a bond in the amount of \$10,000.	
We understand that LISA will reimburse 50% at the end of the first year if we have met all the terms of an Agreement to be negotiated with LISA.	
We understand that LISA will reimburse the remaining 50% at the end of the second year if we have met all the terms of an Agreement to be negotiated with LISA.	



APPLICATION FOR FULL MEMBERSHIP EVALUATION

We agree to sign an Agreement with LISA that outlines the commitments made by both parties.	
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5 DECISION ON APPLICATION

Based on their assessment, the Membership Committee will make a recommendation to the Board to approve or not approve your application.

The LISA Board decision is final and is not subject to appeal.

5.1 SIGNATURES

The most senior person in your organization must sign this application. If you are a society, that would be your Board Chair; a corporation, your Chief Executive Officer; a partnership, the most senior partner; or a sole proprietorship, the owner.

I confirm that I am the most senior person in my organization and that I am authorized to sign this application.			
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Name		Position	
Cell phone		email	
Landline			
Signature		Date	