

City of Plymouth

Recreation Department



Soccer Club Affiliation Policy

City Commission Approval 6-2-14

Any Club based Select Soccer teams that request to play in the WSSL Select Program through the City of Plymouth Charter Membership must follow this policy for operation.

Affiliated Clubs may not conduct recreational league play at any times.

The City Administration may refuse any request for affiliation if the demand for facility usage becomes greater than the current facilities availability. This shall be determined by the City Recreation Director or the City Manager.

If there are two or more eligible Clubs that are operating under the affiliation agreement, field priority will follow the current City Outside Field Use Policy.

Failure to follow this policy as approved by the City Commission, would allow the City Administration to dissolve any Soccer Club affiliation effective immediately.

The affiliated Soccer Club(s) are required to fulfill the following requirements:

- Club must commit all of their Select level teams to WSSL Division play unless approved by City Administration.
- The Club shall have no other league or municipal affiliation.
- Club must have no less than 4 teams and / or 70 player members.
- Club may submit Premier team sponsorship to MSPSL via the City of Plymouth WSSL Charter Membership based on approval of the Recreation Director or City Manager. Additional stipulations may be set for that approval.
- The applicant shall provide the City will copies of the following documents upon request. Failure to provide the requested documentation within 14 days will void this Affiliation Agreement:
 - o MSYSA Risk Management certification for all coaches, trainers, team managers, board members and administration upon request.
 - o Current and ratified Club constitution, by-laws and rules and regulations upon request.
 - o Current non-profit and (or) business tax documents upon request.
 - o Annual Club budget and past year revenues and expenditures upon request.
 - o Copy of all meeting minutes upon request.
 - o Listing of Executive Board and all paid employees with contact information upon request.
 - o All paid employees W-9 forms and workers compensation waiver forms as well as any immigration documents upon request.

- Notification and corresponding documentation if a team head coach changes during the soccer year upon request.
- Notification and corresponding documentation if a Select player transfers in or out of the Club during the soccer year upon request.
- All GOT SOCCER Team, Coach and Player registration and scheduling information upon request.
- The Club shall pay a per team fee for affiliation per season.
- The team fee amounts will be based on the team format. As determined by the City Administration.
- All Team Affiliation fees for the Fall Season shall be paid by June 30.
- All Team Affiliation fees for the Spring Season shall be paid by Jan. 30.
- The Club must carry their own insurance and must name the City of Plymouth as "Additional Insured" at the minimum amounts listed below:
 - Products / Completed Operations - \$2,000,000
 - General Aggregate - \$2,000,000
 - Each Occurrence - \$1,000,000
- The Club insurance shall not be cancelled without thirty (30) days written notice to the City of Plymouth.

For approved soccer club affiliation, the following processes and procedures shall be in place:

- The Club shall process all Select team registration information (Got Soccer) as prescribed by WSSL & MSYSA protocol.
- The City shall be responsible to pay all associated Select WSSL and MSYSA fees from the collected affiliation team fees.
- The Club shall be responsible for processing all their own Select team - pass cards, contracts and all other paper work required above by the WSSL and MYSYA.
- All game field and practice field scheduling and availability shall be coordinated and determined through the City Recreation Department. Club teams will receive no higher priority than any recreational level team. However, the Club shall have the ability to schedule Select games before the Recreational level games on fields operated by the City as required by the WSSL.
- If game field space is available, Premier teams that are members of the affiliated Club, may rent and schedule their games on City Operated field according to City approval and MSPSL guidelines. All rental field fees will apply and are set by City Administration.
- Affiliated Club Premier Teams may practice on Select scheduled / City operated areas if they follow all Recreation Department management practices and have all required insurance certification as required by the City of Plymouth and the WSSL, MSPSL and MSYSA.

- Goals at practice areas will be supplied at the discretion of the Recreation Department. The Club will be responsible for all Select team equipment, uniforms, referee fees and all other operational cost not listed in this policy.
- The affiliated Club shall be allowed one meeting room a month at the Plymouth Cultural Center as available thru by the Recreation Department.
- At the availability of the Recreation Department, the affiliated Club shall be allowed three days of space use at the Plymouth Cultural Center in June to process Club administrative business (passcards, contracts, uniforms orders). All xerox copies or other services shall be fee based.
- Normal and reasonable Select game field maintenance shall be included with the Team affiliation fees.
- The City will not be responsible for maintenance on Select game or practice fields not owned or permitted to the City of Plymouth.
- The Club shall be responsible for its own Select team placement during the WSSL divisioning process.
- No voting rights shall be given to the affiliated club in regards to WSSL ó City of Plymouth Charter Membership issues. However, the City may appoint Club member as an alternate WSSL delegate.

The City of Plymouth Recreation Department reserves the rights to determine the following team placement issues:

- Any Recreation Department registered team that requests to play in a Select division shall be at the sole discretion of the City Soccer Program Coordinator.
- If the Recreation Department places a team in a Select division that was registered through the normal Recreational process, no coaches, trainers or managers of the team may receive compensation for their team involvement.

Required indemnity clause and policy acceptance:

The City of Plymouth shall require the affiliating Club representative to sign approval of the indemnity clause listed below, as well as acceptance of the City Soccer Club Affiliation Policy.

The Club, to the fullest extent permitted by law, expressly agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Plymouth, the City of Plymouth Recreation Department, and all of their employees, agents, and officials, from and against any and all claims, demands, lawsuits, or loss, including all costs connected therewith, as well as attorney fees, and for any damages which may be asserted, claimed, sought, awarded, and/or recovered from or against the City of Plymouth, the City of Plymouth Recreation Department, and all of their employees, agents, and officials, by reason of and/or due to any personal injury, including, but not limited to, bodily injury or death, and/or any property damage, real or personal, including, but not limited to, loss of use thereof, which arises out of or is in any way connected with this affiliation policy, the Club's operation under this affiliation policy, and/or the Club's affiliation and/or use of the City of Plymouth's facilities.