



Starting a Local Board

- Contact the Region Chair.
 - Will help guide in the establishment of the board.
 - Will pair with an established board chair within the Region as mentor
- Establish Limited Liability Corporation (LLC) or 501c-3 statuses with the IRS and apply for tax ID number (should be 10 digits like a SSN)
- Verify with the state non-profit tax requirements
- Create by-laws (see by-law document as a guide)
- Establish policy and procedures as needed with the continued organizing of the board
- Have General Meeting and discuss:
 - Ratify and vote on the by-laws
 - Recommend sending via e-mail to hasten the process
 - Vote and elect board members and record minutes. Remember to stagger the board member terms so a few members are elected each year
- Send the approved board by-laws to USL and your state athletic association, if applicable (attaches a cover letter from your president/ board chair).
- Establish a savings and/or checking account(s)
 - Use the non-profit Tax ID#
 - Update signature cards on bank accounts when new board members are elected
- Purchase Directors & Officers (D&O) Insurance.
 - Follow the insurance link on the USL webpage for more information
 - Check with RC and SRC to see if D&O may be offered
- Create a budget for your association, may include:
 - Expenses for conducting board meetings – facility rentals
 - Expenses for conducting trainings – field rentals
 - Travel and lodging for designated board members to attend USL convention and National Tournament
 - Official training and materials
 - Official manuals for all board members
 - D & O insurance
 - Officiating kits (flag, card, and whistle)
 - Website, etc.
- Calculate member dues based on what is needed to support the budget.
 - Be prepared to justify the dues expense to members.
- Contact USL to get information about the Chapter in your area. Designate a representative to attend Chapter meetings to ensure this relationship with this resource
- Create a website
 - Post Board information – meetings, minutes
 - Trainings and rating opportunities
 - Rules interpretations