

# Memo

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To: All CSA Member Organizations  
From: Nate Shotts, CEO of Colorado Soccer Association  
Date: March 16, 2017  
Re: Merging of Clubs and Club Name Changes

Dear Member Organizations,

Colorado Soccer Association (CSA) would like to bring some important information to your attention. If your club is planning to merge with another and/or make a name change, it is important that you read the following information:

Any club(s) attempting to merge and/or make a name change must go through the Secretary of State to file the proper paperwork. Once you receive the approved paperwork from the Secretary of State, then you may notify our office of the change, and you will need to submit the following items to CSA:

- Secretary of State Approval Letter
- Updated Bylaws
- List of Board of Directors

Once we receive the above items, your club will be allowed to operate under the new name and entity.

Please be aware that, until CSA receives the proper paperwork, any club who wishes to operate under a name that is different from what is filed at the CSA office, puts themselves, their players and their coaches in jeopardy of having no insurance coverage.

If your club needs any assistance, CSA recommends that you contact the Secretary of State or an attorney to get the proper information. Please let me know if you have any additional questions.

Sincerely,

*Nate Shotts*

**Nate Shotts** |  
Chief Executive Officer/USYS RIV Girls Head ODP Coach  
**Colorado Soccer Association**  
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