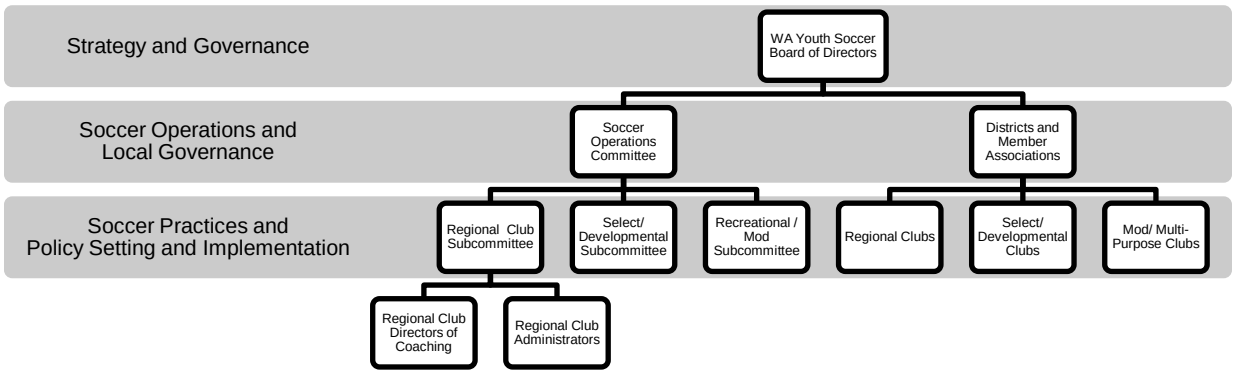
Document Purpose

This document defines the roles, responsibilities, and operating procedures of the Soccer Operations Committee (SOC) of Washington Youth Soccer. All modifications to this document are tracked in Appendix 1 and must be approved by the Washington Youth Soccer Board of Directors.

Organizational Context

There are a number of organizational entities involved in the governance of Washington Youth Soccer. These entities are presented in the organization chart format below.



Soccer Operations Committee Purpose

The Soccer Operations Committee was established by the Washington Youth Soccer Board of Directors as a working body to manage the soccer operations of Washington Youth Soccer.

This Committee manages soccer operations by reviewing and approving rules and policy changes sponsored by the member subcommittees related to level of play, or Washington Youth Soccer staff. This Committee does not review Member Association compliance with the rules and policies related to US Youth Soccer-sponsored activities. The Soccer Operations Committee reports to the Washington Youth Soccer Board of Directors per Washington Youth Soccer bylaws.

Soccer Operations Committee Structure

The composition of SOC membership must include representation by each of the three subcommittees, a representative from each District/Region a representative of Washington Youth Soccer staff and two Washington Youth Soccer Board Directors (per Washington Youth Soccer bylaws) as outlined below. The subcommittees and Washington Youth Soccer Board of Directors choose their members and appoint them to the SOC.

- The Soccer Operations Committee consists of up to 25 voting members as follows:

- District or Region Representative, (e.g. commissioner, vice-president, field schedulers, registrar, somebody agreed to by a district or region approval process etc.). Alternant area representatives in attendance will be members at large.
- 2 seats from the Washington Youth Soccer Board of Directors
- 1 seat each from the Subcommittees (Regional, Select/Developmental, and Recreational) each seat weighted with 3 votes
- Washington Youth Soccer Chief Executive Officer (ex officio, per Washington Youth Soccer bylaws)
- Members at large as agreed to by the SOC. The SOC shall annually evaluate the need for additional representatives to cover specific functional areas, special projects, or underrepresented geographies and by a majority vote make appointments to satisfy those needs. Such appointments shall be for no longer than one year, although they may be annually renewed by a majority vote of the SOC

- Any committee position which becomes vacant during a term of office shall be filled by majority vote of the constituent group represented, and seated at the next scheduled meeting of the committee (e.g. Subcommittees, Districts). Representatives from the Washington Youth Soccer Board of Directors, the Districts, and the Subcommittees shall be elected by a majority vote of those bodies. Upon their election, they shall be seated at the next scheduled meeting of the SOC
- The minimum quorum shall be 1/2 plus 1 of the positions that are authorized and filled as voting members of the SOC
- Decisions are approved by simple majority of the votes cast in a quorum
- Annually the entire SOC elects its Chair, vice chair, and Secretary. The chair will be a liaison to the Washington Youth Soccer Board of Directors.
- A Washington Youth Soccer staff coordinator for the Committee is provided. This role has primary responsibility for integrating the work of the SOC with other Washington Youth Soccer staff and committees. The staff coordinator is a paid, non-voting role.

The full body of Member Associations will be engaged for feedback on initiatives throughout the year. They will serve as members of ad hoc committees and project teams as requested by the SOC.

<u>Commitment of Committee Members</u>

Committee members accept a duty of commitment to participate to the fullest extent possible, sharing lead responsibilities on topics for discussion, development, and the exploration of options in all discussions. Committee members must provide regular input, respond to Committee requests in appropriate timeframes, and attend a majority of the meetings to maintain the voting integrity of the Committee. Committee members are not representing their individual organizational interests, but instead represent the interests of the community of the body they represent – administrators, coaches, and most importantly, players and families at all levels of play in Washington Youth Soccer.

Committee Operations

Meetings and Record Keeping

The Committee will regularly meet at least quarterly and may call additional meetings as required. Meetings will include in-person or teleconference attendance.

The standard agenda will include:

- Review and approval of minutes
- Review and respond to decisions, actions, or issues coming from Subcommittees, Washington Youth Soccer staff or Washington Youth Soccer Board of Directors
- Review of any active initiatives (old business)
- New business
- Summary of decisions/actions/recommendations/requests for review or approval to Subcommittees and/or Washington Youth Soccer Board of Directors

In addition, the SOC will meet a minimum of twice a year with the full body of Association Presidents. The agenda will include:

- Discussion of major initiatives addressing player development
- Discussion/ review of programming performance (leagues, cups, etc.)
- Review of the operational performance of the SOC
- Discussion and review of other programs/issues as identified by Member Association presidents or executive directors

The SOC will operate with transparency and full disclosure of business matters:

- All meetings, regular, conference calls, and special meetings, must be scheduled and the agenda published on the committee website and communicated to the Washington Youth Soccer Board of Directors and the subcommittees of the SOC.
- Association Board members, executive administrators, as well as Washington Youth Soccer board directors and staff, are allowed to attend any meeting. However, the chair determines whether those attending are invited to provide input.

The SOC will accurately document all meetings and decisions:

- Meeting minutes must be written and published on the committee website no later than one week after official approval.
- Formal decisions and recommendations must be written and published on the committee website no later than one week subsequent to adoption.

- All meeting minutes, formal decisions, and recommendations must be communicated to a designated contact at the Washington Youth Soccer Board of Directors and each Subcommittee.
- Votes must be recorded and become part of the written record. Motion Passed or Motion Failed will be in the minutes.

Committee Responsibilities

Soccer Operations Committee responsibilities include the following subject matter areas:

Institutionalized Long Term Player Development Standards

- Define the standards for level of play that Associations must comply with in order to run these program levels in US Youth Soccer, with the input and support of Washington Youth Soccer staff. These standards will be instituted in the form of a charter, rules and policies, reviewed by the Soccer Operations Committee, and issued by Washington Youth Soccer Board of Directors. Posted on the web site under Forms and Downloads.
- Define and update benchmarks and standards of operations for player development and level of play compliance within Washington Youth Soccer.
- Ensure timely review and decision-making on Association compliance with the Long Term Player Development plan and level of play-complementary programming.
- Monitor ongoing reviews of Member Association performance in implementing Long Term Player Development standards in conjunction with the Washington Youth Soccer Technical Director
- Support development of Outreach programs, including TOPSoccer, Soccer Across Washington.

Association Player and League Development

- Approve developmental best practices in cooperation with Washington Youth Soccer Technical Director and the subcommittees for all clubs, coaches and their athletes. These are tools for Associations to continue to improve operations. Developmental and technical best practices will be based on US Soccer and US Youth Soccer standards.
- Contribute to developmental best practices in cooperation with Washington Youth Soccer Technical Director and the subcommittees for all coaches and players throughout the association.
- Promote the best practices that are contained in the Long Term Player Development plan.
- Communicate and promote upcoming program structure changes.
- Support development and distribution of the master Washington Youth Soccer calendar. Provide input to the master Washington Youth Soccer calendar, including tryouts differentiated by level of play, league scheduling, and cup scheduling.
- Promote programs and leagues from the Outreach programs.

League Operation

- Coordinate operating rules between league structures. NOTE: some rules will require approval by other subcommittees if they directly impact other leagues, e.g. the player pass.

Facilitate Relationships between Levels of Play

- Facilitate collaboration between subcommittees to progress player development topics and complementary functions within Washington Youth Soccer.
- Establish General Association membership meetings to promote player-centric development policies and procedures
- Contribute to planning education forums for general membership on developmental principles in the Long Term Player Development plan.
- Enforce level of play expectations per the definitions provided by Washington Youth Soccer operating documents

State Tournament Seeding and Scheduling/Calendar

- Work with Washington Youth Soccer staff and the subcommittees to improve the quality of the US Youth Soccer Washington Championship, the Washington Youth Soccer Challenge Cup, and Washington Youth Soccer Founders Cup tournaments.

Committee Dispute Resolution

Subcommittee's will work together and with the SOC for changes and present proposals to the SOC for approval. If negotiation does not resolve the situation the subcommittee may appeal decisions to the Washington Youth Soccer Board of Directors.

Appeals

When the Soccer Operations Committee is unable to resolve major issues between the operations subcommittees, the dispute shall be brought to the Washington Youth Soccer Board of Directors for resolution.

- If no decision can be reached within thirty (30) days at the Soccer Operations Committee level, the disagreement/ different positions shall be presented to the Washington Youth Soccer Board of Directors for a final decision

Appendix 1: Version control

Revised 11-2-2013
Definition of quorum changed for 2/3 to 1/2 plus 1.
Removed tryout schedule, state cup seeding, and calendar approvals.

Appendix 2: Soccer Operations members (to be completed)

Seat	Representing	Member	Position
RCS 1	Regional Club Subcommittee Chair	Tom Ament	Governing Board
District	District 1	Mike Todd	Commissioner