WASHINGTON YOUTH SOCCER
OPERATING DOCUMENTS REVISION PROCESS

Purpose
To provide guidance on the Operating Document review and revision process, required review cycles, administrative changes, and proposed change submittal schedule. This process applies to all sections of the Operating Documents, including Information, Definitions, Policies, and Procedures.

Committee Member Responsibilities
Each Operating Documents section will be assigned to a member of the Soccer Operations Committee and corresponding Washington Youth Soccer staff member. The assigned Soccer Operations Committee member will be responsible for reviewing all section proposals, annual reviews and communication with Soccer Operations Sub-Committees prior to bringing revisions forward to the Soccer Operations Committee for approval. The assigned Washington Youth Soccer staff member will be responsible for coordinating Washington Youth Soccer staff assistance for the assigned Soccer Operations Committee member, as well as documenting the related internal procedures.

Review Cycle
The Operating Documents review cycle is annual and will start with the first Soccer Operations Committee meeting of 2012 and follow this pattern:

First Quarter Soccer Operations Committee Meeting:
- Registration (RG)
- Administrative Structure (ST)
- Coaching (COACH)

Second Quarter Soccer Operations Committee Meeting:
- Competition (CP)
- Ethics (ET)
- Events (EV)
- Information (IN)

Third Quarter Soccer Operations Committee Meeting:
- Judicial Procedures (JP)
- Risk Management (RM)
- Rules of Competition (R)

Fourth Quarter Soccer Operations Committee Meeting:
- Follow-up and final edits on Operating Documents review from previous quarters

Types of Revisions and Revision Process
Revisions to the Operating documents will be submitted in the format below and can be brought to the Soccer Operations Committee through the sub-committees or initiated by the Soccer Operations Committee and passed to the sub-committees for evaluation and development. The Soccer Operations Committee expressly has the authority on an as

needed basis, in addition to the annual review cycle, to submit changes to the Operating Documents.

There are two types of proposals: administrative and procedural. Administrative proposals are for spelling and grammar errors, name or title changes, and procedural changes that change the technical and significant format aspects of the rules. An example of an administrative change would be the action of changing Washington Youth Soccer Executive Director to Chief Executive Officer.

Procedural changes would add or revise changes to rules and policies. An example would be the addition of limited substitutions to the Founders Cup rules of competition, revising the modified soccer player rules, or disciplinary process or penalties.

For possible review by the Soccer Operations Committee, a proposal shall be submitted to the Soccer Operations Committee process owner through Washington Youth Soccer Chief Executive Officer 45 days in advance of the next scheduled Soccer Operations Committee meeting.

EXAMPLE OF RULE CHANGE SUBMISSION

February 10, 2011
Submitted by:
Perry Woodford
Member of the Soccer Operations Committee

PROCEDURE #1: RULES OF COMPETITION

Reads:

PR-1.2 The Soccer Oversight Committee shall review modifications related to the rules of competition at least annually to ensure that all procedures are current and still valid.

PR-1.2.1 The Soccer Oversight Committee may choose to delegate responsibilities for reviewing and recommending changes to a sub-committee.

PR-1.2.2 Upon completion of the review, the Soccer Oversight Committee will determine if any changes are needed.

Proposal:

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To Read:

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Reason or Justification:

The name of the Oversight Committee has been changed by the Governing Board of Directors to Soccer Operations Committee. This change is administrative in nature and required to standardize the terminology across Washington Youth Soccer documents and electronic media.

EXAMPLE

SPECIAL PROCESS FOR POLICIES IN 2011:

There are several areas of the Operating Documents that do not have processes or procedures to support them. To facilitate initial releases of the Operating Documents, the following steps and Soccer Operations review cycle exists:

1. A new policy is submitted through the Washington Youth Soccer Chief Executive Officer and assigned to a Soccer Operations Committee member for review.
2. The assigned Soccer Operations Committee member will be responsible for coordinating revisions and input requests from the membership through their representatives on the Soccer Operations Committee.
3. With concurrence from the Washington Youth Soccer Chief Executive Officer, assigned Soccer Operations Committee member for the specific Operating Documents section, and two additional Soccer Operations Committee members, the new policy can be added to the Operating Documents in the appropriate section.
4. Newly added policies will be noted at the next Soccer Operations Committee meeting.