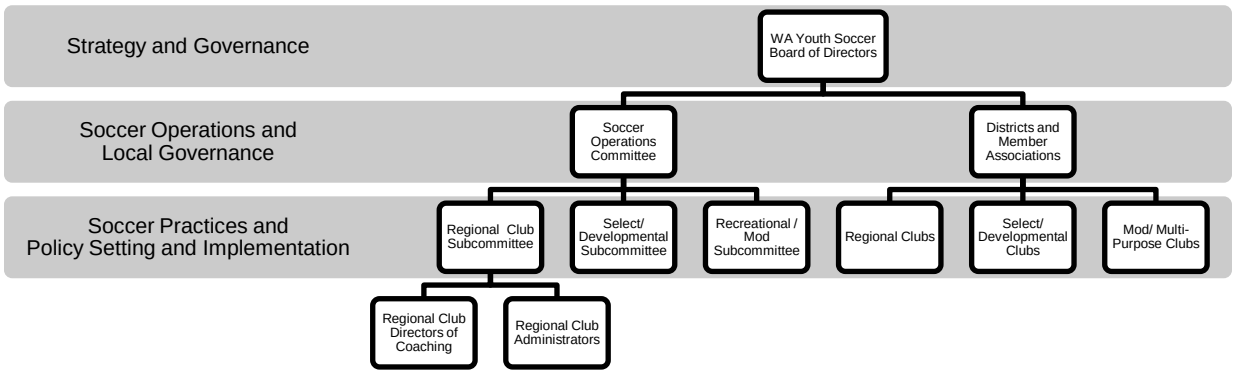
Document Purpose

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

As part of the rollout of the new governance structure for Washington Youth Soccer, the Soccer Operations Committee was established by the Washington Youth Soccer Board of Directors as a working body to manage the Long Term Player Development plan and facilitate the implementation of the plan's philosophy into all defined levels of play and organizations in Washington Youth Soccer.

This Committee manages soccer operations by reviewing and approving rules and policies 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 (where applicable), 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 Commissioners or staff within the District (e.g. field schedulers, registrars, etc.), not to exceed one representative per District
- 2 seats from the Washington Youth Soccer Board of Directors
- 1seat 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 2/3 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
- The entire SOC elects its 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.

Commitment of Committee Members

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 the calendar for all levels of play
- 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, both regular monthly 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 adoption.

- 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.

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.
- 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

Association 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.
- Approve 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.

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.
    - Review the seeding and scheduling of the US Youth Soccer Washington Championship, the Washington Youth Soccer Challenge Cup, and the Washington Youth Soccer Founders Cup in coordination with the Regional and Select/Developmental Subcommittees.
    - Approve the schedule and provide to Washington Youth Soccer staff for publication and implementation.
    - Ensure teams enter the appropriate tournament – Championship Cup, Challenge Cup, or Founders Cup – to ensure fair competition and efficient scheduling and operation of all state tournaments

Tryouts

The SOC is to ensure tryouts are conducted in compliance with level of play policies to achieve consistency/coordination across associations and with Select/Developmental and Recreational/Local Subcommittees.

Committee Dispute Resolution

Each Subcommittee has final decision making authority over subject matter in its area of responsibility, subject to appeal. The SOC 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
- The Washington Youth Soccer Board of Directors meets quarterly, and in the event of a time-sensitive issue, can call a special meeting either in person or through teleconference

Appendix 1: Version control

All changes to include details and date approved.

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