

## *Operating Documents Committee Update*

*October 2009*

Attached is the next round of drafts for the Administrative Handbook. There are two drafts for the “Structure” sections. The first draft is for policies and procedures for the **Governing Documents** “Structure” section. The second draft is for policies and procedures for the **Operating Documents** “Structure” section.

As discussed previously, Washington Youth Soccer needs policies and procedures both for the governance of the corporation (Governing Documents) and for the operations of the programs offered (Operating Documents).

Since the two “Structure” sections are related, the committee felt it was important to provide recommendations for both sections at the same time in order to provide context.

Please provide your comments and feedbacks to the following email address:

[OperatingDocuments@wsysa.com](mailto:OperatingDocuments@wsysa.com)

Steve Scranton  
Washington Youth Soccer  
Operating Documents Committee chairman

**GOVERNING DOCUMENT  
STRUCTURE (ST)**

***DEFINITIONS***

Corporation

- Throughout all of the Governing and Operating Documents of Washington Youth Soccer, references to “the corporation” mean Washington Youth Soccer unless specifically identified otherwise.

Governing Documents

- References to Governing Documents mean the articles of incorporations, bylaws, policies & procedures, and internal procedures that support the administration of programs and governance of the corporation.

To see the Governing Documents click on the link below

**Click Here: Insert hyper-link here**

Operating Documents

- References to Operating Documents mean the policies & procedures, internal documents and rules of the game that support playing of the game of soccer.

To see the Operating Documents click on the link below

**Click Here: Insert hyper-link here**

**GOVERNING DOCUMENT  
STRUCTURE (ST)  
*INFORMATION***

There are two broad categories of documents for which the Washington Youth Soccer Board of Directors (Board) has responsibility and authority to establish, approve, revise and maintain: Governing Documents and Operating Documents. Governing Documents and Operating Documents have their own set of policies, procedures and internal procedures. Operating Documents is the only category that has “rules of the game” because these are the specific rules for playing the game of soccer and do not have a counterpart in the Governing Documents.

The Bylaws of Washington Youth Soccer identify that final authority rests with the Board. Reality dictates that in order for the corporation to run efficiently, the Board may choose to delegate certain tasks and decisions to committees and staff of Washington Youth Soccer. Although the Board may choose to delegate some decisions and tasks, the Board retains the authority to override decisions as part of its broad responsibility for fulfilling the corporate mission and the obligations incurred by being a non-profit corporation and a member of US Youth Soccer, US Soccer and FIFA.

This section identifies policies & procedures and internal procedures that clarify authorities and how they will be applied in the management of the corporation and the programs offered by Washington Youth Soccer.

**GOVERNING DOCUMENT  
STRUCTURE (ST)**

***POLICIES***

***POLICY #1-AUTHORITIES***

***ST-1.1*** The Washington Youth Soccer Board of Directors (Board) has the authority to issue policies, procedures, internal procedures or rules of the game necessary for fulfilling its mission and the obligations incurred by being a non-profit corporation and a member of US Youth Soccer, US Soccer and FIFA.

***ST-1.1.1*** The Board may delegate responsibility for establishing, revising and maintaining policies and procedures to each of its Board governing committees.

***ST-1.1.1.1*** The Board may delegate responsibility for establishing, revising and maintaining policies, procedures and rules of the game for the Operating Documents to the Oversight Committee.

***ST-1.1.1.2*** The Board may delegate responsibility for establishing, revising and maintaining policies and procedures for the Governing Documents to the appropriate Board governing committees.

***ST-1.2*** The Board retains final responsibility and authority over all Washington Youth Soccer Governing and Operating Documents and changes to those documents.

***ST-1.2.1*** If the Board chooses to delegate responsibility for establishing, revising and maintaining Governing Documents or Operating Documents, the Board retains the authority to make and/or approve final changes.

***ST-1.3*** The Board is responsible for identifying specific areas that require policies, procedures or rules of the game needed to allow Washington Youth Soccer to function more effectively.

***ST-1.4*** The Board has the authority to enforce the requirement that any member of Washington Youth Soccer who desires to be or remain a member of Washington Youth Soccer will maintain governing and operating documents that are consistent with Washington Youth Soccer's Governing and Operating Documents.

***ST-1.4.1*** The Board has the authority to delegate responsibility for monitoring and enforcement to a committee or office staff member.

## **GOVERNING DOCUMENT STRUCTURE (ST)**

### ***POLICY #2-ADMINISTRATION***

***ST-2.1*** The Governing and Operating Documents of Washington Youth Soccer and its Member Associations, clubs and teams will be in compliance with any higher governing authority's bylaws, policies, procedures, rules of the game and state law.

***ST-2.2*** If there are any conflicts with a higher governing authority's bylaws, policies, procedures or rules of the game, the higher governing authority's bylaws, policies, procedures or rules of the game will override.

***ST-2.2.1*** If there are any conflicts with state law, state law will override.

***ST-2.3*** Washington Youth Soccer is responsible for monitoring changes to bylaws, policies, procedures or rules of the game from US Youth Soccer, US Soccer and FIFA.

***ST-2.3.1*** The Executive Director and staff are responsible for monitoring changes at US Youth Soccer, US Soccer and FIFA and notifying the Board when changes are needed to Washington Youth Soccer's Governing and Operating Documents.

***ST-2.4*** Members Associations are responsible for monitoring changes to the Governing and Operating Documents of Washington Youth Soccer to ensure compliance.

***ST-2.4.1*** Member Associations are responsible for ensuring that any of their clubs or teams that have bylaws, policies, procedures or rules of the game keep their documents in compliance with Washington Youth Soccer Governing and Operating Documents.

***ST-2.5*** All District and Member Associations must have current copies of their articles of incorporation and bylaws on file with Washington Youth Soccer by the beginning of each Washington Youth Soccer fiscal year.

***ST-2.5.1*** District and Member Associations will submit a copy of their Federal tax return, state corporate annual report and any changes to their governing or operating documents.

***ST-2.5.2*** Member Associations will notify Washington Youth Soccer of any litigation or pending litigation when they submit their annual report.

To access a copy of the summary report to be used for litigation notification, click on the link below

***[Insert hyper-link here]***

**GOVERNING DOCUMENT  
STRUCTURE (ST)**

***POLICY #3-COMMITTEES***

***ST-3.1*** Per the Bylaws, the Board shall establish Board governing committees.

***ST-3.1.1*** Each Board governing committee may recommend formation of sub-committees to perform specific roles for the Board governing committee.

***ST-3.1.1*** The Board retains final authority to review, approve, add or remove sub-committees.

***ST-3.2*** The Board shall appoint members to each Board committee.

***ST-3.2.1*** The Board may delegate responsibility for appointing committee members to each governing committee and sub-committee.

***ST-3.2.1.1*** The Board retains final authority to review, approve, add or remove committee members.

***ST-3.3*** The Board may form ad-hoc committees to accomplish specific tasks.

***ST-3.3.1*** Ad-hoc committees will exist for only as long as it takes to complete the assigned task and then be eliminated.

***ST-3.4*** The Board will appoint the chair for each committee.

**GOVERNING DOCUMENT  
STRUCTURE (ST)**

***PROCEDURES***

***PROCEDURE #1-AUTHORITIES***

***PS-1.1*** The Board shall establish internal procedures for how to propose changes to Governing or Operating Documents.

***PS-1.1.1*** The Board may delegate this responsibility to a governing Board Committee, ad-hoc committee or staff member(s).

To see the current procedure for how to propose changes to Governing Documents or Operating Documents click on the link below:

**[Insert hyper link here]**

***PS-1.2*** The Board shall review the Governing and Operating Documents at least annually to ensure that they are current and in compliance with any higher governing authorities' policies, procedures and rules of the game and state laws.

***PS-1.2.1*** The Board may delegate responsibility for reviewing and identifying which, if any, sections of the Governing and Operating Documents need changes to a governing committee or the Executive Director and staff.

To see a list of current committee delegations, please click on the link below:

**[Insert hyper-link here]**

***PS-1.2.3*** Annually, each governing committee shall submit a report to the Board identifying the results of any review and identification process.

***PS-1.2.4*** The Board will approve/reject recommendations to begin the process for proposing changes to the Governing Documents and Operating Documents.

**GOVERNING DOCUMENT  
STRUCTURE (ST)**

*PS-1.3* Approval of proposed changes.

*PS-1.3.1* The Board will approve/reject proposed changes to Governing Documents.

*PS-1.3.2* The Board may delegate responsibility for approving/rejecting proposed changes to the Operating Documents to the Oversight Committee.

*PS-1.3.3* The Board retains final authority to override approval/rejections of proposed changes to Governing Documents and Operating Documents.

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**GOVERNING DOCUMENT  
STRUCTURE (ST)**

***PROCEDURE #2-ADMINISTRATION***

***PS-2.1*** The Board shall establish internal procedures for ensuring that Washington Youth Soccer is in compliance with all higher authorities' policies and procedures and state law.

To see a copy of the current internal procedures for monitoring compliance, please click on the link below:

***[Insert hyper-link here]***

***PS-2.1.1*** The Board may delegate responsibility for monitoring changes in bylaws, policies, procedures or rules of the game at US Youth Soccer, US Soccer and FIFA to the Executive Director and staff.

***PS-2.2.2*** Annually, each Member Association shall provide a report to the Executive Director, or his/her designee, certifying that their bylaws, policies, procedures and rules of the game are in compliance with Washington Youth Soccer Governing Documents and Operating Documents.

***PS-2.2.3*** The Executive Director, or his/her designee, shall establish internal procedures for monitoring reporting compliance by each Member Association.

To see the current internal procedures, please click on the link below:

***Insert hyper-link here***

**GOVERNING DOCUMENT  
STRUCTURE (ST)**

***PROCEDURES #3: COMMITTEES***

No procedures have been established at this time.

DRAFT

***OPERATING DOCUMENTS  
STRUCTURE (ST)***

**DEFINITIONS**

Unless otherwise specified, the policies & procedures, internal procedures and rules of the games discussed below are those of Washington Youth Soccer.

Board:

All references to the Board mean the Board of Directors of Washington Youth Soccer.

Operating Documents:

- Reference to Operating Documents means the policies & procedures, internal procedures and rules of the game of Washington Youth Soccer. The Operating Documents are the documents that are used to establish and manage the game of soccer and related activities within Washington Youth Soccer.
- Operating Documents do not address Governing Documents.

Click on the link below to see the Governing Documents.

**Click Here: Insert hyper-link here**

***OPERATING DOCUMENTS  
STRUCTURE (ST)***

**INFORMATION**

This section covers the policies & procedures related to the general structure of Washington Youth Soccer operations.

Specific components of Washington Youth Soccer operations (i.e. coaching, competition, ethics, events, information, judicial process, registration, referees, risk management and rules of the game) are covered in the sections following this section.

To see the policies and procedures related to structure for Washington Youth Soccer governance, click on the link below.

**[Insert hyper-link here]**

DRAFT

**OPERATING DOCUMENTS  
STRUCTURE (ST)**

**POLICIES**

**POLICY #1-AUTHORITIES**

**ST-1.1-Oversight Committee**

**ST-1.1.1** The Oversight Committee is accountable to the Washington Youth Soccer Board of Directors (Board)

**ST-1.1.1.1** The Board retains responsibility for overall soccer programs and structure in order to meet the goals and strategies of the corporation.

**ST-1.1.1.2** The Oversight Committee is responsible for implementing the structure and programs in order to carry out the goals and strategies of Washington Youth Soccer.

**ST-1.1.1.3** The Oversight Committee is responsible for carrying out any duties delegated to it by the Board.

**ST-1.1.2** The Oversight Committee membership is defined by the bylaws.

To see the current bylaws of Washington Youth Soccer, click on the link below.

**[Insert hyper-link here]**

**ST-1.1.3** The Oversight Committee has authority over any standing operating committees it establishes.

For a list of the current standing operating committees, click on the link below:

**[Insert hyper link here]**

**OPERATING DOCUMENTS  
STRUCTURE (ST)**

**ST-1.2- Districts**

**ST-1.2.1** The area of the state of Washington is divided into Washington Youth Soccer Districts, as defined by the Board.

To see the current Districts click on the link below

**[Insert hyper link here]**

**ST-1.2.2** The Oversight Committee is responsible for reviewing proposals to revise existing District boundaries and forwarding a recommendation to the Board for approval or rejection of the proposal.

**ST-1.2.3** The Oversight Committee is responsible for reviewing proposals to form a new District and forwarding a recommendation to the Board for approval or rejection of the proposal.

**ST-1.3- District Boards**

**ST-1.3.1** The District Boards are accountable to the Board.

**ST-1.3.2** The District Board shall be responsible for conducting the business and administering the affairs of the District to include, but not be limited to, the following:

- (a) Enforcing the Governing and Operating Documents of the District and Washington Youth Soccer;
- (b) Approval of formation and operation of District tournaments, except such tournaments conducted by Member Associations for their membership only;
- (c) Approval of inter-Association play;
- (d) Approval or removal of District Committee Directors;
- (e) Recommendations to the Board for suspension or removal of District Officers;
- (f) Recommendations to the Board for suspension or expulsion of Member Associations in accordance with Washington Youth Soccer Bylaws .

**ST-1.3.3** District Boards shall meet as set forth in District Bylaws or as directed by Washington Youth Soccer.

**OPERATING DOCUMENTS  
STRUCTURE (ST)**

**POLICY #2-ADMINISTRATION**

**ST-2.1-General**

**ST-2.1.1** The Operating Documents shall govern Member Associations of Washington Youth Soccer in all cases to which they are applicable, and in which they are not inconsistent with the Governing Documents of Washington Youth Soccer.

**ST-2.1.2** Districts and Member Associations shall establish policies & procedures or internal procedures consistent with Washington Youth Soccer Operating Documents.

**ST-2.1.3** All competition shall be governed by FIFA rules of the game stated herein unless a variance for a specific competition has been approved.

To see the current rules of the game, click on the link below.

**[Insert hyper-link here]**

**ST-2.1.4** Washington Youth Soccer Districts and Member Associations shall each be accountable for the conduct of its players, coaches, assistant coaches, team managers, parents, spectators, referees, officers, and any person who by their presence could be construed to have an affiliation with Washington Youth Soccer.

**ST-2.2-Administrative Authority**

**ST-2.2.1** If a situation arises that is not covered by the Operating Documents the Oversight Committee has the responsibility to interpret, clarify or further define the Operating Documents.

**ST-2.2.1.1** The Board retains final authority to override any determination made by the Oversight Committee in order to ensure that the Operating Documents are consistent with the goals and strategies of Washington Youth Soccer.

**ST-2.2.2** The Oversight Committee may delegate responsibility to each standing operating committee to issue interpretations or clarifications on sections of the Operating Documents that are within their area of jurisdiction. If there is a question of jurisdiction, the Oversight Committee has authority to determine which committee will provide the interpretation or clarification.

**OPERATING DOCUMENTS  
STRUCTURE (ST)**

**ST-2.3-Standing Committees**

**PST-2.3.1** The Oversight Committee is responsible for establishing the responsibilities and duties of each standing operating committee.

Current responsibilities and duties of each standing operating committee can be found by clicking on the link below.

**Insert hyper-link here**

**PST-2.3.2** The Oversight Committee will appoint standing operating committee members and the chair annually.

**PST-2.3.3** The Board has authority to review and modify duties and responsibilities of standing operating committees as well as their members if necessary in order to ensure consistency with the goals and strategies of Washington Youth Soccer.

**ST-2.4- Operating Documents:**

**ST-2.4.1** The Oversight Committee is responsible for approving changes to the Operating Documents.

**ST-2.4.1.1** The Board has authority for final review and approval for all changes.

**POLICY #3-COMMITTEE MEETINGS**

**ST-3.1** Committee meetings will follow the meeting policies defined in the bylaws.

To see a current copy of the Washington Youth Soccer bylaws, click on the link below

**Insert hyper-link here]PROCEDURES**

**OPERATING DOCUMENTS  
STRUCTURE (ST)**

**PROCEDURES #1-AUTHORITIES**

**PST-1.1** Oversight Committee

**PST-1.1.1** The Board of Directors is responsible for defining the roles and responsibilities of the Oversight Committee

The current roles and responsibilities can be found by clicking on the following link.

**[Insert hyper link here]**

**PST-1.2** Districts

**PST-1.2.1** The Board, Oversight Committee, District or Member Associations may submit proposals to change the boundaries of a District or establish a new District.

**PST-1.2.2** Revision of existing District boundaries requires submission of a proposal to the Oversight Committee. This proposal must include, but not be limited to:

- The reason for the change in boundary, including a statement as to the benefit to the activities and operations of Washington Youth Soccer;
- The impact of the change both positive and negative (as applicable);
- Concurrence, in writing, of a majority of the Member Associations involved in the change.
- Notification for the proposal must be submitted to all Member Associations at least sixty (60) days prior to a vote by the Oversight Committee to make a recommendation to the Board.

**PST-1.2.2.1** The recommendation to revise the boundaries must pass by a majority of the Oversight Committee in order to be forwarded to the Board.

**PST-1.2.2.2** The proposal to revise the boundaries must pass by a majority vote of the Board.

***OPERATING DOCUMENTS  
STRUCTURE (ST)***

***PST-1.2.3*** Formation of a new District requires submission of a proposal to the Oversight Committee. This proposal must include, but not be limited to:

- The reason for formation of the new District including a statement as to the benefit to the activities and operations of Washington Youth Soccer;
- The impact, both positive and negative (as applicable), of the new District;
- Concurrence in writing of a majority of the Associations to be included within the boundaries of the new District.
- Notification for the proposal must be submitted to all Member Associations sixty (60) days prior to a vote by the Oversight Committee to make a recommendation to the Board.

***PST-1.2.3.1*** The recommendations to form a new District must pass by a majority vote of the Oversight Committee in order to be forwarded to the Board.

***PST-1.2.3.2*** The proposal to form a new District must pass by a majority vote of the Board.

***PST-1.3*** District Boards

This section intentionally left blank at this time.

**OPERATING DOCUMENTS  
STRUCTURE (ST)**

**PROCEDURES #2-ADMINISTRATION**

**PST-2.1** General Authority

**PST-2.2.1** All interpretations or clarifications of the Operating Documents that are issued by the Oversight Committee will be communicated in writing and posted to the Washington Youth Soccer web site.

**PST-2.2.2.1** Any questions of jurisdictional authority between standing committees will be referred to the Oversight Committee for a final determination of jurisdiction.

**ST2.3-Standing Committees**

**PST-2.3.1** The Oversight Committee will appoint standing operating committee members and the chair for the following Seasonal Year annually, no later than the end of the current Seasonal Year.

To see the definition of the Seasonal Year, click on the link below.

**[Insert hyper-link here]**

**ST2.4- Operating Documents:**

**PST-2.4.1** The Oversight Committee will establish internal procedures for making changes to the Operating Documents.

To view the current internal procedures, click on the link below:

**[Insert hyper link here]**

**PST-2.4.2** The internal procedures will be reviewed by the Oversight Committee at least annually to ensure that all procedures are current.

**PST-2.4.2.1** The Oversight Committee may choose to delegate responsibilities for reviewing and recommending changes to sub-committees but the Oversight Committee retains final responsibility for reviewing and recommending the changes.

**PST-2.4.6** Updated internal procedures will be published to the web site in a timely manner, generally within one (1) week after approval by the Oversight Committee.