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

INFORMATION

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

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

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

[Insert hyper-link here]

POLICIES

POLICY #1 - AUTHORITIES

ST-1.1-Soccer Operations Committee

ST-1.1.1 The Soccer Operations 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 Soccer Operations 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 Soccer Operations Committee is responsible for carrying out any duties delegated to it by the Board.

ST-1.1.2 The Soccer Operations 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 Soccer Operations Committee has authority over any standing operating committees and subcommittees it establishes.

For a list of the current standing operating committees, click on the link below: **[Insert hyper link here]**

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 Soccer Operations Committee is responsible for reviewing proposals to revise existing District, and Association boundaries and forwarding a recommendation to the Board for approval or rejection of the proposal.

ST-1.2.3 The Soccer Operations Committee is responsible for reviewing proposals to form a new District or Association 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.

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 Laws of the Game stated herein unless a variance for a specific competition has been approved by the relevant authority.

ST-2.1.3.1 Variations to Laws of the Game are documented in Operating Document Rules of Competition.

ST-2.1.3.2 TopSoccer and other non-traditional events or programs will have variations to Laws of the Game.

To see the current Laws 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 Soccer Operations 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 Soccer Operations Committee in order to ensure that the Operating Documents are consistent with the goals and strategies of Washington Youth Soccer.

ST-2.2.1.2 The Board has authority to review and modify duties and responsibilities of the Soccer Operations Committee as well as their members if necessary in order to ensure consistency with the goals and strategies of Washington Youth Soccer.

ST-2.2.2 The Soccer Operations Committee may delegate responsibility to each standing operating committee and subcommittee 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 Soccer Operations Committee has authority to determine which committee will provide the interpretation or clarification.

ST-2.3-Standing Committees

ST-2.3.1 The Soccer Operations Committee is responsible for establishing the responsibilities and duties of each standing operating committee and subcommittee.

Current responsibilities and duties of each standing operating committee and subcommittee can be found by clicking on the link below: **Insert hyper-link here**

ST-2.3.2 The Soccer Operations Committee will appoint standing operating committee and subcommittee members and the chair annually.

ST-2.3.3 The Soccer Operations Committee has authority to review and modify duties and responsibilities of standing operating committees and subcommittees 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 Soccer Operations Committee is responsible for approving changes to the Operating Documents.

ST-2.4.1.1 The Board has authority for final review and can send the approved rules back to committee for all changes or clarification.

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 #1 - AUTHORITIES

PST-1.1 Soccer Operations Committee

PST-1.1.1 The Board is responsible for defining the roles and responsibilities of the Soccer Operations 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, Soccer Operations 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 or Association boundaries requires the submission of a proposal to the Soccer Operations 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 Soccer Operations 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 Soccer Operations 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.

PST-1.2.3 Formation of a new District or Association requires the submission of a proposal to the Soccer Operations 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 Soccer Operations 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 Soccer Operations 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

PST-1.3.1 District Boards shall govern as set forth in District Bylaws and governing documents.

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 Soccer Operations 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 or subcommittees will be referred to the Soccer Operations Committee for a final determination of jurisdiction.

PST2.3-Standing Committees

PST-2.3.1 The Soccer Operations Committee will appoint standing operating committee and subcommittee 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]**

PST2.4- Operating Documents:

PST-2.4.1 The Soccer Operations 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 Soccer Operations Committee at least annually to ensure that all procedures are current.

PST-2.4.2.1 The Soccer Operations Committee may choose to delegate responsibilities for reviewing and recommending changes to sub-committees but the Soccer Operations 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 of approval by the Soccer Operations Committee.