

Regional Club Subcommittee

Roles & Responsibilities

Version 1.0 April 2010

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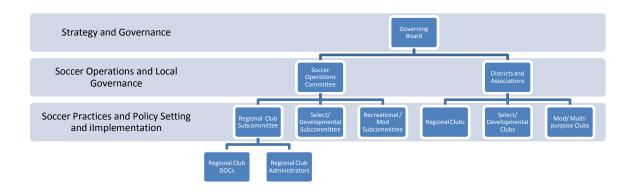
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Document Purpose

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

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.



Regional Club Subcommittee Purpose

As part of the rollout of the new governance structure for Washington Youth Soccer, a subcommittee responsible for the Regional level of play was defined. This committee manages soccer operations of the regional club league and issues directly related to the Regional level of play.

Regional Club Subcommittee Structure

Composition of Regional Club Subcommittee members must include significant representation by club administrators, executive directors, and/or presidents to promote principles of good governance and effective administration in regional club soccer as well as to promote an effective relationship with the associations to which they are tied. This committee will be made up of the following members:

- The Regional Club Subcommittee consists of 11 voting members as follows:
 - o 5 directors of coaching plus 4 club presidents or executives
 - Directors of Coaching are elected to a two year term and voted upon by the other DOCs of the regional club league.

- Club President/Executives are elected to a two year term and voted upon by the other club presidents of the regional club league.
- A Director of Coaching and Club President/Executive from the same club cannot serve simultaneously.
- 2 seats designated by the Governing Board, one of which will be the Washington Youth Soccer Technical Director, unless unable to serve. All voting members. A total of 11 members.
- 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. DOC by DOCs, President/Executive by club Presidents, Washington Youth Soccer by Washington Youth Soccer)
- The minimum quorum for voting shall be 9 members of the Regional Club Subcommittee. The minimum quorum for a meeting is 7 members of the Regional Club Subcommittee.
- Decisions are approved by simple majority of the votes cast.
- The entire subcommittee elects its chair and co-chair, and a third representative to the Soccer Operations Committee.
- The chair, co-chair and elected representative become part of the Oversight Committee (Soccer Operations Committee). The Select/Developmental Subcommittee and Recreational/Local Subcommittee will also place 3 members each on the Soccer Operations Committee.
- A staff coordinator for the Regional Club Subcommittee is provided. This role has
 primary responsibility for integrating the work of the Regional Club Subcommittee with
 other Washington Youth Soccer staff and committees. The staff coordinator is a paid,
 non-voting role. The Regional Club Subcommittee will have the right to approve
 selection and provide performance reviews for the staff coordinator.

Commitment of subcommittee members

Subcommittee 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. Subcommittee members must provide regular input, respond to subcommittee requests in appropriate timeframes, and attend a majority of the meetings to maintain the voting integrity of the

Subcommittee. Subcommittee members are not representing their individual organizational interests, but instead represent the interests of the community of Regional Clubs, administrators, coaches, and most importantly players at all levels of play.

Meetings and Record Keeping

Subcommittee Operations

The subcommittee will meet monthly 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 of decisions, actions, or issues coming from Soccer Operations Committee or **Governing Board**
- Review of the RCL calendar
- Review of any active initiatives (old business)
- Review of Regional Club annual calendar
- New business
- Summary of decisions/actions/recommendations/requests for review or approval to Soccer Operations Committee and/or Governing Board

The Regional Club Subcommittee Extended subcommittee

In addition, the subcommittee 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 boards, executive administrators, and DOCs of the member regional clubs as well as the Soccer Operations Committee.
- Board members, executive administrators, and DOCs of member regional clubs as well as Washington Youth Soccer board members and staff are allowed to attend any meeting. However, the chair determines whether those attending are invited to provide input or not.

The Regional Club Subcommittee 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 member regional clubs and Soccer Operations Committee.
 Additionally, they may be forwarded to the Washington Youth Soccer Governing Board and other subcommittees as needed.
- Votes must be recorded and become part of the written record.

Minimum Bi-Annual Meetings of Regional Club Leadership

The full body of member club Presidents, Executive Directors, and DOCs 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 Regional Club Subcommittee.

The Regional Club Subcommittee will meet a minimum of twice a year with the full body of Presidents and Directors of Coaching of the member regional clubs. The agenda will include:

- Discussion of major initiatives addressing player development
- Discussion regarding any issues of governance identified by the Regional Club Subcommittee
- Review of the operational performance of the Regional Club League
- Review of the performance of Washington Youth Soccer staff

Discussion and review of other programs/issues as identified by member club presidents, executive directors, or DOCs

Subcommittee Responsibilities

Regional Club Subcommittee responsibilities include the following subject matter areas:

Regional Club Charters

- Define the standards a regional club and association must comply with in order to receive and maintain a regional club charter, with the input and support of the Washington Youth Soccer office. These standards will be instituted in the form of a charter, reviewed by the Soccer Operations Committee, and issued by Governing Board.
- Define and update the application process, participants, and timeline on which regional club applicants will be processed.
- Ensure timely application review and decision-making.
- Receive applications for new regional club charters, review and approve/disapprove
 them, and forwards recommendation to the Soccer Operations Committee. This
 includes feedback on areas requiring improvement, regardless of recommended
 approval or disapproval. Final issuance of the charter rests with the Governing Board
 based on the approval of the Regional Club Subcommittee.
- Lead ongoing reviews of regional club/ association performance in conjunction with the Washington Youth Soccer Technical Director
- Define and enforce sanctions and remedial actions required when regional clubs and/or their associations are not in compliance with charter provisions and standards.

Coach and Player Development

- Define developmental best practices in cooperation with Washington Youth Soccer
 Technical Director for regional clubs, coaches and their athletes. These are tools for
 Regional clubs to continue to improve operations. Developmental and technical best
 practices will be based on USSF and USYSA standards.
- Contribute to developmental best practices in cooperation with Washington Youth Soccer Technical Director for all coaches and players throughout the association.
- These best practices are part of the Long-Term Player Development Plan.
- Participate in guiding and improving programs serving the Regional level coach and player (i.e., coaching symposiums, calendars/ scheduling, ODP)
- Define and manage the Regional Club view of the master Washington Youth Soccer calendar. Provide input to the master Washington Youth Soccer calendar, including tryouts, league scheduling, and cup scheduling.

Regional League Operation

- Define the operating rules of the regional league. NOTE: some rules will require
 coordination and approval by other subcommittees or the Soccer Operations
 Committee, if they directly impact other leagues. Player Pass is a good example of this.
- Develop and implement new ideas, such as Player Pass, to improve the overall experience for players and their families.
- Define and enforce sanctions consistently when league operating rules are broken.
- Define the fall and spring schedules in coordination with regional club directors of coaching and administrative leaders to define and maintain alignment with regional club program requirements; including a minimum of quarterly meetings with the full group
- Manage team placement in the Regional League i.e., promotion & relegation
 - Convene meetings of the DOCs as needed to discuss and place teams in appropriate league divisions for fall and spring seasons.
 - Once divisions are finalized, the list is sent to the DOCs for final approval and then communicated to Washington Youth Soccer staff and committees as needed.
 - o Introduce new tools and data, such as CAP when available, to improve objectivity and performance of this responsibility

League scheduling

- The Regional Club Subcommittee has primary responsibility for developing the regional league schedule with Washington Youth Soccer staff coordinator for the Regional Club subcommittee.
- The Regional Club Subcommittee develops and approves the league schedule prior to its release to the Soccer Operations Committee for reconciliation with the other subcommittee calendars as needed.

Budgeting

- Establish the budget for Regional Club Subcommittee operations and programs for approval by Washington Youth Soccer.
- Review regional league revenue/expense reporting against budget

State Tournament Seeding and Scheduling

- Work with Washington Youth Soccer staff, the Soccer Operations Committee, and the Select/Developmental Subcommittee to improve the quality of the US Youth Soccer Washington Championship, the Washington Youth Soccer Challenge Cup, and Washington Youth Soccer Commissioner's Cup tournaments.
 - Draft the seeding and scheduling of the US Youth Soccer Washington Championship, the Washington Youth Soccer Challenge Cup, and the Washington Youth Soccer Commissioner's Cup in coordination with the Select/Developmental Subcommittee.
 - Pass the draft seeding and schedule to Washington Youth Soccer staff for publication and implementation.
 - Ensure teams enter the appropriate tournament Championship Cup,
 Challenge Cup, Commissioner's Cup to ensure fair competition and efficient scheduling and operation of all state tournaments

Tryouts

Ensure tryouts are conducted in compliance with policy guidance from the Soccer
 Operations Committee to achieve consistency/coordination across associations and with
 Select/Developmental Subcommittee and Recreational/Local Subcommittee

Subcommittee Dispute Resolution

The Regional Club Subcommittee has final decision making authority over subject matter in its jurisdiction, subject to appeal.

Appeals

When the Oversight Committee (Soccer Operations Committee is unable to resolve major issues between the operations subcommittees, the dispute shall be brought to the Governing Board for resolution.

- If no decision can be reached within 30 days at the Soccer Operations Committee level, the disagreement/ different positions shall be presented to the Governing Board for a final decision
- If a decision is made at the Soccer Operations Committee level that has a majority of its members in disagreement from one of the subcommittees, an appeal in writing can be made to the full Governing Board
- The Governing Board meets monthly, 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: Regional Club members (to be completed)

Association	Regional Club	President	Director of Coaching