

POLICY ON COMMITTEES

[As of December 4, 2010]

PART I—GENERAL

Section 101. PURPOSES

Bylaws 501 and 502 of the United States Youth Soccer Association, Inc., provide that its Board of Directors shall prescribe the responsibilities of each standing and special committee. The purposes of this policy are to prescribe the responsibilities of committees and procedures related to committee responsibilities.

Section 102. DEFINITIONS

(a) The definitions of Bylaw 109 of USYSA apply to this policy. Those definitions include the following:

(1) “**Board of Directors**” means the Board of Directors of USYSA established under Bylaw 411.

(2) “**Federation**” means the United States Soccer Federation, Inc.

(3) “**National Council**” means the National Council of USYSA as provided under Bylaw 311.

(4) “**Organization Member**” means an organization that is classified as such a member of USYSA as provided by Bylaw 202.

(5) “**region**” means one of the regions established under Bylaw 322.

(6) “**State Association**” means the administration body within a territory determined by the National Council to carry out USYSA’s programs for youth players.

(7) “**USYSA**” means the United States Youth Soccer Association, Inc.

(b) In this policy—

(1) “**committee**” includes a standing committee or special committee.

(2) “**President**” means the President of USYSA as provided by Bylaw 401.

(3) “**Regional Director**” means the Regional Director of each region as provided by Bylaw 401.

(4) “**special committee**” includes, as provided under Robert’s Rules of Order, any committee, except a standing committee, regardless of the name given the committee, such as select committee, ad hoc committee, or task force.

Section 103. COMMITTEE APPOINTMENTS

(a) The establishment, appointment of chairmen and members, and term of office of members of committees is as provided by Bylaws 501 and 502 and Robert's Rules of Order.

(b) The President and the Regional Directors shall make appointments to standing committees as soon as practicable for each fiscal year.

(c) As soon as practicable after an appointment has been made to a committee, the President is responsible for notifying the appointed individual of that individual’s appointment, whether as a member of the committee or chairman of the committee, and the names of the other members of the committee.

(d) When an individual, previously appointed to a committee, has not been reappointed to that committee, the President is responsible for thanking that individual for services rendered.

Section 104. COMMITTEE LIAISONS

At the same time the President makes an annual appointment of the chairman of each standing committee and at the time a special committee is established, the President of USYSA shall designate—

- (1) a member of the Board of Directors as a Board liaison to each committee; and
- (2) a member of the staff of USYSA as a staff liaison to each committee.

Section 105. GENERAL RESPONSIBILITIES

(a) Each committee shall—

(1) conduct its proceedings as provided by the applicable provisions of Robert's Rules of Order (as provided by Bylaw 108);

(2)(A) in the case of a standing committee, make quarterly reports to the Board of Directors not later than December 15, February 15, and June 15 for the 3 calendar months ending prior to the date the report is due, and an annual report not later than September 15 for the prior fiscal year; and

(B) in the case of a special committee, make quarterly reports to the Board of Directors not later than the 15th of the month following each 3 months the committee is in existence, an annual report not later than the 15th of the month following the 12th month of the committee's existence (if the committee's existence is for more than 12 months), and a final report when the committee has completed its responsibilities;

(3) keep its committee liaisons informed of its plans and activities;

(4) by the deadline established for submitting reports, submit to the national office of USYSA a report on the activities of the committee for the year that will be included in the Book of Reports provided to the National Council;

(5) provide to the committee's liaisons the draft of any material to be disseminated for external presentation or use for approval by the committee's Board liaison, unless the draft contains material requiring Board approval, in which case the material shall be submitted by the Board liaison to the Board for consideration;

(6) comply with the financial policies and budget of USYSA; and

(7) submit to the USYSA National Office, at least once each seasonal year, the files and records of the committee.

(b) The liaisons to each committee shall periodically contact the chairman of that committee about committee plans and activities and to determine if there are items to be presented to the Board of Directors for the committee.

(c) The chairman of each committee will coordinate sponsor communications with the staff liaison to the committee and other appropriate staff in the national office to ensure consistency of information.

PART II—STANDING COMMITTEES

Section 201. BOYS OLYMPIC DEVELOPMENT COMMITTEE

The Boys Olympic Development Committee has the following responsibilities:

(1) developing and administering an Olympic Development Program for USYSA, as provided by the Olympic Development Program General Policy Statement adopted January 9, 2000;

(2) ensuring that all youth soccer players in the United States, regardless

of their membership status, are afforded the opportunity to participate in the Program;

(3) identifying annually a pool of players in each age group from which a United States national team will be selected;

(4) ensuring that high level training will be provided to benefit and enhance the development of players;

(5) coordinating programs and events of the regions with the national team programs, events, and coaches;

(6) coordinating programs and events of the regions with the Coaching Committee and the Referee Committee;

(7) planning, budgeting, and implementing interregional and competitive events;

(8) providing leadership, training, and education for State Association programs that feed into regional programs; and

(9) preparing and maintaining on a current basis an Olympic Development Program Manual.

Section 202. BUDGET COMMITTEE

The Budget Committee has the following responsibilities:

(1) preparing a proposed annual budget for USYSA for submission to the Board of Directors and the National Council for approval, as provided by Bylaws 311 and 601; and

(2) reviewing proposed requests for budget amendments and making recommendations to the Board of Directors as provided by the National Finance and Administration Policies and Procedures.

Section 203. BYLAWS AND POLICIES COMMITTEE

The Bylaws and Policies Committee has the following responsibilities:

(1) reviewing applications to be Organization Members of USYSA and making reports on those applications as provided by section 2 of Bylaw 211;

(2) providing notice to the membership of USYSA of the deadline date for submitting proposed amendments to the charter or bylaws of USYSA and the format and procedures for submitting proposed amendments;

(3) reviewing and making recommendations to the National Council about proposed amendments timely submitted;

(4) reviewing amendments to charters, articles of incorporation, bylaws, rules and regulations of an Organization Member submitted as required by Bylaw 213 and making a report to the Board of Directors about its review not later than 90 days after receiving the amendments;

(5) ensuring that the national office of USYSA has copies of all proposed amendments and the Committee's recommendations, and that those amendments are timely sent to the membership of USYSA;

(6) preparing at the beginning of each fiscal year an updated publication of the Bylaws of USYSA, including all amendments adopted through the end of the prior fiscal year;

(7) reviewing proposed policies and amendments to policies and making appropriate recommendations about those policies and amendments;

(8) making reports and recommendations to the Board of Directors and the National Council about possible bylaw and policy amendments; and

(9) providing advisory opinions about interpretations of the charter, bylaws, and

policies of USYSA on the written request of the National Council, the Board of Directors, or a member of the Board.

Section 204. COACHING COMMITTEE

The Coaching Committee has the following responsibilities:

- (1) developing and implementing coaching and player development programs through identifying, establishing, and providing various mediums to assist and guide all youth coaches, administrators, and volunteers;
- (2) coordinating programs and events of the regions with the Boys Olympic Development Committee, the Girls Olympic Development Committee, and the Recreation Committee;
- (3) assisting in defining and reviewing USYSA's educational and developmental philosophy, including recommending proposed courses and training that USYSA should establish and administer;
- (4) recommending policies and procedures, and evaluating those policies and procedures, for conducting coaching courses at the national, state, and local levels;
- (5) monitoring the curriculums of courses at all levels and reviewing those curriculums with the technical staff of the Federation; and
- (6) serving as a resource to the State Association Directors of Coaching within each region.

Section 205. GIRLS OLYMPIC DEVELOPMENT COMMITTEE

The Girls Olympic Development Committee has the following responsibilities:

- (1) developing and administering an Olympic Development Program for USYSA, as provided by the Olympic Development Program General Policy Statement adopted January 9, 2000;
- (2) ensuring that all youth soccer players in the United States, regardless of their membership status, are afforded the opportunity to participate in the Program;
- (3) identifying annually a pool of players in each age group from which a United States national team will be selected;
- (4) ensuring that high level training will be provided to benefit and enhance the development of players;
- (5) coordinating programs and events of the regions with the national team programs, events, and coaches;
- (6) coordinating programs and events of the regions with the Coaching Committee and the Referee Committee;
- (7) planning, budgeting, and implementing interregional and competitive events;
- (8) providing leadership, training, and education for State Association programs that feed into regional programs; and
- (9) preparing and maintaining on a current basis an Olympic Development Program Manual.

Section 206. MEDIATION AND DISPUTES RESOLUTION COMMITTEE

The Mediation and Disputes Resolution Committee has the following responsibilities:

- (1) developing a program to provide mediation to USYSA and its members;
- (2) developing a curriculum for mediator training;
- (3) conducting national mediation training as directed by the Board of Directors;
- (4) informing the members of USYSA about mediation as a form of dispute

resolution and the advantages of mediation;

(5) assisting members of USYSA in developing their own programs for mediation, including mediator training; and

(6) coordinating the USYSA mediation program with the Federation program.

Section 207. NATIONAL CHAMPIONSHIPS COMMITTEE

The National Championships Committee has the following responsibilities:

(1) administering the National Championships competitions as provided by the Policy on the US Youth Soccer National Championships and the Board of Directors;

(2) reviewing that Policy and make recommendations for amendments as appropriate; and

(3) reviewing bids to host the National Championships competitions and the proposed host sites and making recommendations to the Board of Director about sites to be selected to host.

Section 208. ODP CHAMPIONSHIPS COMMITTEE

The ODP Championships Committee has the following responsibilities:

(1) administering the ODP Championships competitions as provided by the Policy on the US Youth Soccer ODP Championships and the Board of Directors;

(2) reviewing that Policy and make recommendations for amendments as appropriate; and

(3) reviewing bids to host the 1 ODP Championships competitions and the proposed host sites and making recommendations to the Board of Director about sites to be selected to host.

Section 209. RECREATION COMMITTEE

The Recreation Committee has the following responsibilities:

(1) developing guidance and resources to develop, improve, and implement programs for youth of all ages playing recreational soccer;

(2) assisting coaches and other adults involved with recreational soccer in ensuring that, through soccer, recreational players have an opportunity enjoy all elements of soccer while at the same time improving their soccer skills; and

(3) maintaining liaison with other committees that have activities related to recreational players, including the Coaching Committee, Referee Committee, coaching modules, distributing coaching materials, and early stage referee material.

Section 210. REFEREE COMMITTEE

The Referee Committee has the following responsibilities:

(1) developing and implementing referee education and development programs through various mediums to assist and guide all levels of youth referees;

(2) maintaining liaison with the Federation National Referee Development Program to ensure that USYSA program needs are satisfied;

(3) developing brochures and pamphlets that further the goals of USYSA soccer programs;

(4) carrying out responsibilities for game officials involved in the National Champions competitions, the National ODP National Championships competitions, and other USYSA programs, including proposing budgets related to those responsibilities;

- (5) assisting, and making recommendations to, the Federation Referee Office in identifying and classifying referees with potential for higher level game assignments; and
- (6) coordinating programs and events of the regions with the Boys Olympic Development Committee, the Girls Olympic Development Committee, the Coaching Committee, and the Recreation Committee.

Section 211. REGISTRARS COMMITTEE

The Registrars Committee has the following responsibilities:

- (1) developing instructional materials for registration, travel, and tournaments that will provide for national consistency through State Association registrars and local registrars;
- (2) identifying and communicating with State Association registrars explanations of policies and procedures related to registration, travel, and tournaments;
- (3) recommending new policies and amendments to policies necessary to promote the accurate registration of players, coaches, and volunteers;
- (4) assisting in developing consistent forms as necessary to promote the clear and concise procedures pertaining to the status of a player, coach, or volunteer;
- (5) being available to assist in answering questions from State Association registrars verifying interpretations of bylaws and policies with the chairmen of the Bylaws and Policies Committee, the National Championships Committee, or the National ODP Championships Committee, as the case may be;
- (6) conducting research about the latest technology for developing optional registration procedures and techniques;
- (7) reviewing, for consistency, proposals from other committees related to registration matters; and
- (8) providing for the efficient and effective acquisition, compilation, and communication of information about registration matters.

Section 212. RISK MANAGEMENT COMMITTEE

The Risk Management Committee has the following responsibilities:

- (1) developing and implementing a risk management plan for USYSA, as provided by Bylaw 214;
- (2) providing leadership and instruction to State Associations regarding risk management; and
- (3) developing and distributing guidelines and related materials that will foster safe circumstances for all persons, especially every youth, who participates in a USYSA activity or an activity of any of the membership of USYSA.

Section 213. SOCCER ACROSS AMERICA COMMITTEE

The Soccer Across America Committee has the following responsibilities:

- (1) developing and providing soccer opportunities for youngsters in every area of the United States in which soccer does not exist or is underserved, whether urban, rural, or suburban areas;
- (2) through these opportunities, building positive social and life skills for our youth players that will provide them fun and exercise, physical and mental development, and at the same time increasing their self-esteem; and

(3) implementing its responsibilities through grass roots efforts throughout the United States.

Section 214. TOPSOCCER® COMMITTEE

The TOPSoccer® Committee has the following responsibilities:

(1) developing and implementing soccer participation programs throughout the United States for youth with disabilities;

(2) through these programs, striving to enable thousands of young athletes with disabilities to develop physical fitness, to build positive social and life skills and self-esteem, and to experience the joy and excitement of playing soccer; and

(3) implementing its responsibilities through grass roots efforts in each of the regions, through national cooperative programs, and developing a TOPSoccer Resource Center.

PART III—SPECIAL COMMITTEES

Section 301. GENERAL REQUIREMENTS

In establishing a special committee as provided by Bylaw 502, the President shall submit to the Board of Directors for approval, in the form of the next available section of this part of this policy—

(1) the name of the committee;

(2) the number of members of the committee, including the chairman and its composition;

(3) the responsibilities of the committee;

(4) the period of time the committee is to remain in existence; and

(5) the date on which the committee is to submit its final report.

Section 302. CREDENTIALS COMMITTEE

(a) USYSA has a Credentials Committee composed of a chairman appointed by the President with the approval of the Board of Directors. The term of the Committee is at the pleasure of the Board.

(b) The Credentials Committee has responsibilities as provided by Robert's Rules of Order in regard to National Council meetings occurring during the term of the Committee's existence.

Section 303. HISTORIAN

(a) USYSA has an individual who is the Historian for USYSA. The term of the Historian is at the pleasure of the Board.

(b) The Historian has the following responsibilities:

(1) assembling and organizing information, data, and materials comprising the history of USYSA; and

(2) recommending methods for maintaining and displaying the information, data, and materials.

Section 305. NATIONAL LEAGUE COMMITTEE

(a) USYSA has a National League Committee composed of a chairman and members appointed by the President with the approval of the Board. The term of the Committee is at the pleasure of the Board.

(b) The National League Committee has the responsibility of determining the structure of a USYSA National League.