

## Greater Renton-Tukwila Youth Soccer Association

Title: Policies and Procedures

Policy and Procedure Number: 001

Revision: A

Approval Date: May 4, 2005

### A. Purpose

This procedure defines how policies and procedures will be formatted, approved and revised.

### B. Format and Content Requirements

#### 1. Header

The header of Policies and Procedures will contain the Policy and Procedure Title, Policy and Procedure Number, revision letter, approval date.

##### a. Title

Policy and procedure titles will describe the subject of the policy and procedure.

##### b. Number

Policy and procedure numbers will start with number 001 and continue sequentially. If a policy or procedure is canceled the number is not reused.

##### c. Revision

Policies and procedures will be revision NEW when first approved. Subsequent revisions will be identified as A, B, C, and so on.

##### d. Approval Date

Enter the date the Board of Directors approves the policy and procedure.

#### 2. Purpose

Purpose will be the first section in the policy and procedure. The purpose will include a short description of the reason for the policy and procedure.

#### 3. Process

Procedures will include a section defining the process steps involved, including identification of the role (who performs the step) and due date for the step (as appropriate).

#### 4. Other Sections

Topics that may be appropriate in some procedures include Definitions, Requirements, and Goals.

#### 5. Section Numbering

The format for the section numbering will be as shown

:A. Section

1. Subsection

a. Paragraph

#### 6. Document Font

The font for policies and procedures headers will be Arial size 14 and body will be Arial size 12.

#### 7. Formatting Style

The Microsoft Word formatting "style" feature has been used in this procedure as an example of preferred formatting. To format a block of text, highlight the text and select the desired style. You need to add the style button to see the current style in use.

### C. Policy and Procedure Approval Process

1. Request a new policy or procedure or a revision to an existing policy or procedure.  
Role: Sponsor (Any club officer, coordinator, or board member)
2. Present new or revised policy procedure for discussion with board.  
Role: Sponsor Due: Any scheduled board meeting
3. Approve new policies and procedures and revisions to existing policies and procedure  
Role: Board members (majority vote) Due: Next board meeting
4. Maintain a copy of each current policy and procedure and a copy of each obsolete version  
Role: Association secretary
5. Publish post approved policies and procedures on the Association web site  
Role: VP of Administration Due: within 2 weeks of approval
6. Distribute copies of the approved policy and procedure to Association officers and club presidents  
Role: VP of Administration Due: within 2 weeks of approval