

## Greater Renton-Tukwila Youth Soccer Association

Title: Annual Reports

Policy and Procedure Number: 016

Revision: NEW

Approval Date: TBD

### A. Purpose

Annual reports are used to report the status of the association to WYS, District 3 and the member clubs. The Association annual report is required to be submitted to the WYS Secretary in February of each year. In addition statistical and financial data is collected to assist the Association board of directors in decision-making. This procedure describes the data collected and how the annual report will be distributed.

### B. Annual Report Outline and Required Content

#### 1. State Annual Report

The Association President is responsible for collecting significant events, accomplishments and improvements at the monthly association meetings.

- a. Write the annual report to be presented at the Association Annual General Meeting (AGM) in January of each year.
- b. Present the annual report at the AGM.
- c. Send the annual report to the WYS Secretary in February.

#### 2. Fields Report

The Association VP of Competition is responsible for writing the field use report. The field report will include:

- a. The list of the fields being used by the association and clubs
- b. Field time available for games and practice
- c. Field time used for games and practice
- d. Field use rates for games and practice (time used/time available)

#### 3. Coaches

The Association VP of Development is responsible for writing the coach experience report. The coach experience report will include:

- a. The coach experience level in average years of experience and median years of experience
- b. The coach rate of return. (returning coaches/total coaches)

#### 4. Referees

The Association VP of Development is responsible for writing the referee experience report. The referee experience report will include:

- a. Number of referees that worked for the association
- b. The referee experience level in average years of experience and median years of experience
- c. The coverage rate for games in the association (covered games/available games)
- d. The return rate for referees (returning referees/total referees)

#### 5. Player Report

The Association Registrar is responsible for writing the player report. The player report will include:

- a. The number of players by age, by gender and by club
- b. The player return rate (returning players/total players) by age, by gender and by club
- 1. Teams  
The Association VP of Competition is responsible for writing the team report. The team report will include:
  - a. The number of teams by age, by gender and by club
  - b. The team return rate (returning teams/total teams) by age, by gender and by club
  - c. The season record for each team playing in a competitive league

#### C. Procedure

- 1. Write reports using Microsoft Word and submit to Association VP Administration  
Role: Various Due: December 15
- 2. Assemble annual report  
Role: Association VP Administration
- 3. Present annual report to January Annual Meeting  
Role: Association VP Administration
- 4. Submit annual report to WSYSA Secretary  
Role: Association President Due: February