

Greater Renton-Tukwila Youth Soccer Association

Title: Approving Tournament Sponsorship

Policy and Procedure Number: 023

Revision: NEW

Approval Date: TBD

A. Purpose

This procedure defines how the association approves a tournament sponsored by an association club.

B. Requirements

Tryout planning has the following goals:

1. Ensure all tournament applications follow association and state procedures and forms
2. Ensure adequate organization structure and management of proposed tournament so that it operates successfully
3. Ensure reasonable business plan for proposed tournament (reasonable return for investment of labor and funds)

C. Business Plan

The business plan shall include:

1. Projected revenues, expenses, volunteer time
2. Proposed promotional plan (advertising, mailings, etc.)
3. Organization structure (committees, leaders, staffing)
4. Field plan

D. Process

1. Obtain tournament application from WYS
Role: Tournament Director
2. Complete tournament application, prepare tournament rules, and prepare business plan (The Package).
Role: Tournament Director
3. Provide The Package to VP of Competition for review and feedback.
Role: Tournament Director
4. Present The Package to Association Board of Directors for approval.
Role: Tournament Director
5. Sign tournament application
Role: Association President
6. Submit tournament application to District 3 VP of Competition for approval
Role: Tournament Director
7. Submit approved tournament application to WYS
Role: Tournament Director
8. Prepare and submit a tournament report to WYS and Association President.
Role: Tournament Director