

# Arlington Soccer Association Travel Program



## CHARTER

Adopted March 3, 1991  
Amended November 7, 1996  
Amended May 13, 1998  
Amended September 2, 1998  
Amended March 19, 2002  
Amended August 21, 2007  
Amended, March 12, 2010  
**Amended February 18, 2011**



## **Purpose of the Arlington Travel Soccer Program**

The purpose of the Arlington Soccer Association's Travel Program ("Travel Program") is to develop, administer, and promote a program for providing Arlington and Falls Church youths with the opportunity to acquire and develop superior soccer skills through higher levels of competition and greater coaching expertise.

As a standing program of the Arlington Soccer Association ("ASA"), the Travel Program is open to all players, regardless of residence, who qualify based upon their athletic ability and soccer skills as determined in annual Travel Program try-outs, or other selection process as defined by the Travel Committee.

### **1.0 Membership in ASA**

As a standing program of the Arlington Soccer Association (ASA), membership in the Travel Program shall be granted to those travel teams in good standing which:

- Agree to be affiliated with the ATS and the ASA by adhering to the provisions of this Charter and the rules, guidelines, and policies of ASA and the Travel Program.
- Agree to join and abide by the rules and policies of the (1) National Capital Soccer League ("NCSL"), (2) the Washington Area Girls Soccer League ("WAGS"), (3) the Old Dominion Soccer League ("ODSL") and/or any other leagues approved by the Travel Committee.
- Agree to be current in, and in compliance with, all financial and volunteer obligations to ASA and the Travel Program.

Each Team shall collaboratively designate an individual to serve as the Team Manager, who will be responsible for representing the Team as a Member of Travel Program. The Team Managers shall, together, form the Travel Program Council.

### **2.0 Application for Membership**

Any traveling team not currently affiliated with the Travel Program may apply to join the Travel Program by submitting a written memo of interest addressed to the Travel Committee Chairperson. Such requests will be reviewed with the Travel Committee and ASA Staff. Should such requests be recommended for acceptance at a regularly scheduled Travel Committee meeting, an interested team can be accepted with a simple majority approval of the Travel Committee.

Such requests and approvals / denials will be reported to the full ASA Board on an ongoing basis.

### **3.0 Travel Program Committee**

The Travel Committee shall be responsible for advising and directing the Executive Director of the ASA as to the management of the Travel Program subject to the by-laws of ASA and the policy direction of the ASA Board of Directors. The Travel Committee shall consist of voting and non-voting members. The voting members shall consist of the Chairperson of the Travel Committee, the Boys Travel Commissioner, the Girls Travel Commissioner, the Secretary, the chairperson of the Travel Finance Subcommittee, and two At-Large members. The non-voting members shall consist of the WAGS, NCSL and ODSL representatives, and such other persons as shall be appointed by a majority of the voting members of the Travel Committee.

Members of the Travel Committee shall be elected by the Travel Program Council (“Program Council”). The Program Council shall have, at a minimum, two annual general meetings, one in the Fall season and one in the Spring season, and such other meetings as may be called by the Chairperson of the Travel Committee. The Travel Committee Chairperson, Boys Travel Commissioner, Girls Travel Commissioner, Secretary, Chairperson of the Finance Subcommittee, and two At-Large positions will be elected by a majority vote of the Program Council, each Team Manager having one vote, such elections to be conducted at one of the annual general meetings as set forth in section 4.2 below. All elected Travel Committee members shall serve terms of two years, except that at the first annual general meeting of the Program Council the Chairperson, Secretary and Chairperson of the Finance Subcommittee will be elected for a term of one year, and thereafter for terms of two years.

All non-voting committee members, including the WAGS, NCSL and ODSL representatives will be appointed by a majority vote of the Travel Committee. Such representatives shall be appointed at the first meeting of the Travel Committee following the Fall annual Program Council meeting and shall serve a period of one year, subject to unlimited re-appointment. The Travel Committee may, by majority vote, invite other person, including player representatives, to join the Travel Committee as non-voting members in their discretion.

The Chairperson of the Travel Committee shall be a member of the ASA Board of Directors and shall exercise the vote of the Travel Committee in any meeting or vote of the ASA membership.

The Travel Committee shall meet at the request of the ASA Executive Director, the Travel Committee Chairperson, or three members of the Travel Committee, and shall include at its meetings the ASA Executive Director and any other staff deemed necessary by the Travel Committee or the Executive Director.

## **4.0 Meetings of the Travel Program Council**

### **4.1 Semi-Annual Travel Program Council Meetings**

The ATS shall hold two Program Council Meetings each year. One regular meeting shall be held prior to the start of the spring season. The other regular meeting shall be held prior to the start of the fall season.

### **4.2 Special Program Council Meetings**

Special Program Council Meetings may be convened at the call of the Travel Committee Chairperson, by both Travel Committee Commissioners, at the request of at least three (3) Travel Committee Officers, or as petitioned by a representative of at least fifty percent (50%) of the Teams.

### **4.3 Notice of Program Council Meetings**

All Member Teams' Team Managers shall be given at least thirty (30) days notice of any Member Meeting. Notice shall only be required to be given via electronic means up to and including posting on the ATS website. Team Managers, or other designated Team Representatives, are expected to attend Program Council Meetings. Program Council Meetings are open to all interested parties. Any interested party desiring to address the Program Council must submit a written request three weeks in advance of the Program Council Meeting. Such request must be addressed to the Travel Committee Chairperson with a copy to the Travel Committee Secretary and may be delivered via letter mail or email.

### **4.4 Rules of Order**

Roberts Rules of Order, Revised, shall govern the proceedings of all Program Council Meetings of the ATS.

### **4.5 Voting**

No voting may be taken at a Program Council Meeting unless a quorum is present. A quorum shall be defined as a simple majority of the Travel Teams being represented. All voting by the Program Council will occur in person at designated and properly noticed Member Meetings. The Program Council shall conduct voting for the election of Travel Committee Officer positions, and other proposals brought before the Membership by the Travel Committee, as provided for in the ASA Bylaws. The Program Council will also receive reports from the Travel Committee, ASA's Executive Director, or other ASA Staff, and conduct other such business as may be provided by the ASA Bylaws or be brought before it by the Travel Committee.

#### **4.6 Minutes**

Minutes are required to be taken at all duly convened and noticed Program Council Meetings. Minutes will be taken by the Secretary of the Travel Committee (or other designated staff or Travel Committee Officer). Minutes shall be approved by a simple majority of those Travel Team Managers, or other designee, in attendance via electronic voting (email). Minutes shall be electronically posted within 60 days of the duly convened and noticed Member Meeting.

#### **5.0 Role of the Travel Committee**

The Travel Committee is a standing Committee of the ASA and performs, as support to the ASA Board of Directors, the governance and managerial oversight functions of the ATS. The Travel Committee is responsible for (among other tasks and duties):

- Ensuring that the business of the ATS is conducted in accordance with established rules, guidelines, and policies of the ASA and ATS.
- Maintaining current and establishing new rules, policies, and guidelines for the effective management and operations of the Travel Program.
- Responding to ATS Team Manager or ATS Parent inquiries on an as needed basis.

#### **6.0 Travel Committee Meetings**

Meetings of the Travel Committee shall be held no less than bi-monthly at such time and place as decided by the Travel Committee Chairperson.

##### **6.2 Special Travel Committee Meetings**

At the request of the Travel Committee Chairperson, or at the request of any three (3) Travel Committee Officers, special or ad-hoc meetings may be held on an as needed basis.

##### **6.3 Notice of Travel Committee Meetings**

Notice of Travel Committee Meetings, both regular and special, shall be posted on the ASA website 7 days in advance of the meeting. Travel Committee Meetings are open to any interested parties. Any interested party desiring to address the Travel Committee must submit a written request 30 days in advance of the Travel Committee Meeting. Such request must be addressed to the Travel Committee Chairperson with a copy to the Travel Committee Secretary and may be delivered via letter mail or email.

## **6.4 Rules of Order**

Roberts Rules of Order, Revised, shall govern the proceedings of all meetings of the Travel Committee and its constituent Subcommittees.

## **6.5 Voting**

No voting may be taken at a Travel Committee Meeting unless a quorum is present. A quorum shall be defined as a simple majority of the Travel Committee Officers being represented. Votes of the Travel Committee may be held via email or other electronic means, provided a quorum of Travel Committee Officers registers a vote.

## **6.6 Minutes**

Minutes are required to be taken at all duly convened and noticed Travel Committee Meetings. Minutes will be taken by the Secretary of the Travel Committee (or other designated staff or Travel Committee Officer). Minutes shall be approved by a simple majority of those Travel Committee Officers in attendance at either the next regularly scheduled Travel Committee Meeting or via electronic voting (email). Minutes shall be electronically posted within 30 days of the duly convened and noticed Travel Committee Meeting.

## **6.7 Executive Session**

Upon the vote of the majority of those Travel Committee Officers present, meetings may be conducted in Executive Session for the purpose of considering matters of a sensitive or confidential nature. Attendance at Executive Sessions shall be limited to Travel Committee Officers (voting and non voting).

## **7.0 Travel Committee Officers**

The Travel Committee shall consist of the Chairperson of the Travel Committee, the Boys Travel Commissioner, the Girls Travel Commissioner, the Chairperson of the Travel Finance Subcommittee, the Secretary, and two (2) At-Large Committee Members. These voting Travel Committee Officers shall be elected and serve terms as provided for in the ASA Bylaws. Additionally, nonvoting Travel Committee Officers shall include the WAGS representative, the NCSL representative, and the ODSL representative.

### **7.1 Responsibilities**

**Chairperson** - Supervise and direct the governance function and business affairs of the ATS. Preside over Travel Committee and Program Council Meetings. Serve as Chairperson of the Executive Subcommittee of the Travel Committee. Lead and direct the work of the Nominating Subcommittee. Lead the ATS Subcommittees in organizing and developing proposals for ATS rules and

policies. Serve as a standing Director on the ASA Board. Represent ATS in meetings with county, ASA, and other organizations. Serve as spokesperson for the needs and interests of the Travel Program and serve as a conduit of communications to and from the Travel Program community.

**Boy's Commissioner and Girl's Commissioner** - Assist the Chairperson in developing proposals for rules and policies to govern Travel Teams. Serve as Co-Chairpersons of the Rules and Discipline Subcommittee. Lead the Rules and Discipline Subcommittee in organizing and developing proposals for ATS rules and policies. Ensure that all teams are aware of and in compliance with all applicable ASA, ATS, and league policies. Facilitate communication between teams and Travel Program management, serving as a resource for ongoing team management / operations issues. Assist with the coordination of team formation and the development of age-group interaction and coordination. Help resolve disputes within and between Teams. In the absence of the Travel Committee Chairperson, serve as Chairperson at Program Council Meetings and Travel Committee Meetings.

**NCSL, WAGS, and ODSL League Club Representatives** – Serve as principal liaison for ATS on respective league boards. Assist the ASA Staff in ensuring administrative requirements are met for obtaining permission to play and registering ATS teams. Assist the ASA Staff in serving as a liaison between team managers and respective registrars for team registration and roster changes. Communicate league policies, rules and procedures to Team Managers. Train new Team Managers in preparation of documents and other administrative tasks required by the league. Serve as the main point of contact to leagues in such areas as communicating multiple team coaching schedules, and other special issues. League Representatives are non-voting Travel Committee Officers.

**Secretary** – Assist the Chairperson in the efficient management of all Travel Committee Meetings. Serve as Chairperson of the Communications Subcommittee and serve as a standing member of the ASA Communications and Outreach Committee. Lead the Communications Subcommittee in organizing and developing proposals for ATS rules and policies. Distribute monthly Travel Committee agendas. Record, distribute, and store Travel Committee and Membership Meeting minutes. Maintain master record of Travel Committee governance and operational documents and policies. Maintain list of member teams in good standing. Administer and provide for tabulation of all balloting and recorded voting.

**Finance Subcommittee Chairperson** – Assist the ASA and champion the ATS by overseeing and guiding the annual ATS budgeting process and setting of ATS player dues. Serve as the Chairperson of the ATS Finance Subcommittee and serve as a standing member of the ASA Finance Committee. Lead the Finance Subcommittee in organizing and developing proposals for ATS rules and policies. Through the work of leading the ATS Finance Subcommittee, contribute to the

sound and transparent management of ATS and ASA. Make monthly reports on ATS finances to the Travel Committee and to the Membership at the fall and spring Membership Meetings.

**Members-at-Large** – Perform such duties and functions as shall be assigned by the President or the Board of Directors.

## 7.2 Code of Conduct

A Travel Committee Officer shall discharge the Officer's duties, including duties as a Subcommittee Chairperson or Subcommittee Member:

- In good faith,
- With the care an ordinarily prudent person in like position would exercise under similar circumstances, and
- In a manner the Officer reasonably believes to be in the Travel Program's and ASA's best interests, and not from personal agendas.

In discharging an Officer's duties, including duties as a Subcommittee Chairperson or Subcommittee Member, an Officer may rely upon information, opinions, reports, or statements, including financial statements and other financial data prepared or presented by:

- A member of staff or employee of ASA whom the Officer reasonably believes to be reliable and competent in the matters prepared or presented,
- Legal counsel, public accountants, or other individuals regarding matters the Officer reasonably believes are within the individual's professional or expert competence, and
- A Travel (or other ASA) Committee regarding matters within the ASA Board Committee's jurisdiction, if the Officer reasonably believes a Board Committee of which the Officer is not a member, merits confidence.

## 8.0 Elections and Removal of Travel Committee Officers

### 8.1 Nominations

- At least sixty (60) days prior to the end of the term of any elected Travel Committee Officer (as provided for via the ASA Bylaws and this Travel Program Charter), the Travel Committee Chairperson will designate a Nominating Subcommittee consisting of representatives from five member teams. No more than three members shall be from either boy's teams or girl's teams.
- The Nominating Committee shall advise all prospective candidates of the duties and obligations of the applicable position, and shall ascertain the candidates' willingness to serve before submitting their names to the Program Council.

- The Nominating Committee shall report its nominations to the Travel Committee and the Program Council at least three weeks (21 days) before the end of the applicable term.
- Additional nominations may be made from the floor of the Program Council Meeting immediately preceding the elections, provided said additional nominees are present at the meeting.
- In the event of a vacancy in the office of Travel Committee Chairperson, an Interim Travel Committee Chairperson shall assume the duties of the Travel Committee Chairperson. If the vacancy occurs in an odd-numbered year, the Boys Commissioner shall become the Interim Travel Committee Chairperson. If the vacancy occurs in an even-numbered year, the Girls Commissioner shall become the Interim Travel Committee Chairperson. This interim Officer shall serve until the next Program Council Meeting, when an election shall be held to complete the remainder of the term.
- In the event of a vacancy in the offices of Boys or Girls Commissioner, Secretary, Finance Subcommittee Chairperson, or either Member at Large, the Travel Committee Chairperson shall designate an Interim Travel Committee Member, subject to the approval of the Travel Committee. This interim Officer shall serve until the next Program Council Meeting, when an election shall be held to complete the remainder of the term.

## **8.2 Elections**

- As contemplated via the ASA Bylaws, terms of Travel Committee Officers shall commence immediately upon election.
- Election of the Travel Committee Chairperson to a term of two years will take place at the Spring Program Council Meeting in odd-numbered years.
- Election of the Boys and Girls Commissioners to terms of two years each will take place at the Spring Program Council Meeting in even-numbered years.
- Election of the Secretary to a term of two years will take place at the Fall Program Council Meeting in odd-numbered years.
- Election of the Finance Subcommittee Chairperson to a term of two years will take place at the Fall Program Council Meeting in even-numbered years.
- Election of Members at Large to a term of two years will take place at the Spring Program Council Meeting every year.

## **8.3 Appointment of Player Representatives**

One male and one female player from a U16 – U18 Travel Team shall be appointed to serve as Boys and Girls Player Representatives. Player Representatives shall be appointed at the Spring Membership Meeting and shall serve one-year terms. The Travel Committee may choose, when they deem it appropriate, to appoint two players to share one of the player representative positions: two male players to share the boys' position or two female players to share the girls' position. Player representatives are not considered Officers of the Travel Committee and are non-voting members of the Travel Committee.

## 8.4 Removal of Officers

Any member of the Travel Committee may be removed by a vote of two-thirds (2/3) of the total number of Travel Team Managers, or other designated Team Representative, certified by the Secretary as eligible to vote at a meeting of the Program Council appropriately noticed and held. Such votes shall be conducted by secret ballot.

## 9.0 Travel Committee Officer Compensation and Expenses

ATS functions in large part due to the collaborative nature of travel soccer and the efforts of Current Parents. Travel Committee Officers serve, in an elected and appointed capacity, as volunteers.

No compensation is paid to any Travel Committee Officer for their work as part of the Travel Committee, Travel Subcommittees, nor any special Working Groups.

Travel Committee Members may submit expense reports for extraordinary expenses incurred in the fulfillment of their roles and responsibilities as Officers. Such expenses should, whenever possible, be pre-approved by the Chairperson of the Travel Committee. Such expense reports should be submitted to the Chairperson of the Finance Subcommittee for approval and reimbursement. Such approvals will be reported to the Travel Committee on a monthly basis.

## 10.0 Subcommittee Structure

### 10.1 Standing Subcommittees

The Travel Committee shall have permanent Standing Subcommittees as set forth below:

<b>Subcommittee</b>	<b>Subcommittee Chairperson(s)</b>
Executive	Travel Committee Chairperson
Nominating	Travel Committee Chairperson; At Large #1 <sup>1</sup>
Rules and Discipline	Boys and Girls Commissioners
Finance Subcommittee	Chairperson of the Finance Subcommittee
Communications Subcommittee	Secretary
ASIST Subcommittee	ASIST Tournament Director; At-Large #1
Tryout Subcommittee	At-Large #2
League Subcommittee	League Representatives

<sup>1</sup> Nomination Subcommittee to be organized and lead by the Travel Committee Chairperson but will be chaired by a Member appointed to the Subcommittee.

## **10.2 Ad-hoc Subcommittees**

The Travel Committee Chairperson with majority approval of the Travel Committee may establish additional Ad-hoc Subcommittees or Working Groups. The Charter of any Subcommittee shall be set forth in writing and given to the Ad-hoc Subcommittee to describe and direct its work.

### **1. Committee Dissolution**

The Chairperson of the Travel Committee may, at any time, recommend to the Travel Committee the dissolution of any standing or ad-hoc committee. Such dissolution would require a majority vote of the Travel Committee.

## **11.0 Arlington Soccer Association**

The Travel Committee is a standing committee of the ASA and travel soccer is a standing Program of the ASA. As such, this Charter is a guiding document that works in conjunction with and support of the ASA Bylaws. The Travel Committee shall have the power to make and adopt such policies, rules, and regulations not inconsistent with law, the ASA Articles of Incorporation, the ASA Bylaws, or other ASA Policies, as it may deem advisable for the governance and management of the business and affairs of the Travel Program.

In the event of any conflict between this Charter and the ASA Bylaws, the ASA Bylaws shall prevail.

## **12.0 Amendments**

This Charter may be altered, amended, or repealed by the Travel Committee at any regular or special meeting, provided: notice of such meeting shall have contained a copy of the proposed alteration, amendment, or repeal; such notice is sent electronically to the Program Council; and must pass by an affirmative vote of at least two-thirds of the voting members of the Travel Committee.