

Superiorland Travel Soccer Program Charter

1.0 Purpose of Superiorland Travel Soccer Program

The purpose of the Superiorland Travel Soccer Program is to develop, administer, and promote travel soccer to Marquette County and the surrounding area with the opportunity to acquire and develop superior soccer skills through higher levels of competition and greater coaching expertise.

As a standing program of Superiorland Soccer Association (SSA), the Travel Program is open to all players, regardless of residence and ability. Coaches reserve the right to move a player as needed to complete a team. If a team roster is full, a player may be placed on a waiting list.

2.0 Membership in SSA

As a standing program of SSA, membership in the Travel Program shall be granted to those Travel Program Teams in good standing which:

- Agree to be affiliated with SSA by adhering to the provisions of this Charter and the rules, guidelines, and policies of the Travel Program.
- Agree to join and abide by the rules, guidelines and policies of (1) Superiorland Soccer Association, (2) Michigan State Youth Soccer Association **(by extension, the United States Youth Soccer Association and the United States Soccer Federation.)**
- Agree to be current in, and in compliance with, all financial and volunteer obligations to 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 the travel program. The Team Managers shall form the Travel Program Committee.

3.0 Travel Program Committee

The Travel Committee shall be responsible for advising and directing the Travel Director of SSA as to the management of the Travel Program subject to the bylaws of SSA and the policy direction of the SSA Board of Directors. The Travel Committee shall consist of all voting members. These members shall include The Travel Director of SSA, who will serve as the committee Chairperson, and the Team Managers for current member teams.

4.0 Meetings of the Travel Committee

4.1 Meeting Times

The Travel Committee shall meet at least once a month, or as determined by the Travel Director. Meeting dates, times and location should be provided to each team's representative in a timely manner.

4.2 Rules of Order

The travel committee shall be run in accordance with Robert's Rules of Order or any in form that is deemed appropriate by the Travel Director.

4.3 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 Voting Travel Committee Officers being represented. Votes of the Travel Committee may be held via e-mail or other electronic means, provided a quorum of Voting Travel Committee Officers registers a vote.

4.4 Minutes

Minutes of each meeting shall be recorded by the secretary and shared with committee members and the SSA Board Director Secretary prior to the next Travel Committee Meeting.

5.0 Role of the Travel Committee

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

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

6.0 Travel Committee Officers

6.1 Positions and Responsibilities

Committee Chairperson – The Travel Director shall serve as the chairperson of the Travel Committee, supervise and direct the governance function and business affairs of the STSP, serve as a standing Director on the SSA Board of Directors and exercise the vote of the Travel Committee in any meeting or vote of the SSA membership.

Girls and Boys Head Coach – The Boys and Girls Head Coaches shall be responsible for overseeing the formation and development of the Boys

and Girls Travel Soccer Teams. The Travel Director with support of the Travel Committee members will appoint these individuals.

Fundraising Coordinator – The Fundraising Coordinator shall organize and implement fundraising programs and strategies.

Field Maintenance Coordinator – The Field Maintenance Coordinator shall be responsible for the overall maintenance of fields including, but not limited to, lining of fields, safety, and installation of goals, and working with external organizations, as needed.

Referee Scheduler – The Referee Scheduler shall schedule and coordinate referees for all travel games.

Dome Representative – The Travel Committee shall designate at least one committee member to serve as the Travel representative on the Dome Committee.

Volunteer Coordinator – The Volunteer Coordinator shall coordinate and organize the volunteer efforts amongst the travel players and parents. In the absence of a Picnic and Fourth of July Coordinator, this position shall also assist with the planning and organization of the end of the year picnic and Fourth of July Parade.

Picnic Coordinator – The Picnic Coordinator shall organize and promote the Travel Soccer Program’s end of the year picnic.

Fourth of July Coordinator – The Fourth of July Coordinator shall organize the Travel Program presence in the Marquette Fourth of July Parade. As needed, this coordinator shall also work with the SSA coordinator and Board of Directors to plan and organize the organization’s float and giveaways.

At-Committee Member – The At-Committee Member shall perform such duties and functions as shall be assigned by the Chairperson of the Travel Committee.

Secretary - The Secretary shall attend all meetings of the travel committee and record all votes and the minutes of all proceedings and have such other duties as delegated by the Travel Director.

6.2 Team Positions

Each Travel Team shall have a Head Coach, Assistant Coach, not to exceed two, and a team manager.

6.3 Code of Conduct

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

- In good faith
- With the care and ordinarily prudent person in like position would exercise under similar circumstance, and

- In a manner, the officer reasonably believes to be in the SSA's and the Travel Program's best interests, and not from personal agendas.

7.0 Appointment and Removal of Travel Committee Officers

7.1 Nominations

Travel Committee Officer Position vacancies are to be filled through self or third party nominations. Nominations can be accepted through e-mail correspondence and/or attendance at a Travel Committee meeting.

7.2 Appointments

All appointments must be approved by the Travel Director and are subject to the approval of the Travel Committee.

7.3 Removal of Officers

The Travel Committee and Travel Director must approve the removal of an officer. Grounds for removal include, but are not limited to, violation of SSA's code of conduct, state or local laws and/or violation of the other bylaws.

8.0 Travel Program Expenditures and Fees

8.1 Travel Committee Expenditures

The Travel Committee shall approve any use of Travel Committee Funds by a vote resulting in a simple majority. This approval may also be achieved via an e-mail or phone vote. Expenditures under \$100.00 do not require approval by the Travel Committee.

8.2 Team Fees

Individual team fees shall be determined by the team manager prior to January 1 and are subject to approval by Travel Director. These fees are to be communicated to the team's player and parents in a timely manner.

9.0 Subcommittee structure

9.1 Subcommittees

At any point and for any reason, the Travel Committee may create subcommittees to address a need and issue.

9.2 Superiorland Soccer Association

The Travel Committee is a standing committee of SSA and travel soccer is standing program of SSA. As such this Charter is the guiding document that works in conjunction with and support of the SSA Bylaws. The Travel committee shall have the power to make and adopt such policies, rules, and regulations not inconsistent with law, the SSA Articles of Incorporation, the SSA Bylaws, or other SSA

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 SSA Bylaws, the SSA Bylaws shall prevail. In addition, the SSA Travel Charter is subject to the approval of the SSA Board of Directors.