| Churchland Soccer League | Churchland Soccer League  Position Description  **Board of Directors: Travel Commissioner**  ***Revised 2025*** |
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**CSL MISSION**

The primary mission of Churchland Soccer League (CSL) is to provide access to amateur and semi-pro soccer, for youth and adults. CSL shall promote soccer to players and parents, and aid in the education and development of soccer players, coaches, referees, and related volunteers.

**EXPECTATIONS OF THE BOARD AS A WHOLE**

The Board is responsible for

* determining the mission and purposes of CSL
* selecting and evaluating the performance of the Board members and staff
* strategic and organizational planning
* ensuring strong fiduciary oversight and financial management
* fundraising and resource development
* approving and monitoring CSL’s programs and services
* enhancing CSL’s public image
* assessing its own performance as the governing body of CSL

**EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS**

Each individual board member is expected to fulfill three primary legal duties:

1. Duty of Care: pay attention to CSL’s activities and operations
   1. know the organization’s mission, policies, programs, and needs
   2. faithfully read and understand the organization’s financial statements
2. Duty of Loyalty: put the interests of CSL before personal and professional interests
   1. serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for CSL to advance its mission
   2. leverage connections, networks, and resources to develop collective action to fully achieve CSL’s mission
   3. help identify personal connections that can benefit CSL’s fundraising and reputational standing and can influence policy related to the CSL mission
   4. sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
   5. maintain confidentiality about all internal matters of CSL
3. Duty of Obedience: comply with applicable federal/state/local laws; adhere to CSL bylaws; remain guardians of the mission
   1. prepare for, attend, and conscientiously participate in board meetings
   2. participate fully in one or more committees
   3. follow the organization’s bylaws, policies, and board resolutions

**ROLE OF THE TRAVEL COMMISSIONER**

The Travel Commissioner (TC) is a member of the Board of Directors and reports to the President. The TC oversees the Travel Teams and their daily operation, as approved by the CSL Board of Directors. The TC provides leadership, direction, and vision for the Travel Program in conjunction with the mission, policies, and practices of the League. The TC works with resources to develop and implement training programs for players and coaches on a regular and ongoing basis as approved by the Board. The TC coordinates equipment needs as approved by the Board and in conjunction with the mission, policies, and practices of the League. The TC works with the Board, Advanced Commissioner, and Player Evaluation Committee to develop the feeder program into the Travel Program as part of the Player Evaluation Placement Committee.

**Specific duties of the Travel Commissioner**:

1. General: Responsible for the overall administration and operations of the Travel Program, under the direction and approval of the Board, and in conjunction with CSL Policies and Practices. Work in close coordination with the Board and Staff to ensure compliance with club policy and a positive flow of information between the club leadership and the program’s teams/players. Monitor the fiscal status of the Travel Program with the Board. Work with the Board to contract services associated with the Travel Program. Act as a point of contact for the Travel Programs. Act as liaison between coaches and the Board. Report information to the Board. In general, perform all duties incident to the office of Commissioner and such other duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or which may be assigned from time to time by the Board of Directors. Represent the Club with confidentiality, loyalty, and respect for fellow officers and all Club members, staff, vendors, and any affiliate.
2. VA Premier Soccer League (VPSL) /National Premier League(NPL): May represent CSL as a voting member in VPSL/NPL and any other organization that is specifically focused on travel soccer at the appointment of the President. Coordinate seasonal scheduling with VPSL/NPL while coordinating with the Board concerning field availability and other items necessary for matches at CSL. Ensure CSL Travel Program’s representation at seasonal league Competition Committee meetings by appointment of the President.
3. Committees: May request the formation of committees and committee leads to facilitate the operations of the Travel Program with the consent of the Board. May delegate individuals to act on behalf of the CSL Travel Program for various functions, with the concurrence of the Board.
4. Registration: Monitor the team registrations and assist with the placement of players throughout the soccer year based on CSL’s policies and practices. Work with CSL Registrar to ensure compliance with all CSL policies. Maintain a database of all registered players, for current and previous seasons. Work with the Registrar and Board to coordinate the resolution of incomplete registrations, coordinate Age Group waitlists, and provide the latest Age Group registration information. Develop a list of volunteers from the registration forms data and maintain a current list of volunteers at all times. Provide the list at the Board’s request. Verify rosters for each player and maintain a list at the CSL Field Building each season.
5. Policies: Monitor actions, alongside the Technical Director, of the coaches/managers and communicate with the President and Vice President any reports of violation (alleged or proven) of CSL’s policies. When instructed, take appropriate actions necessary to ensure team continuity and harmony, as agreed upon by the Board and in compliance with all Governing bodies, the City of Portsmouth, and CSL. Meet with team parents as required to provide information and guidance as necessary to ensure clarity of Club policies and philosophies.
6. Meetings: Attend all meetings of the League, as well as annual, special, and general meetings of the membership.
7. Board Duty: Perform board duty, as scheduled, on game days in order to have a Board member present at all times. Board Duty includes
   1. Helping and/or assisting in concessions.
   2. Being available and visible for questions and answers from parents, players, coaches, facilitators, or any others as related to the Club
   3. Having knowledge of field usage, schedules, and facilitators during Board Duty time.
   4. Opening and/or Closing of the fields, building, and concessions if Board Duty time is scheduled for said time.
   5. A commitment of 2 hours prior to or after your player’s HOME matches and/or your team’s HOME matches as needed or requested by the Board of Directors and/or President of the Board.
8. Voting: Vote during Board of Directors meetings on any and all pertinent information and necessary items of interest or need for the betterment of the League.
9. Term of Office: The Commissioner’s term of office shall be one year.

**Assistant Travel Commissioners are non-voting subcommittee members who:**

1. As appointed by the President, are responsible for assisting the Travel Commissioners in the administration and operations of the Travel Program. Assistants assume responsibilities, as approved by the Board, of the Travel Commissioner in the event the Travel Commissioner is unavailable or unable to perform the duties as outlined above.
2. Work in close coordination with the Board and staff to ensure compliance with club policy and a positive flow of information between the club leadership and the teams/players.
3. Attend meetings as required and coordinate with the Board.
4. Assist in monitoring the fiscal status of the Travel Program, providing reviews of the budget and input on fiscal matters as necessary.
5. Provide administrative support to coaches as required by coordinating training, maintaining records, and coordinating equipment acquisitions as necessary to ensure effective player development.
6. Submit recommendations to the Board for equipment investments for program development.
7. Coordinate compliance with the Risk Management Program, the Board, and the Administrator/Risk Management Officer.
8. Monitor Travel Program coaching/training requirements and submit recommendations for consideration and resolution.
9. Maintain Travel Manager manuals and distribute said materials to Team Managers. Ensure compliance by all parties and that all documentation is completed and submitted as required. Updates to documentation must be done each season/year.
10. May act as the program player/parent advocate, monitoring issues that need action by the Board and staff. Recommend to the Board issues for consideration for policy adjustment.