

ADVANCED/TRAVEL COMMISSIONERS

The following apply to both the Advanced and Travel Commissioners for their respective programs:

1. Under direction from the BOD, and in conjunction with CSL's Policies and Practices, as approved, may be responsible for the overall administration and operations of the Advanced/Travel Programs.
2. Work in close coordination with the CSL BOD and Staff to ensure compliance with club policy and positive flow of information between the club leadership and their programs teams/players.
3. Develops a program budget with input from the BOD and other Advanced/Travel Programs staff members.
4. Monitors the fiscal status of the Advanced/Travel Programs with the Treasurer. Upon approval of the BOD, may delegate this task to another BOD/Staff member. Reports information to the BOD.
5. Works with the CSL Board of Directors for the contracting of services associated with the Advanced/Travel Programs.
6. May represent CSL as a voting member in TASL/VSLI respectively and any other organization that is specifically focused on recreational/travel soccer at the appointment of the CSL President.
7. May request formation of committees and committee leads to facilitate the operations of the Advanced/Travel Programs with consent of the CSL BOD.
8. May delegate individuals to act on behalf of the CSL Advanced/Travel Programs for various functions, with concurrence of CSL BOD.
9. Coordinates seasonal scheduling with TASL/VSLI respectively while coordinating with the CSL BOD concerning field availability and others items necessary for matches at CSL.
10. Ensures CSL Advanced/Travel Programs representation at seasonal league Competition Committee meetings by appointment of the President.
11. Monitors the team registrations and assists the PEP Committee with the placement of players throughout the soccer year based on CSL's policies and practices as approved by the BOD. Works with CSL Registrar to ensure compliance of all CSL policies.
12. May act as a point of contact for the Advanced/Travel Programs, in accordance with the CSL BOD policies and practices.
13. Ensures Concession stand support (work) on game dates in compliance with CSL's policy.
14. Monitors actions of the coaches/managers and communicates with the President and Vice President any reports of violation (alleged or proven) of CSL's policies and when instructed takes appropriate actions necessary to ensure team continuity and harmony, as agreed upon by the CSL BOD and in compliance with all Governing bodies, The City of Portsmouth and CSL.
15. Work with Treasurer and committee to acquire and budget required supplies
16. Work with Travel and Advanced Commissioner and committees to develop feeder program into Advanced and Travel
17. Acts as liaison between coaches and Board of Directors
18. Maintain a database of all currently registered players as well as past players.
19. Coordinate resolution of incomplete registrations with the Registrar, Treasurer and the Board.
20. Coordinate (if necessary) processing of mail-in registrations with the Registrar, Treasurer and the Board.
21. Coordinate Age Group wait lists with the Registrar and the Board.
22. Provide Board and Registrar the latest Age Group registration information.
23. 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.
24. Verify rosters for the each player and maintain a list at the CSL Fields Bldg each season.
25. Attend all meetings of CSL as well as annual and special or general meetings of the membership.

26. 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 to him or her from time to time by the Board of Directors.
27. Perform Board/Staff duty, as scheduled, on game days in order to have a Board/Staff member present at all times.
28. Meets with team parents as required to provide information and guidance as necessary to ensure clarity of club policies and philosophies.
29. Represents the club with confidentiality, loyalty and respect for fellow officers and all club members, staff, vendors and any affiliate.

ADVANCED/TRAVEL ASSISTANT COMMISSIONERS

The following apply to both the Advanced and Travel Assistant Commissioners for their respective programs:

1. Assistants, as appointed by the President, are responsible for assisting the Advanced and Travel Commissioners in the administration and operations of the Advanced/Travel Programs. Assistants assume responsibilities, as approved by the CSL BOD, of the Advanced and Travel Commissioner in the event the Advanced and Travel Commissioners are unavailable or unable to perform the duties as outlined above.
2. Work in close coordination with the CSL BOD and staff to ensure compliance with club policy and positive flow of information between the club leadership and the teams/players.
3. Attends meetings as required and coordinated with the BOD.
4. Assists in monitoring the fiscal status of the Advanced/Travel Program, providing reviews of the budget and input on fiscal matters as necessary.
5. Provides the administrative support to coaches as required by coordinating training, maintaining records and coordinating equipment acquisitions as necessary to ensure effective player development.
6. Submits recommendations to the CSL BOD for equipment investments for program development.
7. Coordinates ensuring there is compliance with the Risk Management Program with the CSL BOD and Administrator/Risk management Officer.
8. Monitors Advanced/Travel Program coaching/training requirements and submits recommendations to the respective program CSL BOD/Staff for consideration and resolution.
9. Maintains Advanced/Travel Manager manuals and distributes said materials to Team Managers. Ensuring compliance by all parties and that all documentation is as required. Updates must be done each season/year.
10. May act as the program player/parent advocate, monitoring issues that need action by the CSL BOD and staff and/or consideration for policy adjustment after recommendation to the BOD.
- 11.

Advanced Commissioner

Provide leadership, direction, and vision for the Advanced Program in conjunction with the mission, policies, and practices of CSL and its BOD/Staff.

Work with resources to develop and implement training programs for players and coaches on a regular and on-going basis as approved by the CSL BOD.

Coordinates uniforms and equipment needs as approved by the CSL BOD and in conjunction with the mission, policies, and practices of CSL and its BOD/Staff.

Oversee the Advances teams and their daily operation, as approved by the CSL BOD.

Provide information to the BOD, Treasurer and committee to budget for the program

Work with Recreation Commissioner and committee to develop feeder program into advanced as part of the PEP Committee.

Travel/Select Commissioner

Provide leadership, direction, and vision for the Travel Program in conjunction with the mission, policies, and practices of CSL and its BOD/staff.

Coordinates uniforms and equipment needs as approved by the CSL BOD and in conjunction with the mission, policies, and practices of CSL and its BOD/Staff.

Work with resources to develop and implement training programs for players and coaches on a regular and on-going basis as approved by the CSL BOD.

Oversee the Travel teams and their daily operation as approved by the CSL BOD.

Provide information to the BOD, Treasurer and committee to budget for the program

Work with BOD, Advanced Commissioner and PEP Committee to develop feeder program into Travel as part of the PEP Committee.

The term of any Board Member shall be one year. All Board members will act as members in good standing whose conduct should be conduct becoming a Board member. Loyalty, Good Sportsmanship, Professionalism, Respect and Confidentiality are expected at all times.