

CMSA Travel Committee

The following Standard Operating Procedures (SOPs) were formulated to work alongside the CMSA Board of Directors to allow CMSA members and teams to travel and fundraise as part of the organization CMSA.

SOPs Ratified on 12/4/2023

Amended ____

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I. Scope of Committee

The Travel Committee shall oversee travel teams associated with CMSA, their fundraising efforts, and their adherence to CMSA's Code of Conduct. The Travel Committee will also serve as the main point of contact and liaison to the main board for the numerous tournaments that are hosted by CMSA.

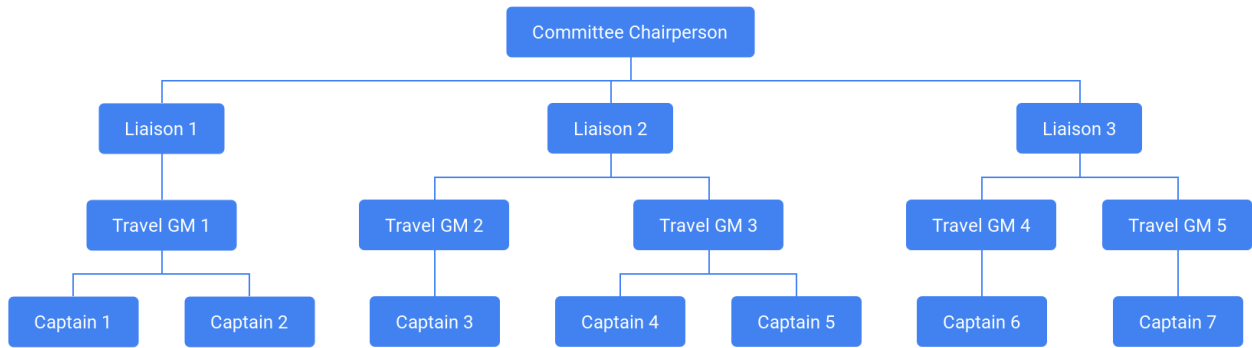
The committee's role is to streamline and simplify the process for creating & organizing travel teams under the umbrella of the organization. The committee will also serve as a record-keeping location for current and past tournaments to preserve documentation and procedures for the tournaments hosted by CMSA in the Chicago-land area.

II. Committee members, roles and responsibilities

1. Committee Chairperson
 - a. Manage, lead, oversee and conduct business of the Travel Committee
 - b. The committee chairperson will chair the Travel Committee and report to the Board of Directors of CMSA
 - c. Chairperson of all official meetings of the Travel Committee
 - d. Must be a member of the CMSA Board of Directors
 - e. Cannot sit as another member of the committee
2. Committee Treasurer
 - a. Holds authority in financial matters i.e. budget, disbursements, deposits, accounting for the Travel Committee (subject to approval by the Treasurer of CMSA)
 - b. The treasurer will report to the Treasurer of CMSA, if they are not already the same person
 - c. Cannot sit as another member of the Travel Committee
 - d. Cannot serve as a liaison to Travel GMs
3. Liaison
 - a. Serve as liaison between the Travel Committee and the Travel GM of a sport i.e. football, soccer, volleyball, etc.
 - b. Will hold authority to approve preliminary budgets and fundraising events
 - c. Must be a CMSA member in good standing
 - d. Cannot sit as a Travel GM or Captain for any sport in their purview
 - e. Must have participated in a travel team/sport in the past
4. Travel GM
 - a. Elected position or board-level position in each respective sport of CMSA
 - i. There will be one Travel GM per sport
 - ii. Travel GM will be a two-year termed position, similar to the Commissioner
 - iii. Election will be by an online vote of all travel members for that sport who are on an active travel team or who have participated on a travel team in the last 12 months. The election will be managed by the CMSA board.
 - b. The Travel GM cannot be the commissioner of their sport
 - c. Creates preliminary budgets, equity rules, and is responsible for the captains and teams traveling as part of their respective sports
 - i. If the sport has multiple teams traveling to (a) designated tournament(s) they will be the "city lead" who will be responsible for communicating with the tournament organizers on behalf of the sport's teams
 - d. Must have participated in a travel team/sport in the past
5. Captain
 - a. "Bid" position
 - b. Responsible for the members of their teams, including dispersing of funds within the team
 - c. Must be a CMSA member in good standing and serve as a representative for CMSA

- d. Must have participated in a travel team/sport in the past or participated as a captain in CMSA at the local league for the designated sport for at least one full season before the date of the tournament

III. Committee Structure



The committee chairperson shall oversee the rest of the committee with each committee member serving as liaison to their respective sport(s). The captains of each travel team will be coordinated under one Travel GM per sport. The Travel GM, in coordination with their liaison, will be responsible for budgeting, fundraising, and distribution of travel funds to team captains, who will distribute travel funds to their respective team players.

IV. Membership

| | |
|-----------------------|---|
| Players | Any player in good standing with CMSA may join a travel team or participate in a CMSA tournament |
| Captains | Any player in good standing with CMSA who has also participated in a travel team at least once may bid to become a captain of a travel team |
| Travel GM | Any player in good standing with CMSA who has also participated in a travel team at least once may serve as a Travel GM. Travel GM shall be an elected position within a sport's organization (like the commissioner). If a sport does not have a traveling team established yet, the Travel GM may be appointed a board-level position for their sport by an elected commissioner. The travel GM will also play an active role in budgeting, planning, and hosting of CMSA tournaments, if applicable. |
| Liaison | Any player in good standing with CMSA who has also participated in a travel team or sport at least once may serve as a committee member. Committee membership is on a volunteer basis. |
| Committee Chairperson | The Committee Chairperson will report directly to the CMSA Board of Directors and must be a member of the Board of Directors. |

V. Forming a Team

For CMSA tournaments (Pride Bowl, Pride on the Pitch, etc...) no special process is required. Captains may register their teams on League Apps (or other operating software) as a normal process.

For travel teams, captains must satisfy all the requirements below:

1. Gain approval to form a new team from the Travel GM of their league/sport. If there is no Travel GM in place, the captain may gain approval from the commissioner.
2. A team can either form via random draft from a pool of interested players, or captains may form a team with a pre-filled roster.
 - a. If the former, the pool of interested players will be sourced from either:
 - i. Registration information where travel interest is asked
 - ii. Commissioner/Travel GM poll to the league
 - b. If the latter, the captain must have the roster ready prior to gaining the Travel GM's approval.
 - c. Any CMSA Travel Team must consist of at least 75% current CMSA members in good standing
3. Create a preliminary budget with the Travel GM

Once the criteria above are satisfied, the captain will meet with at least 3 Committee Members of the Travel Committee to bid for their team. Once approved by the Travel Committee, the team may begin fundraising, registration, and any other activities necessary to form their team under the umbrella of CMSA.

Requirements for Captains

CMSA holds captains of travel teams to a higher level of standards as they are acting as representatives of CMSA to our greater community.

- A captain must be a member in good standing of CMSA and represent our organization to its peers nationwide.
- Captains should embody the principles of camaraderie and sportsmanship.
- It will be the responsibility of the captain to ensure teams are adhering to the CMSA Code of Conduct while traveling

VI. Budgeting

The preliminary budget ([link budget template once format is established](#)) will be completed by the Travel GM and Captain(s) prior to bidding for the team.

- The budget should be an annual budget following the format in the template
- Budgets will run from the start of the Travel GM's term to its conclusion.
- The budget must include all anticipated fundraising events and upcoming tournaments including estimated costs, revenue, and expenses.
 - The budget must be updated after every major event, including but not limited to fundraising events and tournaments.
- Unlike league budgets, funds may roll-over from one tournament to another, if excess funds were raised
- Excess funds at the conclusion of the final tournament/travel event in the budget will roll over into the CMSA General Fund after 45 days

Fundraising

The GM is responsible for coordinating and approving all fundraising efforts for their travel sport. **Fundraising must occur at a sport-level. Teams may not fundraise via CMSA solely on their own behalf.**

Sponsorships and fundraising opportunities should occur under the CMSA name (e.g. CMSA Travel Soccer). All funds raised under the CMSA name **must** be managed by CMSA. This means:

- Checks should be made payable to "Chicago MSA"
- **Personal Venmo/Cash/Zelle accounts may not be used.** CMSA has CashApp, Zelle, and Paypal accounts. If the GM wishes to use these accounts for fundraising, they should reach out to the CMSA treasurer to obtain the QR codes and inform them of their fundraising plans.
- Any cash collected should be turned over to the CMSA treasurer for deposit.
- CMSA will track all incoming and outgoing funds in coordination with the travel GM and travel treasurer.

Appropriate use of funds

Funds will be split into 2 main categories: Team Expenses and Individual Expenses. A non-exhaustive list of examples of each type of expense are listed below.

| Team Expenses | Individual Expenses |
|---|---|
| <ul style="list-style-type: none">• Registration fees• Jerseys/Equipment• Lodging (if in groups)• Local transportation | <ul style="list-style-type: none">• Airfare• Lodging (if individual)• Food (meals)• Per Diem |

- | | |
|---|--|
| <ul style="list-style-type: none">• Food (snacks & drinks for tournament) | |
|---|--|

Funds will be directed towards team expenses first. If there are available funds after team expenses are considered, individual expenses can be addressed equitably for all players. The Treasurer of the Travel Committee will approve funds and report to the Treasurer of CMSA, who will disburse funds to captains, who will then disburse the funds to team players, if applicable.

Disbursement of Funds

Based on the budget and funds raised, the Travel GM will submit a disbursement request to their liaison and the treasurer. The liaison will review based on the equity rules and approve the request. The treasurer will then disburse the funds to the team captains. These equity rules will be approved by the Travel Committee prior to fundraising events, and will be followed according to the budget created, even if excess funds exist

It is expected that travel sports are self-sufficient and self-funded. However, at the Travel Committee Chairperson's discretion – and in consultation with the treasurer – CMSA may choose to advance funds to the Travel GM based on their budget and expected fundraising activities. Some examples of this may include:

- As “seed” money for new travel sports
- To take advantage of early-bird tournament registration fees
- When a tournament date is approaching and a large sponsorship/fundraising check is still being processed

VII. Relationship with CMSA

CMSA strives to have a relationship with travel teams that is advantageous for our membership and the organization. We believe to this to also be advantageous to team travels as well because CMSA:

- has strong ties to the community and has been organizing LGBTQ+ sports since 1978
- is a registered 501(c)3 not-for-profit. Many sponsors are more willing to donate to a not-for-profit due to the potential tax benefits.
- uses a suite of budgeting and account software to easily track budgets, manage funds, and process disbursements.
- retains services of a bookkeeper and an independent auditor to assure funds are appropriately tracked and accounted for.
- is a large organization with many resources, processes, and knowledge at our disposal.

The Board of Directors may choose to provide additional funding to travel sports in ways that promote CMSA. Some examples of this may include:

- Subsidizing jerseys/shirts that prominently feature CMSA branding
- Recognizing the achievements of travel teams via celebration parties
- Sponsoring tournaments that promote and market CMSA

Expectations from Travel Teams

It is expected that travel teams always act as good stewards of the CMSA community by adhering to the Code of Conduct and promoting CMSA positively. The CMSA Board of Directors reserves the right to discontinue its relationship with any travel sport or travel team that is in violation of our Code of Conduct, or if it does not adhere to the policies outlined in this manual.

Relationship with Individual Leagues

We recognize that many members of a league also participate in travel teams. But, many members do not. Therefore, **funds from CMSA leagues may not be used to subsidize travel team activities**. This includes, but is not limited to, using league funds to pay for tournament registration fees, travel, or lodging. At the commissioner's discretion, leagues may provide the following limited support to their respective travel sport:

- Loaning equipment for tournament or travel team use.
- Providing "swag" to promote CMSA or the league (e.g. CMSA Softball branded shirts for use during a tournament)
- Sponsorship of a tournament that promotes and markets CMSA or the league
- Using league funds to celebrate the achievements of the travel teams, provided the celebration is advertised and open to all members of the league