

Arlington Soccer Association

Competitive and Development Program Charter



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This Charter is a guiding document for the Competitive & Development Program (“C&D Program”) of Arlington Soccer Association (the “Association” or the “Club”). The Charter works in conjunction with, and support of, the Club’s Bylaws (“Bylaws”). In the event of any conflict between this Charter and the Bylaws, the Bylaws shall prevail.

1.0 Overview of the Competitive & Development Program

The Club forms numerous select competitive and development teams (“C&D Teams”) for Arlington and surrounding area youth players across the U9-U19 age groups that are interested in receiving more training, professional coaching instruction, and higher levels of competition than is available in the Club’s Recreational Soccer Program. By offering multiple programs as part of the C&D Program, the Club is able to maximize participation and place numerous C&D Teams in different leagues and tournaments that are challenging and competitively appropriate for the participating players.

The main components of the C&D Program are:

- **Academy.** The Academy refers to the Club's most advanced team in a given age group, starting at U12 and continuing through U19. The boys and girls Academy teams participate in elite, national leagues. These leagues are designed to develop athletically advanced players with elite playing skills and high performing levels of tactical knowledge and awareness. One of the goals is to assist interested players in developing the skills necessary to play in college and potentially beyond.
- **Travel Teams.** The Club forms multiple Travel Teams within each U9-U19 age group to compete at appropriate levels in regionally recognized leagues affiliated with U.S. Youth Soccer (“USYS”) and the Virginia Youth Soccer Association (“VYSA”). Travel Teams offer an advanced training program (2-3 sessions per week). The top Travel Teams in each age group compete in VYSA’s State Cup, and depending on their success and eligibility, may participate in other USYS regional and national competitions, such as the South Atlantic EDP Conference, the National League, and the National Championship Series.
- **Arlington Development Program.** The Arlington Development Program (“ADP”) is an intermediate program designed for U9-U12 players that seek a higher level of training than the Recreational Soccer Program (*i.e.*, 2 sessions per week) and a localized, intra-club playing experience. ADP requires less of a commitment (in terms of money, travel, and time) than what is required for Academy and Travel Team participants.
- **Other Programs.** The Club offers a variety of other team-based and individual training programs for Academy, Travel, and ADP players interested in additional opportunities to develop their competitive soccer skills, including winter futsal teams, summer league teams, and various camps, clinics, and other organized competitions (*e.g.*, 3 v 3 tournament).

2.0 Purpose & Goals of the Competitive & Development Program

Although the C&D Program offerings have different levels of commitment, cost, and ability requirements, they share common player and personal development goals, as enumerated below — all intended to empower each participant to be able to reach their full potential and become the best soccer player, teammate, student, citizen, and person they can be.

- **Player Development Goals.** The Club’s professional coaches and technical leadership (“Technical Staff”) emphasize individual player development over team results in any specific league game or competition. The curriculum is focused on enhancing the technical and tactical decision-making skills of each player through challenging and fun training sessions. In tournament play (*e.g.*, State Cup), Technical Staff will place greater emphasis and focus on maximizing team performance and success.
- **Personal Development Goals.** The Technical Staff strives to help players learn and acquire the performance and ethical character skills that enable them to succeed both on and off the field (*e.g.*, resiliency, self-confidence, discipline, accountability, coachability, and humility).
- **Unified Club Culture & Flexible Rosters.** While players are selected for a primary team that Technical Staff believes is most appropriate for their development, certain teams participate in leagues and tournaments that allow players to play for multiple teams within their age group. To facilitate player development and promote a unified club culture, the Technical Staff may adjust rosters for specific games to provide players with opportunities to play on different teams.

2.1 Selection Criteria

Players are selected for C&D Teams by the Technical Staff based on assessments of each player’s soccer skills and athletic ability in a tryout or other selection process established by the Club. The Club strives to maximize participation in C&D Teams based on available playing fields and other training spaces within Arlington County and access to qualified coaching resources. The Club seeks to be as inclusive as possible for players at the younger age levels (U9-U12) where children of similar age and technical ability may have different levels of physical maturity and athletic ability.

2.2 Financial Aid

To the extent possible, the Club offers financial assistance to financially challenged youth and their families to support their program fees. Financial aid awards are based on the number of players demonstrating need, the extent of that need, and the budget available for financial aid in a given year.

3.0 Competitive & Development Program Council (“Council”)

3.1 Membership

The Council shall consist of the managers (or other designated representative) of each Academy and Travel Team in good standing with the Club (each a “Team Delegate” and collectively, the “Council”).

3.2 Meetings

The Council shall hold an annual meeting each year in September at the beginning of the fall soccer season, however, due to extenuating circumstances, the C&D Committee may postpone the meeting by no more than 90 days. Special Council meetings may be convened either at the call of the Chairperson of the C&D Committee, at the request of at least three (3) Members of the C&D Committee, or as petitioned by at least fifty percent (50%) of the Team Delegates.

The Council shall be given at least ten (10) business days’ notice of any annual or special meeting. Notice shall only be required to be given via electronic means up to and including posting on the Club’s website. Team Delegates are expected to attend Council meetings. Council meetings are open to all interested parties. Any interested party desiring to address the Council must submit a written request five (5) business days in advance of a meeting. Such requests must be addressed to the C&D Committee Chairperson with a copy to the C&D Committee Secretary, and may be delivered via letter mail or email.

3.3 Rules of Order

Meetings of the Council shall be led by the C&D Committee Chairperson, or his/her designee. Individual participants are expected to respect the rights of others to have their opinions and to voice them, and meetings will be civil and courteous. The C&D Committee may adopt other policies and values for the purpose of running the Council meetings.

3.4 Voting and Council Business

No voting may be taken at a Council meeting unless a quorum is present. A quorum shall be defined as a simple majority of Team Delegates. All voting shall occur in person or via teleconference during designated meetings or via email or other electronic means. The Council shall conduct voting for the election of C&D Committee Members (as set forth in Section 4.3), and other proposals brought before it by the C&D Committee, as provided for in the Bylaws and this Charter.

The Council may also receive reports from the C&D Committee, the Executive Director, the Director of Coaching, or other Staff, and conduct other such business as may be provided by the Bylaws or be brought before it by the C&D Committee.

3.5 Minutes

The C&D Committee Secretary (or other C&D Committee Member or designated Staff) shall take minutes at all duly convened Council meetings. Minutes shall be approved by a simple majority of those C&D Committee Members in attendance at the Council meeting either at the next regularly scheduled C&D Committee Meeting or via electronic voting. Minutes shall be electronically posted within 60 days of a meeting.

4.0 Competitive & Development Program Committee (“C&D Committee”)

4.1 Purpose

As a standing Committee of the Club's Board of Directors (“Board”), the C&D Committee shall advise the Executive Director as to the management of the C&D Program and shall carry out the roles and responsibilities set forth in Sections 4.6 and 4.7 below.

4.2 Members

The C&D Committee shall consist of the following members, with voting privileges except where noted:

1. Chairperson;
2. Secretary;
3. Representative to the Club’s Finance Committee;
4. Girls Academy Representative;
5. Boys Academy Representative;
6. Girls Travel Team Representative;
7. Boys Travel Team Representative;
8. ADP Representative, and
9. Executive Director, or his/her designee(s), who shall be non-voting member(s).

Effective as of the 2020 election, or unless agreed otherwise by majority vote of the existing C&D Committee members not eligible for re-election, Academy and Travel Team Representatives are required to have a child on an associated team at the time of their election.

The ADP Representative shall be appointed annually, or as needed, by the Chairperson and the Executive Director or his/her designee. The ADP Representative must have a child on an ADP team for the duration of service on the C&D Committee and shall serve a term of one year, which may be extended by one additional year.

4.3 Election

Election of C&D Committee Members shall occur at the annual Council meeting as set forth in Section 3.2 above. The election may be held via email or other electronic means, provided a quorum of Team Delegates registers a vote. With the exception of the ADP representative (and the Executive Director or designee), Members of the C&D Committee will be elected by a majority vote of the Council, with each Team Delegate having one vote.

4.4 Terms of C&D Committee Members

Terms of Members shall be staggered. The Council shall elect one person for each open Member seat, as outlined below, to serve for a period of two years. Terms shall commence immediately upon election.

For Election in 2020:

- Girls Academy Representative
- Boys Academy Representative

For Election in 2021 (and thereafter, every two years):

- Chairperson
- Secretary
- Girls Travel Representative
- Boys Travel Representative

For Election in 2022 (and thereafter every two years):

- Representative to the Club's Finance Committee
- Girls Academy Representative
- Boys Academy Representative

4.5 Nominations

At least forty-five (45) days prior to the Council meeting at which elections will take place, the Chairperson will appoint a C&D Committee Member, who is not up for re-election, to serve as Chair of the Nominating Subcommittee. The Subcommittee Chair shall form the balance of the Subcommittee consisting of representatives from member Academy and Travel Teams. Such representatives will not include any current member of the Board or the C&D Committee. Club Staff may serve in an advisory capacity to the Nominating Subcommittee.

The election process should be announced to all participating Academy and Travel Team families not less than thirty (30) days in advance of the Council Meeting. The Nominating Subcommittee shall advise all prospective candidates of the duties and obligations of the applicable position and shall ascertain the candidates' capability to serve before submitting their names to the Council. The Nominating Subcommittee

shall report its nominations to the Council at least one week (7 days) before the election meeting.

4.6 Responsibilities of the C&D Committee

In accordance with the Bylaws and the direction of the Board, the C&D Committee shall be responsible for advising the Executive Director as to the management of the C&D Program and shall have the following responsibilities:

- Receive periodic reports from Staff regarding the technical and operational status of the C&D Program;
- Advise and make recommendations on the goals, objectives, strategic decisions, policies, and the rules and regulations applicable to the C&D Program;
- Assist with fundraising and sponsorship efforts for the financial aid program;
- Provide input to the annual budget and fee-setting process for the C&D Program;
- Advocate on behalf of (and representing the interests and needs of) the C&D Program, as well as participating families and players, with respect to decisions by the Staff and Board that affect the programs and their participants;
- Assist any committees established by the Board, as needed and deemed appropriate by the Board, including appointing individuals to serve on such committees and providing information and advice on issues that impact the C&D Program and participating families;
- Facilitate engagement and communication (and resolve disputes that may arise) between families participating in the C&D Program, and the Board and Staff; and
- Work in close coordination with the Executive Director, the Director of Coaching, and Staff in pursuit of these duties, and the Staff shall provide the C&D Committee with information that is reasonably necessary to carry out these duties.
- Fulfill the C&D Committee's responsibilities for Voting Membership as outlined in Arlington Soccer Association's bylaws.

4.7 Roles of C&D Committee Members

Chairperson – Oversee the governance function of the C&D Program and preside over C&D Committee and Council Meetings. Supervise the work of the Nominating Subcommittee. Lead any Subcommittees in organizing and developing proposals for C&D Program rules and policies. Serve as a standing Director on the Board and exercise the vote of the C&D Committee in any Board issues. Represent the C&D Program in meetings with Arlington County and external organizations. Serve as a conduit of communications to and from the C&D Teams community.

Secretary – Assist the Chairperson in the efficient management of all C&D Committee meetings. Distribute C&D Committee agendas. Record and distribute C&D Committee and Council meeting minutes. Ensure that meeting minutes, policies, operational documents, and other records of Council and C&D

Committee governance are maintained, stored, and promptly published by Staff. Administer and provide for tabulation of all balloting and recorded voting.

Representative to the Club's Finance Committee – Represent the C&D Program and C&D Committee on the Club's Finance Committee. Lead the C&D Committee through the development of the annual budget process, including but not limited to the consideration of the annual setting of player fees, where applicable, for C&D Teams.

Academy and Travel Team Representatives – Assist the Chairperson in developing proposals for rules and policies to govern the Academy and Travel Program. Ensure that all teams and participating families are aware of applicable Club, C&D Program, and league policies. Facilitate communication (and the resolution of disputes) between participating Academy and Travel Team families and Staff, serving as a resource for ongoing team management and operations issues.

ADP Representative - Facilitate communication between participating ADP families and Staff and the C&D Committee. Serve as a liaison between the ADP director and the C&D Committee. Assist the C&D Committee Chairperson in developing proposals for rules and policies to govern the ADP Program.

4.8 Conduct

C&D Committee Members shall discharge their duties in good faith, with the care an ordinarily prudent person in like position would exercise under similar circumstances, and in a manner the Member reasonably believes to be in the best interests of the Club and the C&D Program, and not to serve any personal agendas or interests.

In discharging his/her duties, a Member may rely upon information, opinions, reports, or statements, including financial statements and other financial data prepared or presented by:

- a member of Staff whom the Member reasonably believes to be reliable and competent in the matters prepared or presented;
- legal counsel, public accountants, or other individuals regarding matters the Member reasonably believes are within the individual's professional or expert competence; and
- other Club Committees, including committees and subcommittees for which the C&D Committee Member is not a participant, as long as the Member reasonably believes such Committee is acting within its authority and merits confidence.

4.9 Representation to Club Membership Meeting

As outlined in the Bylaws, the C&D Program possesses voting privileges in the Club's membership. At least fifteen days prior to any Club membership meeting that requires voting, the C&D Committee Chairperson shall notify the Club President which C&D Committee Members will be attending the meeting and voting on behalf of the C&D Program. These Members shall consist of the Chairperson, the ADP Representative, and any other Members appointed by the Chairperson as necessary and consistent with the Bylaws.

4.10 Competitive & Development Program Committee Vice Chairperson

The C&D Committee may elect a Vice Chairperson to serve temporarily as the Chairperson as needed. Any Member of the C&D Committee, excluding the Chairperson, shall be eligible to serve as Vice Chairperson.

4.11 Meetings

Regular meetings of the C&D Committee shall be held no less than bi-monthly (every two months) at such time and place as decided by the Chairperson. Meetings may take place in person or virtually. Regular meetings are open to interested persons with advance notice provided to the Club's Director of Operations or the Chairperson. Special meetings may be held at the direction of the Chairperson, or at the request of any three (3) C&D Committee Members.

4.12 Rules of Order

C&D Committee meetings shall be led by the C&D Committee Chairperson, or his/her designee. Individual participants are expected to respect the rights of others to have their opinions and to voice them, and meetings will be civil and courteous. The C&D Committee may adopt other policies and values for the purpose of running the meetings of the C&D Committee and its constituent Subcommittees.

4.13 Voting

No voting may be taken at a C&D Committee meeting unless a quorum is present. A quorum shall be defined as a simple majority of the C&D Committee Members (as set forth in Section 4.2). Votes of the C&D Committee may be held via email or other electronic means, provided a quorum of C&D Committee Members registers a vote. In the event of a tie-vote, the Chairperson shall have the tie-breaker vote.

4.14 Minutes

The C&D Committee Secretary (or other C&D Committee Member or designated Staff) shall take minutes at all duly convened C&D Committee Meetings. Minutes shall be approved by a simple majority of those C&D Committee Members in attendance at either the next regularly scheduled C&D Committee Meeting or via electronic voting (email). Minutes shall be electronically posted within 30 days of the

duly convened and noticed C&D Committee Meeting.

4.15 Executive Session

Upon the vote of the majority of those C&D Committee Members 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 C&D Committee Members (voting and non-voting).

4.16 Subcommittees

The C&D Committee Chairperson may establish standing or ad-hoc subcommittees with majority approval of the C&D Committee. The Chairperson may, at any time, recommend to the C&D Committee the dissolution of any subcommittee. Such dissolution would require a majority vote of the C&D Committee.

4.17 Member Vacancies

If a C&D Committee Member resigns or is removed (as specified in Section 4.18), the Chairperson shall appoint an individual to serve as an Interim Member. In the event of a vacancy in the office of Chairperson, the remaining Members of the C&D Committee shall elect a Chairperson to assume the duties of the Chairperson. Any Interim Member shall serve until the next Council Meeting, when an election shall be held to complete the remainder of the term.

4.18 Removal of Members

Any C&D Committee Member may be removed by a vote of two-thirds (2/3) of the total number of Team Delegates from the Council, certified by the Secretary, or Secretary's designee as necessary, as eligible to vote at a meeting of the Council appropriately noticed and held. Such votes shall be conducted by secret ballot.

4.19 C&D Committee Representation in Association Votes

Voting Membership in the Association shall include five members from the C&D Committee. The Chair of the C&D Committee shall appoint themselves and four C&D members to serve as Voting Membership Committee members no later than 15 days before a meeting is called. The four Voting Members will be rotated to the maximum extent practicable, taking into account the diversity of C&D Program Membership, and the availability of Members for the actual votes.

No individual may hold more than a single vote in the Voting Membership (i.e. in the case that an individual serves on two of the three entities that comprise the Voting

Membership, they may only represent one entity and have one vote). No member may be appointed as a Voting Member who is the subject of a vote or proposal (i.e. no one who stands as a Board Candidate may serve as Voting Member who will vote on Board Elections).

5.0 Amendments

This Charter may be altered, amended, or repealed by the C&D Committee at any regular or special meeting, provided that:

- notice of such meeting shall have contained a copy of the proposed alteration, amendment, or repeal and be sent electronically to the Council; and
- the alteration, amendment, or repeal must pass by an affirmative vote of at least two-thirds of the C&D Committee.

Approved amendments to this Charter are required to be submitted to the Board for final approval.