

I. HISTORY & MISSION

The Travel Management Board (TMB) was formed in 2017 to replace the Captain Selection Committee (CSC), which was disbanded by the DCGFFL Board. The TMB (“Board”) came about after several months of work by the Travel Working Group (TWG) to help reform the DC Travel Program as a whole. The new and improved bylaws below are a reflection of that hard work; and have been approved by the DCGFFL Board. They replace the 2016 amended bylaws of the CSC.

The TMB administers the DC Travel Program for the DCGFFL Board. The TMB serves as a general manager for all approved travel teams, by assisting the players and captains with logistical issues, administering the travel team drafts, and communicating openly with the travel community regarding any issues that may arise. The TMB is also an advocate for the players, and has the ability to evaluate and address any major issues regarding players and their teams, on a case-by-case basis. All disciplinary decisions are now handled by the DCGFFL Board in consultation with the TMB. The TMB shall also provide oversight of captains’ use of funds, by requiring a simple accounting of funds raised and expenses incurred throughout the travel season, in coordination with the DCGFFL’s Commissioner and Treasurer.

II. TMB STRUCTURE

- A. Members: The Travel Management Board shall be comprised of 14 members (13 voting members and a non-voting DCGFFL Board liaison). Each member will serve one season terms without any term limits. Those members are comprised of:
1. Two (2) players from the Open ‘A’ Division’s A-Team, who are elected by their team following the Initial Draft in the Spring;
 2. Two (2) players from the Open ‘A’ Division’s B-Team, who are elected by their team following the Initial Draft in the Spring;
 3. Two (2) players from the Open ‘A’ Division’s C-Team, who are elected by their team following the Initial Draft in the Spring;
 4. Two (2) players from the Open ‘B’ Division’s A-Team, who are elected by their team following the Initial Draft in the Spring;
 5. Two (2) players from the Women’s Division’s A-Team, who are elected by their team following the Initial Draft in the Spring; and
 6. Three (3) unaffiliated members, who are elected by all players who have registered for the previous season’s DC Travel Program and must be approved by the DCGFFL Board;
 - a. During their term, an unaffiliated member shall not:
 - i. Serve as, or apply to, captain any TMB-sanctioned team;
 - ii. Register to play for the DC Travel program;
 - iii. Be on the roster of any TMB-sanctioned team; or
 - iv. Serve on the DCGFFL Board;

- b. In the event an unaffiliated member resigns prior to the completion of their term, prohibitions i through iii of Section II.A.6.a shall apply to such unaffiliated member for the entire corresponding travel season;
 - c. The DCGFFL Board shall administer their election for unaffiliated members in consultation with the affiliated TMB members. This election shall take place after Gay Bowl in order for the Unaffiliated 3's term to start on January 1st of the upcoming Gay Bowl year.
 - d. Once elected, the affiliated TMB members shall choose a Chairperson from the three unaffiliated members by majority vote. That Chairperson's role is to organize meeting agendas, manage the Board's meetings, and make sure the Board's mission and goals are being met. The other two unaffiliated members shall fill the following roles:
 - 1. Communications – The unaffiliated member assigned to this role shall have the responsibility of communicating all TMB decisions, events, registration details and any other necessary information to the DC Travel community;
 - 2. Finances – The unaffiliated member assigned to this role shall liaise with team captains and/or their representatives to make sure team fundraising rules and reports are followed;
 - e. All three unaffiliated members have equal votes, and shall work together to be the face of the DC Travel Program.
 - 7. In addition, the TMB shall also include one (1) DCGFFL Board liaison, who shall *not* be a voting member of the TMB; but instead, will play an advisory role to make sure the TMB is abiding by the DCGFFL's bylaws. That person will also be the key intermediary between the TMB and the DCGFFL Board.
- B. Terms: To clarify, the terms of affiliated TMB members shall run from a week following the Initial Draft, until they are replaced following the next year's Initial Draft. The terms of the unaffiliated members shall run from January 1st to the following December 31st.
- C. Resignation, Removal and Replacement:
- 1. In the event a TMB affiliated member resigns or is removed, that member's team captain shall be notified; and the team must elect a new representative within the next 14 days.
 - 2. In the event a TMB unaffiliated member resigns or is removed, the DCGFFL Board shall be notified immediately; and the entire DCGFFL community shall be given the opportunity to apply for that position. After a satisfactory candidate search period, the DC Travel community – including drafted and undrafted registered players – shall elect a new unaffiliated member. The entire process shall take less than 21 days.

3. In the event a TMB affiliated member is chosen by another team during the travel season, that member shall immediately resign as a representative of their initial team, and the process described above (Section II, C, 1) shall take place.
4. If the TMB deems that an unaffiliated member is derelict in his/her duties, then affiliated TMB members can vote on impeaching the unaffiliated member in question.
 - a. In order for an unaffiliated member to be impeached, a super majority of affiliated TMB members (6 members, with at least one rep from each team voting in the majority) must agree to impeach. The DCGFFL Board must then approve the impeachment, and promptly begin the replacement process (Section II, C, 2).
5. If the unaffiliated members deem that an affiliated member is derelict in their duties, they shall inform that team's captain who, in consultation with their team, shall determine whether to elect a new representative.

D. Voting:

1. All TMB members have an equal vote. In order for a vote to take place, at least one affiliated team representative from each team, as well as two of the three unaffiliated members, shall be present and voting.
 - a. If an affiliated member is absent, they shall notify the Chairperson and designate their proxy vote to their team's other representative or one of the unaffiliated members.
 - b. If an unaffiliated member is absent, they shall notify the Chairperson and designate their proxy vote to one of the other unaffiliated members.
2. All votes, not pertaining to bylaw changes (See Section V) or impeachment, shall pass by a simple majority.
3. All issues pertaining solely to the men's teams shall only be voted on by the representatives of those teams, along with the unaffiliated members. All issues pertaining solely to the women's team shall only be voted on by the representatives of that team, along with the unaffiliated members.

E. Meetings and Communication: To strengthen communication with the DCGFFL and the DC Travel Teams, the TMB shall:

1. Convene once every month (in-person or virtually) and communicate any decisions made to the DCGFFL Board and the DC Travel Community;
2. Hold at least one in-person forum each year with all members of the DC Travel Community, drafted and undrafted, to get feedback on the teams, captains, the TMB, and the DC Travel Program as a whole;
3. Hold a mid-season (after Pride Bowl) and post-season (after Gay Bowl) survey of travel team members to get feedback;
4. Serve as a resource to all players and be available to meet with each team with or, if requested by such team, without the captain;

5. Ensure that TMB unaffiliated members attend at least two of each team's practices – one before Pride Bowl for Open Division teams and Sunshine Cup for Women's Division team, and a second before Gay Bowl for all teams; and
6. Ensure that at least one TMB unaffiliated member attends Gay Bowl (paid for or subsidized by the DCGFFL).

III. TEAMS, PLAYERS AND DRAFT

The TMB shall sanction five (5) DC Travel Teams to represent the Washington area in the two major national flag football tournaments – Pride Bowl in Chicago, as well as Gay Bowl, which changes host cities every year. Each team is headed by a single captain, who has sole discretion over the roster and management of the team (See Section IV for Captain Selection and Retention).

A. Sanctioned Teams:

1. Open 'A' Division A-Team (Currently, the DC Admirals)
2. Open 'A' Division B-Team (Currently, the Washington Generals)
3. Open 'A' Division C-Team (Currently, the DC Commanders)
4. Open 'B' Division A-Team (Currently, the DC Delta Force)
 - a. For purposes of the draft, team ranking and any other issues, this team shall be identified as the "D-Team" in the bylaws below.
5. Women's Division A-Team (Currently, the Washington Senators)
 - a. Because of its unique circumstances and needs, and in order to grow and improve the program, the Women's Division team will abide by all of the bylaws stated in this document, unless otherwise specified.

B. Additional Teams: In the event there is sufficient and sustainable interest within the DC Travel community for another team in any division and contingent upon available capacity of the aforementioned tournaments, the TMB shall ask the DCGFFL Board if a new team could be funded. If so, the TMB shall obtain feedback from that division's captain(s), before voting on whether to sanction that team by majority rule. If approved, the TMB shall notify the DCGFFL Board immediately, so they can alert the entire community about the new team and its captain vacancy.

C. Team Ranking: The ranking of the teams determines draft order for the Initial Draft, as well as the Supplemental Draft for each travel season. Ranking for the following season shall be determined a week after Gay Bowl by the TMB. The rankings shall be based on the following points system:

1. Gay Bowl
 - a. Winning Gay Bowl in the Open 'A' Division automatically results in moving to the A-Team position;
 - b. 2nd Place Finish = 10 points
 - c. Top 4 Finish = 6 points

- d. Top 8 Finish = 4 points
- 2. Pride Bowl
 - a. Winning Pride Bowl in the Open 'A' Division = 5 points
 - b. 2nd Place Finish = 3 points
 - c. Top 4 Finish = 1 point
- 3. Unaffiliated Members (6 points total)
 - a. Unaffiliated members shall vote on their A/B/C/D rankings by majority rule. Their choice for A-Team shall receive 3 of those points, the B-Team choice shall receive 2 of those points, the C-Team choice shall receive 1 point, and the D-Team receives zero points.
- 4. Ties
 - a. If two teams tie, and they played against each other at Gay Bowl, then the winner of that matchup receives 1 point.
 - b. If, after all the points are calculated, a tie still remains, then the teams involved shall keep their current ranking.
- 5. If multiple teams are ever sanctioned in the Open 'B' Division or the Women's Division, this same process will take place to determine the ranking.

D. Travel Player Criteria: Since registration dues are paid for by the DCGFFL Board, and the TMB falls under that Board, the criteria and requirements for travel players are the responsibility of the DCGFFL Board. The subsection below includes the criteria approved by the 2017 DCGFFL Board.

- 1. In order for a player to be eligible to play for the Open 'A' & Open 'B' teams, a player must:
 - a. Not currently prohibited from playing on a DCGFFL team due to serving a suspension the duration of which is no less than two games; and
 - b. Must satisfy one of the following requirements:
 - i. Currently be a member of a DCGFFL team and fulfill that season's requirements to be playoff eligible; or
 - ii. Have been a member of a DCGFFL team in at least 1 season (Fall or Spring) in the prior year and fulfilled that season's requirements to be playoff eligible; or
 - iii. For the 2018 Travel Season only, have played in any Pride Bowl or Gay Bowl Tournament or a playoff eligible member during any DCGFFL league season.
- 2. For the Women's Division, in order for a player to be eligible, a player must:
 - i. Be eligible to play on a DCGFFL team, and not currently prohibited from playing due to temporary or permanent suspension.

E. Enhancing Roster Continuity and Player Choice: The purpose of the following subsections is to strengthen the continuity and cohesiveness of travel team rosters and enhance the agency and rights of individual players.

- 1. *Franchise Designations* – The purpose of the franchise designation is to provide each team the ability to protect certain players from being drafted by other teams. A player designated by a team with a franchise tag cannot be

drafted in the initial draft by any other team. Such player also gains the right to refuse being selected by another team to fill an “approved roster vacancy” at any time after the initial draft. Furthermore, such player does not have to exercise that right of refusal (in other words, that player can decide to approve their selection).

- a. Prior to the initial draft and at a time determined by the TMB, each team captain may designate a certain number of eligible players as franchise players. The full list of such designations must be submitted to the TMB between the end of the initial draft registration period and three days prior to the initial draft. For the 2018 travel season and subsequent seasons, the TMB shall review the effectiveness of this timeframe and decide what, if any, changes should be made.
- b. Each player so designated must accept or reject the designation by affirmatively communicating their acceptance or rejection prior to the end of the day immediately preceding the initial draft via a standard method determined by the TMB. Players who fail to officially communicate their acceptance or rejection in a timely manner will not receive a franchise designation.
- c. If accepted, the franchise designation lasts one travel season.
- d. A team captain who declares prior to the initial draft as a playing captain automatically loses one of his/her allotted franchise designations.
- e. To be eligible for a franchise designation, a player must meet the following requirements:
 - i. During the three travel seasons immediately prior to the incoming season, the player must have played in four tournaments (eligible tournaments are only Pride Bowl and Gay Bowl) and two of those tournaments must be with the team making the franchise designation;
 - ii. The player must be in good standing with the DCGFFL;
 - a. Applicability – This requirement shall not take effect until the following travel season that starts after the DCGFFL Board approves a definition for “good standing” and such definition is incorporated into these bylaws and transmitted to the DC Travel Community.
 - iii. Recommendations for Future Seasons – For the 2018 travel season and subsequent seasons, the TMB should consider adding additional requirements aimed at increasing player participation in “DC First” activities, which could include joint practices and league participation.
- f. *Allotment of Franchise Designations* – The captains of the A & B Teams may designate up to 13 players. If an A or B Team captain declares as a playing captain, they may designate up to 12 players. The captain of the C-Team may designate up to a total of 6 players. If the C-team captain

declares as a playing captain, they may designate up to 5 players. The D-Team captain shall not have any franchise designations.

g. *Applicability to QBs* – Because starting QBs are drafted in a separate draft prior to the initial draft and may not play for another team at any point during the travel season, they may not be franchised. However, back-up QBs, if selected, will count against a team’s franchise designation allotment, reducing the allotment by one.

2. *Experience-Based Right of Refusal* – Any player that meets the above criteria for a franchise designation, but is not so designated, has the right to refuse being selected by another team to fill an “approved roster vacancy” at any time after the initial draft.

F. Registration: The registration period shall be designated by the TMB to occur shortly after or simultaneously with the start of the DCGFFL’s Spring Season; and the period shall last two weeks. Once the period is chosen, the TMB shall set-up an online registration mechanism, which shall be supervised by the unaffiliated TMB members. The TMB shall also alert the DCGFFL Board of the details, so they can email the entire community in order to start the process.

1. *Registration Form* – The registration form for the DC Travel program include the following:

i. Name

ii. Email address

iii. Cell phone number

iv. Division: “Open,” “Women’s,” or “Both”

1. “Open” refers to both the Open ‘A’ and the Open ‘B’ Divisions. The TMB shall not allow players to specify one division over another, in order to give all teams an equal shot at every player.

2. “Women’s” refers to the Women’s Division, which shall hold its registration period at a later date (See Section III, N). This designation will be made available, during the Initial Draft registration period to maximize the number of possible Women’s Division players available.

a. If any player chooses this designation during the Initial Draft registration period, that person’s registration will automatically roll over to the Women’s Division registration once it happens.

3. “Both” refers to the “Open” and the “Women’s” Divisions. This designation is solely for any Women’s Division player, who wants to play for an “Open” team during Pride Bowl, so long as the Women’s team is not participating in that tournament.

- v. Tournament Choices: Pride Bowl, Sunshine Cup (for Women's Division only), Gay Bowl
 - 1. The TMB shall allow registrants to provide a comment in this section, in order for players to explain any personal circumstances which may prohibit their participating in any of the tournaments.
 - vi. Position: QB, Non-QB Player, or Both
 - vii. Additional Information: A comment box with the question – *Is there any additional information you would like a potential future captain to know (i.e. recent/recurring injuries, playing style, etc)?*
 - 1. Captains have the option of using the answer to this question to decide whether to choose a player. If they ignore the player's comments and it results in any issues between the captain and the player, the TMB shall take the information given in this answer into account when deciding any roster movement (approved or unapproved) that involves this player.
- G. QB Draft: Before the Initial Draft at a time designated by the TMB, and in coordination with the Open Division captains, a QB Draft shall be held. The A-Team captain drafts his/her starting QB first. The B-Team captain drafts his/her starting QB second. The C-Team drafts his/her starting QB third. Then, the D-Team captain drafts his/her QB fourth. Once that's done, each captain has the option to draft a back-up QB, following the same draft order. A back-up QB will automatically count against one franchise designation allotted to the team in question for the purposes of the initial draft. To be eligible for the QB draft, players must note in their registration that they want to enter the QB draft.
- H. Initial Draft: A-Team drafts first, up to 19 players. The B-Team drafts second, up to 19 players. The C-Team drafts third, up to 19 players. The D-Team drafts fourth, up to 19 players. As outlined above, players holding a franchise designation from one team cannot be drafted by another team. Note: Captains are not required to draft 19 players.
- I. Non-Draft Inter-Team Player Movement: In the event of a roster vacancy on any team, this section lays out guidelines to govern the appropriate process for a captain to select a player on another team to fill the vacancy. This section applies to inter-team movements that occur outside of the initial and supplemental drafts.
 - 1. *Approved Roster Vacancy*: To be considered an approved roster vacancy for the purposes of selecting a player from another team to fill the vacancy, the unaffiliated members of the TMB must approve the vacancy and the following requirements must be met:
 - a. The vacancy involves a player chosen in the initial draft.

- b. The vacancy is the result of an injury or other unforeseen circumstances that precludes the player's participation in Gay Bowl. Note: Inability to play in Pride Bowl is not in itself a sufficient reason to approve a roster vacancy.
 - c. The replacement player must be identified by the requesting captain within 3 days of requesting the approved roster vacancy.
 2. The vacancy must be approved by a majority of the unaffiliated members of the TMB, within a week of the initial request by the captain. As part of its process to approve or disapprove a captain's request for an approved roster vacancy, the TMB unaffiliated members shall evaluate circumstances narrowly and consider, at a minimum, the following criteria:
 - a. The overall impact on the travel program resulting from the approval or disapproval of the vacancy request;
 - b. The satisfaction of individual players directly involved in the vacancy request;
 - c. The impact on the team from which the replacement player would be pulled, including the number of players previously who have left the team after being selected by another team for an approved roster vacancy;
 - d. The impact on the team requesting the vacancy, and the replacement player's potential role and impact on requesting team; and
 - e. The number of times the requesting team has previously received an approved roster vacancy.
 3. As part of its process to approve or disapprove a captain's request for an approved roster vacancy, the TMB unaffiliated members shall, at a minimum, discuss, in-person or via phone, the situation with the player leaving the roster, the replacement player, the team captains, and the affiliated TMB members.
 4. The vacancy resulting on a team from a player leaving because he/she was selected by another team to fill an approved roster vacancy shall be automatically designated an approved roster vacancy. At that point, the captain of the team that lost a player, due to an approved roster vacancy, has up to 3 days to request his replacement player from the TMB. The unaffiliated members then have up to 4 days to approve/disapprove that request, following the same guidelines outlined above.
 5. In the event more than one team has an approved roster vacancy at the same time, the highest ranked team with an approved roster vacancy has the first opportunity to request player movement.
 6. In the event a player is cut from a team and the decision is mutual, as communicated by both parties to the TMB unaffiliated members, the player goes into the undrafted pool; and the captain does not receive an

approved roster vacancy. Instead, the captain can pick from the existing undrafted pool.

7. In the event that there are less than 14 players in the undrafted pool at the time of the D-Team initial draft (or 13 players if the D-Team captain is a declared player), the TMB shall determine what, if any, supplemental draft modifications will be made to ensure a viable roster size for the D-Team. In this circumstance, the TMB has the option of not fielding a D-Team for Pride Bowl.

- J. Undrafted Pool: Players not drafted in the Initial or Supplemental drafts go into an undrafted pool of players, who are available to be picked by captains to fill any roster vacancies.
 1. Players in the undrafted pool can refuse to fill an unapproved roster vacancy, if they meet the experience-based right of refusal requirements in Section III,E,2. If they refuse, that player remains in the undrafted pool and the captain can petition the TMB's unaffiliated members for a review.
 2. Players in the undrafted pool cannot refuse to fill an approved roster vacancy. If they do, that player is no longer available to play for any other team during that travel season.
- K. Downward Player Movement: In the event of an approved roster vacancy in which the player in question would be moving to a lower team (e.g. A to B or B to C, etc), such player has an automatic right of refusal. If the player does not refuse his/her selection, such downward player movement must be approved by a majority vote of the unaffiliated members of the TMB. In the event more than one team has an approved roster vacancy at the same time, the highest ranked team with an approved roster vacancy has the first opportunity to request player movement.
- L. Supplemental Draft – The supplemental draft will be held the second week of July after the close of such draft's registration period and will consist of new players and all previously undrafted players. The exact date will be determined by the unaffiliated members of the TMB after consulting with captains. The order of the supplemental draft shall follow the order of the initial draft with a roster cap of 19 for each team (i.e. Generals draft first up to 19, Admirals draft second up to 19, Commanders draft third up to 19, then Delta Force drafts fourth up to 19). All teams will draft the same day. Teams are not required to participate. New players need to affirmatively sign-up for the supplemental draft via a method determined by the TMB. The registration period will be from the Monday after Pride Bowl to five days prior to the supplemental draft.
 1. *Player Eligibility:* To be eligible for the supplemental draft or subsequent roster additions, a player must have declared for the initial draft and not been drafted or be a new player.

2. *New Player Definition*: To qualify as a new player, he/she must fall into one of the following two categories –
 - a. Has never been on the roster of an Open ‘A’ DC travel team for Pride Bowl or Gay Bowl;
 - b. Has played on an Open ‘A’ DC travel team in Pride Bowl or Gay Bowl, but did not live in the DC Previously Agreed-Upon Geographic Area (PAUGA), as determined by the NGFFL, at the time of the initial draft declaration; and returned to the DC PAUGA after the initial draft.
 - c. *Supplemental Draft New Player Introduction and Evaluation*: The TMB shall set up a mechanism to ensure that all new players in the supplemental draft are introduced to each captain, so each captain has an adequate understanding of players’ abilities. The exact period of such introduction and evaluation mechanism shall be set by the TMB, in consultation with the captains, but be prior to the supplemental draft and after the registration period closes.

M. Post-Supplemental Draft Roster Additions – The purpose of roster additions after the initial and supplemental drafts is to enhance roster size and resiliency, not to replace starting players from the Initial and Supplemental drafts. Captains should clearly communicate player expectations to prospective players under this section. Note: This section does not include or govern the player movements described in Section III, G (“Non-Draft Inter-Team Player Movement”) of these bylaws.

1. *Basics*: After the supplemental draft and prior to Gay Bowl roster lock, captains may request to add additional eligible players (undrafted players from the supplemental draft and new DCGFFL Fall Season players, as defined below). The TMB shall set up a mechanism by which a captain that wishes to add a player under this section must introduce such player to all captains so captains can adequately evaluate the player’s ability. The unaffiliated members of the TMB must approve the request by majority rule. Captains are not required to add any additional players under this section.

2. *Process*: The order of the Post-Supplemental additions will be hierarchical, based on team ranking for each round (e.g. 20th roster spot, 21st roster spot, etc.). Each team ranked above a requesting team will have the right to pick the requested player, or defer to the requesting team. Once a team takes a player in a round, they cannot request another player until the next round begins. The next round will begin once all teams have drafted, or deferred their right in a round.

- a. **Example**: If the C-Team requests to add a player, then the A-Team followed by the B-Team have the rights to pick that player or defer to the C-Team. But if the B-Team selects the player, then the B-Team is not able to request another player until the next round. In that scenario, the next

draft round would not begin until the A-Team followed by the C-Team and the D-Team have picked a player or deferred their right for the current round.

3. *New DCGFFL Fall Season Players:* Captains may request to add a player who has registered to play in the DCGFFL Fall Season concurrent with the travel season and such season is their first DCGFFL season. Note: The player cannot have previously played on an Open Division DC travel team.

a. In order to help expand the DC Travel program and to assist captains in increasing their roster size, the TMB shall hold a DC Travel information session for new DCGFFL fall season players, shortly after the DCGFFL fall draft. The TMB shall coordinate with the DCGFFL Board as well as the DC Travel captains to make this happen.

N. Women's Division Exemptions – Due to the Women's team not participating in Pride Bowl, the timeline for registration and draft is different for this team, and will remain fluid throughout the travel season. The following subsection outlines the processes for registration, tryout, draft and post-draft player movement for the Women's Division team.

1. The TMB affiliated representatives for the Women's Division, in coordination with the Women's team captain, will communicate to the TMB when the Women's tryouts and draft will take place during the summer months.
2. Once those dates are set, the registration period will be announced and will last two weeks prior to the tryout.
 - i. The TMB will communicate this registration period to the entire DCGFFL community, as well as other women's leagues. The TMB will run the registration process, in coordination with the Women's team captain.
 - ii. If a Women's Division player signs up for the Open Division teams during their registration period, for purposes of playing in Pride Bowl, that player's registration will automatically roll over to the Women's Division draft in order to get picked by the Women's Division team.
3. *Roster Size and Player Movement:* Since the Women's Division will be operating on a sliding schedule in the summer months, the Women's Division will not have a Supplemental Draft. Therefore, the following rules apply to roster size of the Women's team.
 - i. The captain is not limited to 19-players in the initial draft.
 - ii. Any roster vacancies following the draft will be filled by any undrafted players, or players who register after the draft, until the roster lock date established by the NGFFL.
 - iii. All roster changes must be communicated to the TMB.

- O. Roster Size and Registration Fees – If any TMB-sanctioned team exceeds the roster size allotment paid for by the DCGFFL, then the team will cover the difference of the registration dues.
- P. Player Conduct and Suspension – All travel player conduct issues will be dealt with by the DCGFFL Board, in consultation with the captains of the affected teams and the unaffiliated TMB members. All punishments will be handed down by the DCGFFL Board in accordance with the League’s conduct policy.

IV. CAPTAIN SELECTION AND RETENTION

Each team shall be run by one captain, who is picked by the TMB’s unaffiliated members. The sections below outline the criteria used to select or retain captains for all sanctioned teams, as well as the responsibilities of the said captains.

- A. Captain Retention – Any captain who wins Gay Bowl in their respective division is automatically retained for the following travel season. Otherwise, the captains must meet the following requirements for automatic retention:
 - 1. The A-Team captain must finish in the Top-2 at Gay Bowl in order to be automatically retained;
 - 2. The B-Team captain must finish in the Top-4 at Gay Bowl in order to be automatically retained;
 - 3. The C-Team captain must finish in the Top-8 at Gay Bowl in order to be automatically retained;
 - 4. The D-Team captain must finish in the Top-2 in the Open ‘B’ Division at Gay Bowl in order to be automatically retained;
 - 5. NOTE: Automatic retention does not preclude a captain from applying for a captain vacancy of another team;
 - 6. If none of these requirements are met, the captains are not retained and must re-apply to captain the following travel season.
 - a. The application process shall begin shortly after Gay Bowl, and before November 30th, so the new unaffiliated members of the TMB can start the Captain Selection process.
- B. Captain Selection – In the event of a captain vacancy resulting from the aforementioned automatic retention requirements, or by removal, resignation, or a new sanctioned team, the TMB shall immediately initiate a process, in coordination with the DCGFFL Board, to appoint a new captain.
 - 1. Once a vacancy occurs, the DCGFFL Board shall email the entire flag football community to announce the opening and request candidates’ statements by a given deadline. Those statements shall then be sent to the unaffiliated TMB members for their consideration.

2. *Captain Candidate Requirements:* In order for a DCGFFL community member to be considered for travel team captaincy, the candidates must meet the following requirements –
 - a. Must be in good standing with the DCGFFL;
 - i. Applicability – This requirement shall not take effect until the following travel season that starts after the DCGFFL Board approves a definition for “good standing” and such definition is incorporated into these bylaws and transmitted to the DC Travel Community.
 - b. Must not be a member of the DCGFFL Board;
 - c. Must not be a member of the TMB;
 - i. If a TMB member decides to apply for an open captain position, they shall recuse themselves from the entire captain selection process and resign their position, if chosen.
 3. Before candidate interviews begin, the unaffiliated members shall hold a meeting with the current members of each team with a captain vacancy to solicit input regarding the selection process and characteristics most needed for that team’s captain.
 4. Once all candidates’ statements are in, the unaffiliated members shall meet with each candidate for an in-person interview.
 5. Unaffiliated members are also allowed to receive, but aren’t required to receive, the input of all TMB members before voting on a new captain.
 6. Unaffiliated members shall take the following criteria into consideration when voting:
 - a. Leadership skills;
 - b. Support among players and the overall flag football community, through feedback gathered in the post-Gay Bowl survey, as well as meetings with team members;
 - c. Organizational skills, including scheduling and budget management;
 - d. Past achievements as a captain in the travel program;
 - e. Past achievements as a captain in the DCGFFL; and
 - f. Any other relevant flag-football experience.
 7. Captains shall be elected by majority vote of the unaffiliated members;
 - a. In the event of a tie, the affiliated members of the team in question shall vote to break the tie.
- C. Women’s Division Exemptions – The Women’s Division team will abide by all of the processes in Section IV.B (Captain Selection) with the following changes:
1. Once the candidates apply, the Women’s team will have the option of conducting interviews with the candidates, or selecting specific members to conduct the interviews. The unaffiliated TMB members will also have the option of interviewing the candidates. The affiliated TMB Women’s representatives will arrange those interviews.

2. The Women's team, as well as the unaffiliated TMB members, will vote for the next captain with the unaffiliated TMB members supervising the vote.
 - i. Players from the current travel season, as well as the year before, are eligible to vote.
 - ii. The candidate who receives the most votes wins.
 1. In the event of a tie, the unaffiliated TMB members along with the two affiliated Women's representatives will vote to break the tie.
- D. Captain Responsibilities – Aside from selecting their players, organizing a practice schedule, and making game-related decisions, captains are also tasked with maintaining an accurate accounting of their team's fundraising by following the subsequent DCGFFL guidelines:
- a. At the start of each season, the Captain must create a shared Google spreadsheet that provides an ongoing financial report to the TMB unaffiliated members, as well as all members of that team. The report should include budgets and actual figures for all major line items, including expenditures for uniforms, equipment, travel, housing, etc. It should also include all major income including fundraisers, sponsorships, and player paid expenses;
 - b. Nellie's is the primary sponsor of all Travel teams. The DCGFFL is responsible for the sponsorship agreement with Nellie's, which is negotiated on an annual basis. Neither Nellie's nor the DCGFFL shall pay for more than two tournaments per year, nor for more than \$750 per tournament. Additional tournaments and/or excess fees shall be paid by the respective travel team;
 - c. Captains shall also do the following with respect to any new uniforms or shirts:
 - i. All teams must place a Nellie's logo (no smaller than 3" wide) and DCGFFL logo (no smaller than 3" wide) on any new jerseys. All teams must place a Nellie's logo (no smaller than 3" width) on any new t-shirts;
 - d. Travel teams may host fundraising events at league sponsors. Captains shall notify the TMB unaffiliated members, as well as the DCGFFL Board, of their events at least one week in advance;
 - e. Travel team captains and members shall not approach any current league sponsors for additional sponsorship money, without first notifying the TMB unaffiliated members and receiving permission from the DCGFFL Board. Funds that teams receive from current league sponsors without permission will be deducted from that team's tournament entry fees, not to exceed \$1,500. (This is done to ensure sponsors are aware a travel team sponsorship is separate from their existing league sponsorship);
 - f. Travel team captains and members shall not approach non-league sponsors, without first notifying the TMB unaffiliated members and the DCGFFL Board.

This is done to preserve good relationships with sponsors, and to comply with the DCGFFL's 501c3 tax rules;

- i. Additionally, captains must consult with the TMB unaffiliated members and the DCGFFL commissioner and treasurer, before any new sponsorship agreements are made;
- g. If a team captain does not follow the guidelines above, the captain will receive a written notice, which the TMB shall strongly consider when evaluating the captains for possible retention at the end of the season;
 - i. Depending on the severity of the violation, the TMB reserves the right to immediately reevaluate the captain's retention.

V. CHANGES TO BYLAWS

- A. Order of Events: Only the TMB is authorized to amend these bylaws. In order to amend a bylaw, any TMB member can propose re-opening discussion on changing an existing bylaw. Two-thirds (9 members) of the TMB must approve re-opening that discussion. Two-thirds of the TMB, with at least one representative from each team voting in the majority, is needed to approve the change to that bylaw. Once amended, the changes must be sent to the DCGFFL Board; and for the sake of transparency, the DC Travel community shall be alerted of the approved change.
- B. Disclaimer: Every scenario that may arise cannot possibly have been addressed by these bylaws. Therefore, if a scenario arises that is not addressed by the bylaws, the TMB has the authority to address it in as fair a manner as possible.