

**POLICIES AND PROCEDURES OF THE
DCGFFL TRAVEL MANAGEMENT COMMITTEE**

Last Revised

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I. HISTORY & MISSION

The Travel Management Committee (TMC) administers the Washington, DC Travel Program for the DC Gay Flag Football League (DCGFFL) Board. The TMC serves as a general manager for all approved NGFFL travel teams affiliated with the Washington, DC Previously Agreed-Upon Geographic Area (PAUGA). The primary functions of the TMC are to manage captain and team selection on an appropriate schedule, assist the players and captains with logistical issues, administer the travel team drafts, and communicate openly with the travel community regarding any issues that may arise. All disciplinary decisions are handled by the DCGFFL Board in consultation with the TMC. The TMC 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. The ultimate mission of the travel program is to field highly competitive travel teams and win Gay Bowl at the highest level and in all divisions for which teams are fielded.

II. TRAVEL MANAGEMENT COMMITTEE MEMBERS

II.A. Members: The Travel Management Committee shall be comprised of the following voting members: one (1) representative from each active travel team, one (1) independent member not currently affiliated with any travel team, and one (1) DCGFFL Board Liaison not currently affiliated with any travel team. Requirements, selection, vacancy rules, and responsibilities for each member are as follows:

II.A.1. One (1) representative from each active travel team, as follows:

II.A.1.a. The representative shall be any active player on the roster of the team they represent.

II.A.1.b. The representative shall be selected by the current active team members, serving until a new team roster is selected or until they are no longer on the roster of that team, or if the team is not active that year.

II.A.1.c. In case of vacancy, the captain may appoint a representative from the current active team members.

II.A.1.d. The representative shall represent the interests of their team, in consultation with the captain and other team members, as well as working to advance the combined mission of all teams in the DC travel program.

II.A.2. One (1) independent ("unaffiliated") member not currently affiliated with any travel team.

- II.A.2.a. The independent member shall serve as TMC Chair and shall not serve as a travel team captain, register to play for the DC Travel program, be on the roster of any DCGFFL-sanctioned team; or serve on the DCGFFL Board.
- II.A.2.b. The term of the independent member shall be one calendar year, starting January 1.
- II.A.2.c. The independent member shall be elected by all players who were registered for the previous season's DC Travel Program. The DCGFFL Board shall administer the election after Gay Bowl but before the end of the year.
- II.A.2.d. If the independent member is derelict in duty, the TMC may register a complaint with the DCGFFL Board, which may consider removing the member.
- II.A.2.e. In case of vacancy, or if no DCGFFL member volunteers during the election period, the DCGFFL Board may appoint a current or former member of the DCGFFL to serve as the independent member provided they meet the requirements of II.A.2.a.
- II.A.2.f. If no DCGFFL member can be found to fill the independent member position, the DCGFFL Board may assign a DCGFFL Board member to act as interim independent member, provided the member meets all the other requirements of II.A.2.a.
- II.A.2.g. The independent member shall serve as Chair, with the following responsibilities: organize meeting agendas, manage committee meetings, and ensure the committee's mission and goals are being met. If the position is vacant, the DCGFFL Board liaison shall perform the responsibilities of the independent member.
- II.A.3. One (1) DCGFFL Board liaison not currently affiliated with any travel team.
 - II.A.3.a. The liaison shall be a current member of the DCGFFL Board, as appointed by the DCGFFL Board, and shall not serve as a travel team captain, register to play for the DC Travel program, or be on the roster of any DCGFFL-sanctioned team.
 - II.A.3.b. If the liaison is derelict in duties, the balance of the TMC can request that the DCGFFL Board appoint another liaison.
 - II.A.3.c. In case of vacancy, the DCGFFL Board shall appoint a replacement in a timely manner. If no DCGFFL Board member remains who meets the criteria of II.A.3.a, the position shall be filled by the Director At-Large, but such member will no longer have a vote, and shall only act in an advisory and administrative capacity.

- II.A.3.d. The liaison will ensure the TMC is abiding by the DCGFFL's Bylaws and act as the key intermediary between the TMC and the DCGFFL Board.
- II.B. Voting: All TMC members have one, equal vote.
 - II.B.1. To vote on matters at a meeting, all members shall be present and voting or shall have otherwise designated a proxy.
 - II.B.1.a. If a team representative is absent, they may designate their proxy vote to any other active player on their team, which may include the captain.
 - II.B.1.b. If the independent member or liaison are absent, they may each designate their proxy vote to the other.
 - II.B.1.c. Proxies shall only be recognized by the absent member notifying the entire TMC in advance of a vote.
 - II.B.2. To vote on matters outside of a meeting, for example by email, all members must be notified of the vote and be provided reasonable time to reply, and each member must vote (including voting to abstain) for the vote to be binding.
 - II.B.3. All votes, unless as otherwise stipulated herein, shall pass by a simple majority. Abstentions are permitted and are expected whenever a TMC member has a direct conflict of interest in the context of the vote.
 - II.B.4. All issues pertaining solely to the Open Division teams do not require the Women's Division representatives to participate. All issues pertaining solely to the Women's Division team(s) do not require the Open Division representatives to participate.
- II.C. TMC Responsibilities: The TMC is expected to perform the following:
 - II.C.1. Convene as needed and communicate any decisions made to the DCGFFL Board and the DC Travel Community.
 - II.C.2. Manage the annual schedule for captain selection, initial draft, and supplemental draft.
 - II.C.3. Hold a post-season (after Gay Bowl) survey of travel team members to get feedback on the travel experience.
 - II.C.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.
 - II.C.5. Communicate the schedule for the travel tournaments to the community and organize an annual timeline to send teams to each tournament.
 - II.C.6. Oversee selection of teams and manage changes in roster as may occur.

- II.C.7. Ensure that any team event or sponsor outreach complies with existing DCGFFL sponsorship agreements.
- II.C.8. The liaison to the DCGFFL Board shall communicate the details of sponsorship agreements with any requirements that affect the travel program (e.g. logos for jerseys) to the annually just after captain selection, and as-needed if agreements change during the course of the year.

III. TRAVEL CAPTAINS

Each team shall be run by one primary captain, who selects the roster and manages the team. 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.

- III.A. Captain Retention: Any captain whose team placed in the Top 4 at Gay Bowl the prior travel season in their respective division automatically has first right of refusal to remain as their team's captain for the following travel season. Otherwise, team captains are newly selected at the start of each travel season.
- III.B. Captain Selection: At the start of a travel season, the TMC shall immediately initiate a process, in coordination with the DCGFFL Board, to appoint a new captain for any teams that did not retain a captain through the above criteria.
 - III.B.1. The DCGFFL Board shall email the entire flag football community to request applications and candidate statements by a given deadline.
 - III.B.2. To be eligible for travel team captaincy, the candidate must be in good standing with the DCGFFL. The candidate may be a player or a non-playing manager.
 - III.B.3. For returning teams, the prior year members of each team will consider each applicant, including any interviews as the team considers necessary, and hold an anonymous ranked-choice vote administered by the TMC to select the new captain.
 - III.B.4. For new teams or teams that did not participate in travel the prior season, the TMC will consider each applicant, including interviews as needed, and hold a ranked-choice vote to select the new captain.
 - III.B.5. Captains should be selected on the basis of being able to attend Pride Bowl and Gay Bowl, possession of leadership skills, support among players and the overall flag football community, scheduling and budget management skills, past achievements as a captain in the DCGFFL or in the travel program, and any other relevant flag-football experience.

- III.C. Captain Removal: To remove a captain, the TMC and then the DCGFFL Board must vote to confirm their removal. The captain may be removed for the following reasons:
- III.C.1. The captain becomes unable to attend Pride Bowl or Gay Bowl due to unexpected circumstances.
 - III.C.2. The captain no longer meets the requirements for being in good standing with the DCGFFL or NGFFL.
 - III.C.3. The captain is derelict in duty, and the team requests replacement be considered.
- III.D. In-Season Captain Vacancies: In case a captain resigns or otherwise is removed during the course of a travel season after initial roster selection, the team shall appoint a replacement captain from their existing roster.
- III.D.1. Such appointment (and team vote if applicable) will be managed by the team representative with support from the TMC and the result communicated immediately to the TMC and DCGFFL Board.
 - III.D.2. If the prior captain was on the team roster as a player, the new captain may apply for an approved roster vacancy (see Section IV.I).
- III.E. Captain Responsibilities: Captains are expected to perform the following responsibilities:
- III.E.1. Select players and manage an effective roster, organize practice schedules, appoint and appropriately delegate to team leaders (e.g. offensive and defensive coordinator), develop team play strategies in consultation with the team QB and other team leaders, and make game-related decisions.
 - III.E.2. Captains are also tasked with maintaining an accurate accounting of their team's fundraising, which shall be shared with the TMC.
 - III.E.3. For any new uniforms made for use by a travel team, a DCGFFL logo (no smaller than 3 inches wide and 0.75 inches tall) shall be conspicuously included. Captains shall also include any sponsor or other logos on uniforms and/or shirts as directed by the liaison to the DCGFFL Board in order to comply with the current year sponsorship agreements.
 - III.E.4. Travel teams may host fundraising events only at current league sponsors, unless otherwise approved by the DCGFFL Board. Captains shall notify the TMC as well as the DCGFFL Board of any planned events at least one week in advance

- III.E.5. To ensure no conflict with existing sponsorship agreements, teams shall not approach any current league sponsors for additional sponsorship requests, without first receiving permission from the DCGFFL Board.
- III.E.6. Travel team captains and members shall not approach new potential sponsors, without first notifying the DCGFFL Board. This is done to preserve good relationships with sponsors, and to comply with the DCGFFL's 501c3 tax rules;
- III.E.7. Violation of sponsorship and fundraising policies outlined in this section may be considered dereliction of duty and the captain may be evaluated for removal according to Section III.C.

IV. TRAVEL PLAYERS

The TMC shall sanction all teams that represent the Washington, D.C. PAUGA in Pride Bowl and Gay Bowl. Travel players may participate through current or recent affiliation with regular seasons of the DCGFFL. Players must be prepared to comply with NGFFL registration requirements to provide identifying information such as residential address¹ and self-identification of LGBT status².

IV.A. Team Definitions:

- IV.A.1. The TMC will determine the number of teams to be fielded each year based on the pool of applicants.
- IV.A.2. The TMC, in consultation with the captains, will determine which division each team will compete in that year.

¹ NGFFL Bylaws require that no fewer than 80% of the players on a team must reside within a team's PAUGA. If a player resides within a different PAUGA, but seeks to be included on the roster of a different PAUGA, the player must request a release in writing from the Gay Bowl Delegate of the Member Organization that represents the PAUGA in which he or she lives no less than ninety days before Gay Bowl. A player may request and must be granted release to play with another PAUGA's team if one of a range of criteria are met, including if the player lived in the other team's PAUGA within 12 months of the previous Gay Bowl and played for that same team in the previous Gay Bowl, or if the player has never played for the Gay Bowl team representing the PAUGA in which he/she lives. [Source: "Bylaws of the National Gay Flag Football League," February 20, 2020.]

² NGFFL Bylaws seek to encourage Gay Bowl rosters to consist, first and foremost, of qualified LGBTQ+ players. Gay Bowl registration includes a question to self-identify as LGBTQ+ or straight, according to the honor system. At Gay Bowl, at least 4 of 7 players on the field shall be people who identified during registration as LGBTQ+ at all times. Additionally, in a single game, teams are allowed to play up to 5 individuals who identified as straight during registration. [Source: "Bylaws of the National Gay Flag Football League," February 20, 2020.]

- IV.A.3. Teams in the Open Division are designated each year in alphabetically increasing order (A-team, B-team, etc.).
- IV.A.4. The Open Division team names are historically defined as Generals, Admirals, Commanders, and Delta Force. The Women's Division team name is historically defined as the Senators. Additional team names or modifications to existing team names may be made by the team as desired.
- IV.B. Team Ranking: The ranking of the teams (in increasing order A-team, B-team, etc.) determines draft order for the Initial Draft, as well as the Supplemental Draft for each travel season.
 - IV.B.1. Team rank is determined in order of the level at which the team played in the prior travel season (A Division, B Division, etc.).
 - IV.B.2. If two teams competed in Gay Bowl in the same Division, the team that placed higher shall claim the higher team ranking the following year. In the event of a tie in placement, the incumbent team will retain the higher team ranking the following year.
 - IV.B.3. New teams or any team(s) not fielded the prior travel season will be ranked below existing teams.
- IV.C. Open Division Travel Player Criteria: Players must meet the following requirements:
 - IV.C.1. Be in good standing with the DCGFFL, and not currently be prohibited from playing on a DCGFFL team due to serving a suspension the duration of which is no less than two games.
 - IV.C.2. Be eligible through one of the following:
 - IV.C.2.a. Currently be a member of a DCGFFL team and fulfill that season's requirements to be playoff eligible;
 - IV.C.2.b. Have been a member of a DCGFFL team in at least 1 season of the preceding 2 completed seasons and fulfilled that season's requirements to be playoff eligible; or
 - IV.C.2.c. Have been a member on a DCGFFL affiliated travel team within the past 2 travel seasons who lives outside the PAUGA and has been granted approval by their resident city to play for DC. (NGFFL limitations apply.)
- IV.D. Women's Division Travel Player Criteria: in order for a player to be eligible, a player must:

IV.D.1. Be eligible to play on a DCGFFL team, and not currently prohibited from playing due to temporary or permanent suspension.

IV.E. Franchise Designations – The purpose of the franchise designation is to provide each team, through mutual agreement, the ability to retain certain players who have been affiliated with that team for multiple seasons.

IV.E.1. 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” (see Section IV.I) at any time after the initial draft.

IV.E.2. Prior to the initial draft and at a time determined by the TMC, 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 TMC at least three days prior to the initial draft.

IV.E.3. 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. Players who fail to officially communicate their acceptance or rejection in a timely manner will not receive a franchise designation.

IV.E.4. If accepted, the franchise designation lasts one travel season.

IV.E.5. To be eligible for a franchise designation, a player must meet ONE of the following requirements:

IV.E.5.a. During the three travel seasons immediately prior to the incoming season, the player must have played in at least four tournaments (eligible tournaments are only Pride Bowl and Gay Bowl) and three of those tournaments must be with the team making the franchise designation, OR;

IV.E.5.b. During the immediate prior season, the player must have played on the team making the franchise designation in both Pride Bowl and Gay Bowl the immediate prior year.

IV.E.6. Allotment of Franchise Designations: The number of franchise designations allotted is determined by the division that the team played in the prior year.

IV.E.6.a. Teams that played in the Open “A” division may designate up to 13 players. If the team captain declares as a playing captain, they may designate up to 12 players.

IV.E.6.b. Teams that played in the Open “B” division 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.

- IV.E.6.c. Teams that played in the Open “C” division shall not have any franchise designations.
- IV.E.7. 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.
- IV.F. Registration: The travel player registration period shall be designated by the TMC to occur shortly after or simultaneously with the start of the DCGFFL’s Spring Season. With the DCGFFL Board’s assistance, the TMC shall collect all necessary information through an appropriate registration form distributed to the entire community.
- IV.G. QB Draft: Before the Initial Draft at a time designated by the TMC, and in coordination with the Open Division captains, a Quarterback (QB) Draft shall be held. The QB Draft order occurs in the same order as the Team Rankings, ascending, and each team shall pick one QB.
- IV.G.1. Any player that signed up as ‘QB’ during registration and is not drafted during the QB Draft shall be contacted to determine if they wish to be a non-QB player prior to the Initial Draft. If the player elects not to change his/her designation, then the player will be placed in the Undrafted Pool and may only be selected to fill a starting QB Roster Vacancy.
- IV.H. Initial Draft: Following the QB Draft and any franchise selections, the balance of each team is drafted sequentially by team.
- IV.H.1. The Women’s Division team(s) draft first, from the pool of players that registered for the Women’s Division or “either division.”
- IV.H.2. The Open Division team(s) then draft their entire rosters up to a total roster size of at most 19 players each (including playing captains and QBs) sequentially in increasing order (A-team, B-team, etc.).
- IV.H.3. If drafted, a player must either play for the team that selected them or become ineligible for participation on any other team unless the captain puts the player back into the draft pool, or makes a player trade with another team through mutual agreement.
- IV.I. Approved Roster Vacancies: In the event of a vacancy in the previously selected position on any team, this section lays out guidelines to govern the appropriate process for a captain to select a player already on another team to fill the vacancy.

This section applies to inter-team necessity-driven roster movements that occur outside of the initial and supplemental drafts.

- IV.I.1. To be considered an approved roster vacancy for the purposes of selecting a player from another team to fill the vacancy, the following requirements must be met:
 - IV.I.1.a. The vacancy involves a player chosen in the initial draft and is the result of an injury or other unforeseen circumstances that precludes the player's participation in Gay Bowl.
 - IV.I.1.b. The replacement player must be identified by the requesting captain within 3 days of requesting the approved roster vacancy.
 - IV.I.1.c. The captain on the team requesting the vacancy shall consult with both the identified replacement player and their team captain to discuss the overall impact of the vacancy and the move to the player and both teams.
- IV.I.2. The vacancy must be approved by the TMC within a week of the initial request by the captain. Members of the TMC representing those teams which are affected by the vacancy shall abstain. The TMC shall evaluate circumstances narrowly and consider the following criteria:
 - IV.I.2.a. The overall impact on the travel program resulting from the approval or disapproval of the vacancy request;
 - IV.I.2.b. The satisfaction of individual players directly involved in the vacancy request;
 - IV.I.2.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;
 - IV.I.2.d. The impact on the team requesting the vacancy, and the replacement player's potential role and impact on requesting team; and
 - IV.I.2.e. The number of times the requesting team has previously received an approved roster vacancy.
- IV.I.3. As part of its process to approve or disapprove a captain's request for an approved roster vacancy, the TMC shall discuss the situation with the player leaving the roster, the replacement player, and the team captains.
- IV.I.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.
- IV.I.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.

- IV.I.6. In the event a player is removed from a team roster by mutual decision, as communicated by both parties to the TMC, 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.
- IV.I.7. 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.
- IV.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.
- IV.J.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 IV.E.7. If they refuse, that player remains in the undrafted pool.
- IV.J.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.
- IV.K. Downward Player Movement: In the event of an approved roster vacancy in which the player in question would be moving to a lower ranked 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, such downward player movement approval then proceeds in the same manner as a normal approved roster vacancy.
- IV.L. Supplemental Draft: The supplemental draft will be as soon as practical following Pride Bowl and will consist of new players and all previously undrafted players. The exact date will be determined by the unaffiliated members of the TMC after consulting with captains. The TMC shall also alert the DCGFFL Board of the details, so they can email the entire community in order to start the process.
- IV.L.1. All teams will draft the same day, or as quickly as practical. Teams are not required to participate.
- IV.L.2. The Women's Division teams select first from any players who registered for the Women's Division or "either division." Women's Division teams may add as many additional players as they choose (or none).
- IV.L.3. The order of the supplemental draft for the Open Division teams shall then follow the order of the initial draft with a roster cap of 19 for each team (i.e. 'A-Team' drafts first up to 19, 'B-Team' drafts second up to 19, 'C-Team' drafts third up to 19, then 'D-Team' drafts fourth up to 19).

- IV.M. Supplemental Draft Open Division Player Eligibility: To be eligible for the supplemental draft or subsequent roster additions, a player must meet one of the following requirements:
- IV.M.1.a. Already in the Undrafted Pool.
 - IV.M.1.b. Meets the standard eligibility requirements of Section II.C, but did not previously register because they could not attend Pride Bowl.
 - IV.M.1.c. Is a new player who has not previously registered for any DCGFFL affiliated gameplay events. The player must also commit to register for the next DCGFFL season, and make themselves available to all captains so captains can adequately evaluate the player's ability.
- IV.N. Post-Supplemental Draft Roster Additions: After the supplemental draft and prior to Gay Bowl roster lock, captains may request to add additional eligible players (i.e., players still in the Undrafted Pool not selected during the supplemental draft).
- IV.N.1. Teams may add as many additional players as they choose (beyond the draft 19-person limit), up to any limits imposed by Gay Bowl.
 - IV.N.2. To add an additional player after the supplemental draft, the requesting team will identify the player to the other captains and the TMC. Each team will sequentially (i.e. in increasing order A-team, B-team, etc.) have first preference to add the player to their roster or to defer to the requesting team.
 - IV.N.3. Roster additions after the supplemental draft will not qualify as approved roster vacancies.
- IV.O. Roster Size and Registration Fees: If any TMC-sanctioned team exceeds the roster size allotment paid for by the DCGFFL (19 players), then the team will be entirely responsible for the balance of registration dues.
- IV.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 TMC. All punishments will be handed down by the DCGFFL Board in accordance with the League's conduct policy.