

The Texas Instruments Track and Field Team Charter

Article I

Name, Purpose, Objective

- A. The name of the team shall be The Texas Instruments Track Team.
- B. The Texas Instruments Track Team is organized in accordance with the rules of The United States Corporate Athletic Association (USCAA) to provide a team to compete in the annual USCAA National Track Meet and/or the USCAA Houston Regional Meet. The rules can be found at the USCAA web site at <http://www.uscaa.org/> or through the TI Team Site at <http://www.enerjazz.com/track>.
- C. The Texas Instruments Track Team will represent Texas Instruments in friendly competition against other corporations and allow employees (and eligible contractors) a chance to benefit from the physical training, teamwork, and relationships.

Article II

Organization, Roles and Responsibilities

- A. The Team will hold elections for Captain(s).
- B. The Captain(s) will appoint other roles as needed: Treasurer/Travel, Manager, Publicity, and Coach(s). The captain(s) may also appoint a representative to the USCAA Board. At least one captain and the treasurer should be active TI employees.
- C. Officers will serve a one-year term beginning at their selection. Elections will be held within 4 months following the conclusion of the national/regional meet.
- D. The Executive Committee will consist of the TI sponsor and the following:

Team Captain(s) – Will be the liaison with the USCAA. Responsibilities include:

1. Team organization
2. Communication - with the Team, USCAA, and TI Management
3. Recruiting

The Team Captain should have good organizational and communication skills. The captain will coordinate with other officers and be the primary communication conduit for the team, the USCAA, and TI management. The preferred methods of communication are a web site and a team e-mail list, which will be the captain's responsibility to maintain or delegate.

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The captain has the responsibility to maintain the support for the Track Team within the company and to work with the USCAA to assure the continued viability of that organization and the meet.

The team captain shall devise the team strategy and determine placement of the athletes in the events with input from coaches - should have good spreadsheet skills. The captain has the responsibility to comply with the rules of the USCAA and must be fully versed in the particulars of each and every event.

Team Treasurer/Travel Coordinator (appointed) - Will be responsible for the finances and travel planning of the team. Responsibilities include:

1. Budget preparation / submission
2. Team travel arrangements
3. Processing of invoices / check requests

The Team Treasurer should have good advance planning, financial, and spreadsheet skills. Must have excellent communications skills and be able to work with all team members (including non-Texas sites), the travel agent, and the team captain. Should be familiar with the TI XMS system and have access to a TI AMEX Corporate Card. Should also know procedures and processes for manual check requests and general accounting flow.

The treasurer is responsible for preparing the annual budget in conjunction with the team captain. The treasurer will track the budget quarterly, then monthly for the final 3 months, and report the status to the team captain and TI sponsor. They will also prepare a year end summary statement at the conclusion of a season's financial transactions.

The treasurer is responsible for planning the travel calendar and clearly communicating the key dates and issues with the team. Must have good people skills and be accessible via phone and e-mail.

The treasurer will submit the required forms and checks to the USCAA.

Team Manager (appointed) - Will be responsible for the uniform and supplies management. Responsibilities include:

1. Uniform (singlet) management and distribution
2. Drinks / food / tents at the meet
3. Coordinate timers and team event check-in at the meet.
4. Coordinate volunteers.
5. Collect USCAA forms.

The team manager should have good organizational and communication skills. Spreadsheet skills are a plus for inventory management. Must be persistent in efforts to collect USCAA forms and uniforms. The manager is responsible to maintain the inventory of team uniforms.

Must manage the uniform (singlet) check out and establish and maintain an inventory system for those items. Responsible for assuring that the uniforms are checked out for the regional and national meets and returned at the end of the season. The manager will bring spare uniforms on the trip as well.

The manager will report the season end (September) uniform status to the Captain and Treasurer/Travel Coordinator so additional items can be budgeted if required.

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During trips the manager will coordinate any logistical supplies such as tents, coolers, food and drink for the team. The manager will also assure that timers are recording splits and data and that team heat sheets are filled out and turned in for each event.

The manager shall also organize and coordinate the team volunteers to help staff the many positions at the national and regional meet.

The treasurer is responsible for communicating the request for people to fill out the individual USCAA forms each year. These forms should be collected, copied, and mailed (by the Treasurer) to the USCAA with a check for the required amount in advance of the deadline. The manager should maintain copies of these forms.

Coach / Coaches (appointed) – Responsible for track coaching and conditioning.

1. Provide track coaching assistance
2. Organize team workouts

The coaches shall be responsible for assisting the team members with training by providing workout schedules, plans, and guidance. Coaches are responsible for attaining and recording accurate time trials. They will also work with the captain to determine the optimal placement of athletes in each event.

Team Publicity (appointed) - Will be responsible for recruiting publicity efforts.

Responsibilities include:

1. Identifying key recruiting / publicity channels
2. Developing recruiting materials: flyers, handouts, posters, articles, etc.
3. Developing an action plan for recruiting
4. Executing the action plan.

The recruiting and publicity role should be filled by people who are outgoing and organized. They should plan events, ready materials, and staff (or recruit people to help) recruiting events and activities.

USCAA Board Member (optional - appointed) – Responsible for interface with the USCAA organization.

1. Attends Board Meetings (monthly phone call)
2. Represents the TI Team on any USCAA voting issues

Article III **Membership**

- A. Membership eligibility for the Texas Instruments Track Team is defined by the rules of the USCAA.
- B. The following process is used to select the team:
 1. The team will budget for a certain number of athletes (approx. 50)
 2. Time trials / race results will be posted starting 3 months prior to the meet.
 3. Anyone reaching an Automatic Qual. Time/Distance is on the team.

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4. Anyone reaching a Goal Qual. Time/Distance is a strong candidate.
 5. Other team members will be selected based on the need and best available time. See the calendar below for the timing of the selections.
- C. The Captain and Coach(s) will be responsible for making the selections and placing people in the events.

Article IV
Travel Costs

- A. The actual travel costs will be compiled and compared to the TI team budget. Members will pay the difference out of pocket via a trip fee if necessary.
- B. The following costs are included in the team trip costs:
- a. Airfare from home city
 - b. Hotel cost (shared room)
 - c. Shared rental car (3-4 per car) or bus rental
- C. In addition to the trip fee, members are responsible for the following expenses out of their own pocket:
- a. Home airport transportation and/or parking cost
 - b. Shared refill of the rental car
 - c. All food/drink/souvenir expenses
 - d. Any hotel incidental costs
- D. If members wish to change their air travel (extended stay) or bring a guest, they will be responsible for the cost delta from the standard trip fee. If there is extra space on the bus, there is no extra bus charge for guests.
- E. All members will bear the same cost with respect to the out of pocket trip fee: active TI employees, retired TI employees, and former TI employees. This cost is the same no matter the originating TI site.

Article IV
Team Planning Calendar

August - October

- Hold selection of team officers for the next year. (Captain + Sponsor)
Submit publicity on team results from the Nationals. (Captain)
Finalize previous year cost summary. (Treasurer - outgoing)
Prepare and submit preliminary budget to HR (Tracey Childress) for planning. (Treasurer)

Fall

- Review qualifying times and update for the next year. (Coaches + Captain)

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Review budget for accuracy and adjust based on selection of meet location. (Treasurer)
Prepare recruiting publicity for January (Publicity)

January

Once budget is approved, notify executive committee and finalize planning. (All officers + Sponsor)

Begin publicity / recruiting (Publicity)

Infolink / News to Use

Infolink rooms / discussion areas

Texins Activity Center: mailing list, facilities, discussion rooms

Posters in buildings with tear off sheets or removable flyers

New Hire Orientation / Winter/Spring interns

Contact meet host sites (currently Sugar Land, TX)

Publicity at non Texas sites

Communicate plans via the team mailing list

Submit team entry (Treasurer)

February

Begin base training / weekly practice. (Coaches)

If needed – select uniforms / etc. (Manager)

March

Continue with practices. (Coaches)

Obtain hotel and bus quotes. (Manager)

Begin collecting and posting track times (Coaches / Captain)

April

Select team for the USCAA Houston Regional (Captain)

Book flights for non-Texas members

May

Houston Regional Track Meet (All)

All-Comers Meets begin (All)

Team Selection

Automatic Qualifying Times – automatically on the team.

Goal Qualifying Times – top times selected as needed – excellent chance of selection.

Others Posting Times – remaining team filled by times needed

Alumni – (5) Alumni selected based on need and qualifying status.

6 weeks prior to Meet

List preliminary team selection and list for air ticketing / room purposes

4 weeks prior to National Meet

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Select team (Tiers / Retirees)
Complete all travel reservations (Treasurer)
Insure each member has submitted a USCAA individual form. (Manager)

3 weeks prior to National Meet
Finalize Alumni selection

Approved by:

Tracey Childress
TI Sponsor _____ Date

Charter updated on Sep 12, 2016