



## **Pacific Association of USATF**

### **Operating Procedures to supplement Association Bylaws**

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*Several sport committees also have their own operating procedures*

# **Article 1: Training for New Board of Athletics Members**

## **1.1 What is Board Business?**

Business that is common to several committees (i.e. greater than 2) or deals with association business or policy, such as the magazine, website, championship bids, travel funds, Association sponsored competitions and Goals/Long Range Plan.

## **1.2 Board Reports for Your Committee**

You need to submit a bi monthly report of your committee activities in a form that can be reproduced for meeting notes and the association website to let the constituents know what the committee is doing. Generally, these should be only a paragraph or two long.

## **1.3 What you need to know about Budget and Accounting**

- A. You need to submit a budget for your committee once a year by 31 July to the association president and treasurer.
- B. You need to determine who can submit bills for your committee and pass that information on to the association office in a letter.
- C. Need to submit receipts for all expenses along with an expense form found on the Association website under forms. You need to account for all income and expenses.
- D. An accounting for your committee account will be available each meeting, and on request you can have the detail of all transactions for your account for the year.

## **1.4 Travel Funds**

Travel funds are available for our association membership. There are requirements that are published at the beginning of each calendar year depending on the committee. Often the association funds the winner or top qualifying athlete in each discipline who is not otherwise funded to either the National or Junior Championship in their event. Refer to attached articles 3, 4, and 5, which include funding for many committee representatives.

## **1.5 Budgets versus Expenses**

Once your budget is approved that is your funding for the year. It is our intent that you use the money for the items, which you budgeted. However, you have some discretion as to spend administrative funds for related sport events but not the other way around.

## **1.6 Your Committee Business**

You are to hold at least an annual meeting with your committee. At your meeting, it is suggested that you accomplish:

- A. Elect your Board of Athletics representatives. See Article 2 pertaining to number to possible representation.
- B. Approve your budget.
- C. Appoint your representatives to the various committees, namely: Awards, Media, Financial and Audit, Equipment, Communications, Marketing, Sports Medicine, Athletes for the Disabled and Membership.

### **1.7 Committee Officers Job Descriptions**

As a result of the Long Range Plan discussions, we would like you and your committee to develop role descriptions for all officers and appointed job for you committee. You can start with the association by laws.

### **1.8 Operating Procedures**

Make sure you know your committee procedures outlined in Association By-Laws, and make sure they are current and you follow them until you get them changed.

### **1.9 Goals for your Committee**

You need to set goals for what you want to accomplish this year. You need to have your own long range plan that you can share with the Board of Athletics and the Board of Directors. If you want help developing them, George Kleeman can help you.

## Article 2: Committee Representation to the Board of Athletics

*(Revised March 2010)*

2010 representation numbers based on year-end figures

Committee	Chair	Club Representation ( <i>3 or more members who compete in this sport</i> )	Athlete Representation	2010 representation numbers based on year-end figures				Total Clubs
				Chair	Clubs	Athlete	Total	
Men's T&F	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	3	1	5	24
Women's T&F	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	2		3	13
Masters T&F	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	3		4	24
Men's LDR	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	2	1	4	14
Women's LDR	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	2	1	4	11
Masters' LDR	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	5		6	48
Youth	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	8	3	12	73
Race Walking	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	1		2	4
<b>TOTALS:</b>				<b>8</b>	<b>26</b>	<b>6</b>	<b>40</b>	<b>211</b>

## Article 3: Athlete Travel Fund Policy and Requirements

### 3.1 Purpose:

The Athlete Travel Fund is intended as a secondary funding mechanism for Pacific Association athlete development by helping those that otherwise might not be able to get those opportunities. It is intended to be a secondary funding source.

### 3.2 Criteria for Athlete Travel Funds:

- A. Must be a member of USATF and a resident of the Pacific Association for at least three months before they are eligible for travel funds.
- B. An athlete can only be funded for one trip per year.
- C. Funds are normally expected to be available for championship events only.
- D. Travel funds are only available to athletes who receive less than 50% of needed funding for the event from other sources such as club supplements, sponsorships etc. As a basis to validate submitted expenses, the following guidelines for per diem estimates for funding should be used: \$45/day for meals, \$107 for room (*Current IRS re-imbursment rates*) plus “K” Class plane fare.  
Excluded is funding from the Association Athlete Development Program (AADP).
- E. Standards for awarding funds should be performance based such that funded athletes are at or near the national level. Open Track & Field athletes requesting funds to attend the championship meet must have achieved the B standard for the meet within the qualifying window set by the meet requirements
- F. Standards need to be clear as to when and where the standards can be met. For non-championship meets the qualifying standard for Open Track & Field athletes shall be the B standard for the previous year’s championship meet) Standards can be met at any USATF or IAAF sanctioned meet.
- G. Open Track & Field Championship standards can be found on the USATF website: [www.usatf.org](http://www.usatf.org)
- H. Standards should be set by the individual sports committee involved and then submitted to the Association office at least 6 months prior to the event.
- I. In order to keep standards current, they can be indexed to placement at the meet, equivalent performance from previous year’s event, e.g. equivalent to 8th place finish in previous year’s meet, or to an outside standard such as the junior standard, the USATF national A or B qualifying standard. This is not a requirement but a suggestion as how committees could use other standards setting groups to update their standards.
- J. If more than one athlete applies for funds then the athlete with the highest performance score based on current IAAF scoring tables (Open Track & Field athletes only) will receive the funding.
- K. There will be five travel funds, LDR (*developing separate criteria for funding*), Open Track and Field, Youth (*Youth committee has separate criteria for funding*) Race Walking and Junior Track & Field.
- L. Funding levels for all funds and the amount of funding per athlete will be set each year as part of the budget process. This funding request are submitted by Committee chairs prior to the September Board of Athletics meeting, and voted on at the September BOA meeting.

- M. The appropriate sports committee can make recommendations, as part of their budget submittal as to how many athletes should be funded.

**3.3. History of the Athlete Travel Fund Grant:**

Following the 1987 National Track and Field Championships, the Pacific Association used the interest from the TV funds that the association received to fund a travel fund for Track and Field including both the open division and the junior division. The Race Walking athletes were also included. The Long Distance Running committee chose to have a Grand Prix rather than a travel fund. Later in 1992, the Youth Committee began to use the profits from the Junior Olympic Championships to fund athletes to the National Junior Olympics. This approved motion was intended to formalize an athlete travel fund policy for the association.

More recently, the PAUSATF Board of Athletics used general fund monies when available to fund these activities, approved annually at the September meeting.

## **Article 4: Association Olympic Athlete Training Grant**

### **4.1 Purpose of the Pacific Association Olympic Training Grant:**

The Pacific Association of USATF has established the Olympic Training Grant for Olympic hopefuls competing in Track and Field and Marathon. Grants for training and competition are awarded to athletes that live and compete within the jurisdiction of the Pacific Association, show potential for representing the U.S. at the next Olympic Games, and show financial need.

### **4.2 How is the grant administered?**

Applications are distributed and processed by the Pacific Association Grant Selection Committee. General responsibility for management of the grant, including all award decisions, resides with the selection committee.

### **4.3 What can the grant be used for?**

Grants are intended for training and competition expenses. Examples of approved grant uses: training costs, coaching, travel to competitions.

### **4.4 Are the grants sufficient to pay all training and competition costs?**

Because training and competition costs vary widely, these grants are intended to provide only **partial** support.

### **4.5 Who is eligible?**

- A. Be a member of PAUSATF and eligible to represent the USA at all levels of international competition
- B. Must have exhausted remaining athletic eligibility at NCAA colleges and universities
- C. Not exceed the committee's established annual income level of \$40,000 (from all sources)
- D. Have performed at an elite level in the past 24 months (e.g. met the IAAF, or Olympic Trials "A" or "B" standard)
- E. Have a clean drug testing record with no history of drug-related suspensions
- F. Compete in race walk, marathon or track & field events that will be contested at the next Olympic Games
- G. Live at a valid residential address within Pacific Association jurisdiction
- H. Compete in at least one USATF sanctioned event within PA jurisdiction during the season

### **4.6 If a grant is awarded, how much can an athlete expect to receive?**

The customary grant amount is \$1,000. Primary consideration will be given to athletes in the following order: International A standard, International B standard, Olympic Trials A standard, Olympic Trials B standard.

### **4.7 How does an athlete apply?**

Athletes must complete the attached application, personal essay and a letter of recommendation and submit it via (First Class mail, UPS, etc.) by February 15<sup>th</sup> of the current year, to the following address:

Olympic Training Grant  
Pacific Association Office  
120 Ponderosa Court  
Folsom, CA 95630

A. What should be included in the essay?

The essay should address why the athlete is a worthy grant recipient. In particular, the athlete should explain:

- i. Competitive goals for the next year and for the next Olympiad
- ii. His or her background in the sport, including competition results
- iii. Financial need or circumstances affecting the athlete's ability to train and compete
- iv. How this grant, if awarded, would "make a difference"
- v. What it means to be able to practice and participate in the sport of Athletics

B. Who should write the letters of recommendation?

This is entirely up to the athlete but teachers, coaches, and employers are good choices since they can usually comment on overall character, achievement, and promise. The recommendation letters must contain the name, address, and telephone number of the writer.

C. When will applicants be notified?

Applicants will be notified of the award decision after the selection committee meeting in late February. We anticipate that decisions will be finalized by March 15th of the current year. Applicants will be notified by mail and email confirmation.

**4.8 Terms and Conditions of Grant**

An award will be paid in one installment. If selected, the applicant will receive the award with a notification letter. In addition to an acknowledgement to the Pacific Association Board of Athletics, the athlete will be asked to provide a competition schedule that includes at least one USATF sanctioned meet within the Pacific Association jurisdiction. Examples of meets that are historically sanctioned are: California Relays (formerly Modesto Relays), Stanford Invitational Open, Brutus Hamilton Invitational, Payton Jordan Invitational, and Pacific Association T&F Championships, and the PAUSATF LDR Grand Prix Series. At the completion of your-competitive season you will be asked to submit an update of your progress and how you were able to accomplish your athletic goals.

The Pacific Association salutes your efforts and hard work in pursuing your Olympic dreams. Please email any questions to the current Elite Athlete Chair, Stephanie Trafton at [skbrown44@hotmail.com](mailto:skbrown44@hotmail.com).

*Olympic Training Grant Application on next page*



## Pacific Association-USATF Olympic Training Grant Application Form

Applications must be received by close of business on February 15 of the current year

Name \_\_\_\_\_ Gender  Male  Female

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birth date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Sport \_\_\_\_\_ USATF Membership Number: \_\_\_\_\_

**Have you met the IAAF or Olympic Trials standard in the past 24 months? (check one)**

IAAF "A" Standard  Olympic Trials "A" Standard

IAAF "B" Standard  Olympic Trials "B" Standard

Event \_\_\_\_\_ Date of Performance \_\_\_\_\_

Result \_\_\_\_\_

Location of Performance \_\_\_\_\_

**Order of finish at USA Championships:**

Event \_\_\_\_\_ (One yr prior) \_\_\_\_\_ (Two yrs prior) \_\_\_\_\_

Event \_\_\_\_\_ (One yr prior) \_\_\_\_\_ (Two yrs prior) \_\_\_\_\_

**International Teams: (Olympic, World Championship, Other Team USA event):**

Year \_\_\_\_\_ Team \_\_\_\_\_

Year \_\_\_\_\_ Team \_\_\_\_\_

Year \_\_\_\_\_ Team \_\_\_\_\_

**Are you a college graduate?** Yes  No

Name of School \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Degree(s) Held \_\_\_\_\_

**Do you have a clean drug testing record with no history of drug-related suspensions?**

Yes  No

*Continued on next page*

**Income & Expense**

	<b>(Previous Year) Income</b>	<b>(Current Year) Income (estimate)</b>
Prize money, appearance fees commercial contracts, shoe contracts, grand prix, etc.	\$ _____	\$ _____
Grants, scholarships, etc.	\$ _____	\$ _____
Primary employment (full or part-time)	\$ _____	\$ _____
Gross Annual Income	\$ _____	\$ _____

	<b>(Previous Year) Income</b>	<b>(Current Year) Income (estimate)</b>
Travel, transportation (competition & practice)	\$ _____	\$ _____
Coaching, therapy, massage	\$ _____	\$ _____
Equipment, uniforms, supplements	\$ _____	\$ _____
Other ( _____ )	\$ _____	\$ _____
Expense Total	\$ _____	\$ _____

**Reminder: Athlete is required to submit an essay and a letter of recommendation as part of this application. Applications must be complete to receive consideration.**

- Complete application     
  Essay     
  Letter of recommendation

**Certification**

I certify that I am a U. S. citizen and that the information on this form is true and complete to the best of my knowledge. I also certify that I am drug free and not currently the subject of anti-doping official investigation, nor have I been sanctioned for an anti-doping violation in the past. I agree to repay the grant in full if I do not complete the terms of the grant. If asked by or on behalf of the Pacific Association of USA Track and Field, I agree to provide documentation in support of information on this form.

\_\_\_\_\_  
**Applicant (Signature)**

\_\_\_\_\_  
**Applicant (Printed Name)**

\_\_\_\_\_  
**Date**

Olympic Training Grant  
 Pacific Association Office  
 120 Ponderosa Court  
 Folsom, CA 95630

## **Article 5: Association Track and Field Grand Prix Athlete Prize Money Awards**

### **5.1 The purpose of The PAUSATF Grand Prix Athlete Funding:**

- A. To promote the development and competition opportunities for our Pacific Association men and women athletes.
- B. To encourage our top men and women athletes to compete in our top Pacific Association track and field meets as well as the PAUSATF Championships.

### **5.2 All participants in The PAUSATF Grand Prix must be USATF members and reside within the Pacific Association boundaries prior to earning any points.**

### **5.3 Prize Money Requests**

Must be submitted by the Open Men and Women's Track and Field Chairs through the association budgeting process with approval in the September BOA meeting. A three percent (3%) administrative fee may be deducted from the total monetary award by the Grand Prix administrator. Reimbursement will be requested through standard Association reimbursement procedures.

### **5.4 Eligible Meets:**

Registered PA Athletes may use up to their five (5) highest scored meets.

### **5.5 Scoring:**

The current IAAF Scoring Table of Athletics will be used for event scoring & calculations.

- A. An athlete must attain a score of at least 900 points in an individual performance to score.
- B. Only one (highest) scoring event per meet is allowed. **Combined events exception:** In a two-day multi-event competition, an athlete may submit any two individual event scores which meet the 900-point minimum requirement OR the final score for the full combined event competition (if it meets the 900-point minimum) —which would then be awarded double points in the PA Grand Prix.
- C. A double score also counts as two meets.
- D. Of the total of five meets, an athlete can earn points in **no more than three (3)** meets outside of the Pacific Association. Any of the five meets can be within the Pacific Association.
- E. Double Points at PA Championships: Points will be doubled at the Pacific Association USATF T&F Championships. Additional prize money will be awarded for up to three (each) top individual men and women (IAAF) point scorers at the PA USATF Championships.

F. National USATF Championship bonus points (to be added to athlete's previous total): In addition to the five regular season meets, an athlete will receive bonus points for one event (highest scoring) at the current year USATF Track & Field Championships.

**5.6 Announcement of Award recipients:**

Award recipients will be announced by the September BOA meeting with award monies distributed shortly after.

## **Article 6: Association Delegate Annual Meeting Funding Procedures**

### **6.1. The following positions may be funded for travel to the USATF Annual Meeting:**

1. Men's Open Track and Field
2. Women's Open Track and Field
3. Masters Track and Field
4. Men's Open Long Distance Running
5. Women's Open Long Distance Running
6. Masters Long Distance Running
7. High School Coach from Coaches Committee
8. College Coach from Coaches Committee
9. Race Walking
10. Youth
11. Two Officials
12. Athlete Committee
13. Disabled Athlete Committee
14. President
15. Executive Director
16. Head of Delegation (if not one of the above)

**6.2** Delegates 1 to 13 are elected by their respective committees. They should attend their respective convention meetings and represent the Pacific Association in these national committees. As a representative, they should report back to their committee the actions taken at the convention. Delegates 14 and 15 are positions resulting from office. Delegates 16 to 18 are voted upon by the Board of Athletics at our annual meeting in September and must be used to insure the proper number of coaches and athletes overall.

**6.3** The sport committee representative (1,2,3,4,5,6,7), if the PA holds a championship in that sport, and the Athlete Committee representative must be convention delegates according to the USATF by laws. Pacific Association policy alters that requirement in that the holding of a championship is eliminated. In the Pacific Association the representative of Youth, Officials, one Coach and Athletes also must be delegates. Therefore, eleven representatives from Association committees will be named as delegates to the convention.

**6.4** The remainder of the delegates will be elected by the Board of Athletics at the September meeting each year. The full delegation must meet any USATF delegate distribution and other requirements.

**6.5** All annual meeting delegates and/or representatives must submit a written report on their activities at the annual meeting to the Head of the Delegation by then end of year of the convention who will submit a consolidated report to the Board of Athletics at the January meeting following the annual meeting. Said report will be posted on the web site to inform all

members as soon as it is ready. Delegates are the voting body from the association to the annual meeting.

**6.6** Representatives, listed above, are eligible for delegate funding. Several committees such as Youth and Officials do use some of their own funds to send additional representatives to their committee meetings. These individuals are committee representatives but not convention delegates. The amount of funding will be approved as part of the annual budget for the year of the annual meeting.

**6.7** Each of the committee representatives needs to be elected by the committee and name and address forwarded to the Pacific Association office by the September BOA meeting each year.

**6.8** This funding is considered secondary and is only available to the extent that expenses exceed funding by other sources, e.g. funding as a national committee member or as a coach would limit funding from Association.

**6.9** Reimbursement will be based on submitted expense up to the amount set during the budget process, not later than 15 January following the annual meeting; and will only be made after submittal of the representative's report submitted not later than 31 December following the annual meeting.

**6.10** An individual may be only funded for one position.

**6.11** Where possible, only PA/USATF members who will have attended at least two meetings in the 15 months prior to the convention will have priority in being elected as a USATF annual meeting delegate, .i.e. two annual meetings count. In the years when there is a Long Range Planning meeting, that meeting will also count.

#### **6.12 Revision History of Annual Meeting Delegates**

See History of travel fund for information since 1981 when TAC separated from AAU.

Original Memo 5/21/95 from committee with adding of Athletes, Coaches and disabled.

Revision 1 up dated and added Head of Delegation in 11/23/03

Revision 2 to change Sports Committee representative to also be delegates as result of USATF delegation changes in November 2005. It also specified where funding for other than two officials representative comes from and the limit on those based on National Officials Committee Operating Procedures.

It has been the practice to fund positions 1 through 6, and 9-12 and 14 and 15. This was supplement in January 2003 by an approved motion, which extended funding to the representative from Disabled Athlete Committee, and the Coaches Committee. If a NCAA coach is serving as the College Coaches and is funded by his or her institution, then funding will not be available from the Pacific Association.

Officials historically have funded several additional representatives out of their budget each year base on their added representatives to the Officials Committee, which is based on one per hundred certified officials as of July 31 of each year over the first one hundred up to a maximum of five.