



Pacific Association of USA Track & Field Operating Procedures to supplement Association Bylaws

Adopted	18 May 2010
Revision 1	25 September 2013

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Several Association 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. at least 2) or deals with association business or policy, such as the magazine, website, championship bids, travel funds, Association sponsored competitions and the Strategic 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, treasurer and office.
- 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 members. There are requirements that are published at the beginning of each calendar year by those committees. 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. Funds may also be available from the Pacific Association Foundation via grants.

1.5 Budgets versus Expenses

Once your budget is approved, that is your annual funding for your committee. 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 one annual meeting with your committee. At your meeting, it is suggested that you accomplish:

- A. Elect your Board of Athletics representatives. See Article 2 of these procedures pertaining to number of possible representatives.
- 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 Strategic Plan discussions, we would like you and your committee to develop role descriptions for all officers and appointed jobs. You can start with the association by laws.

1.8 Operating Procedures

Make sure you know your committee procedures as well as those outlined in Association By-Laws, and make sure they are current and that you abide by them until you amend them.

1.9 Goals for your Committee

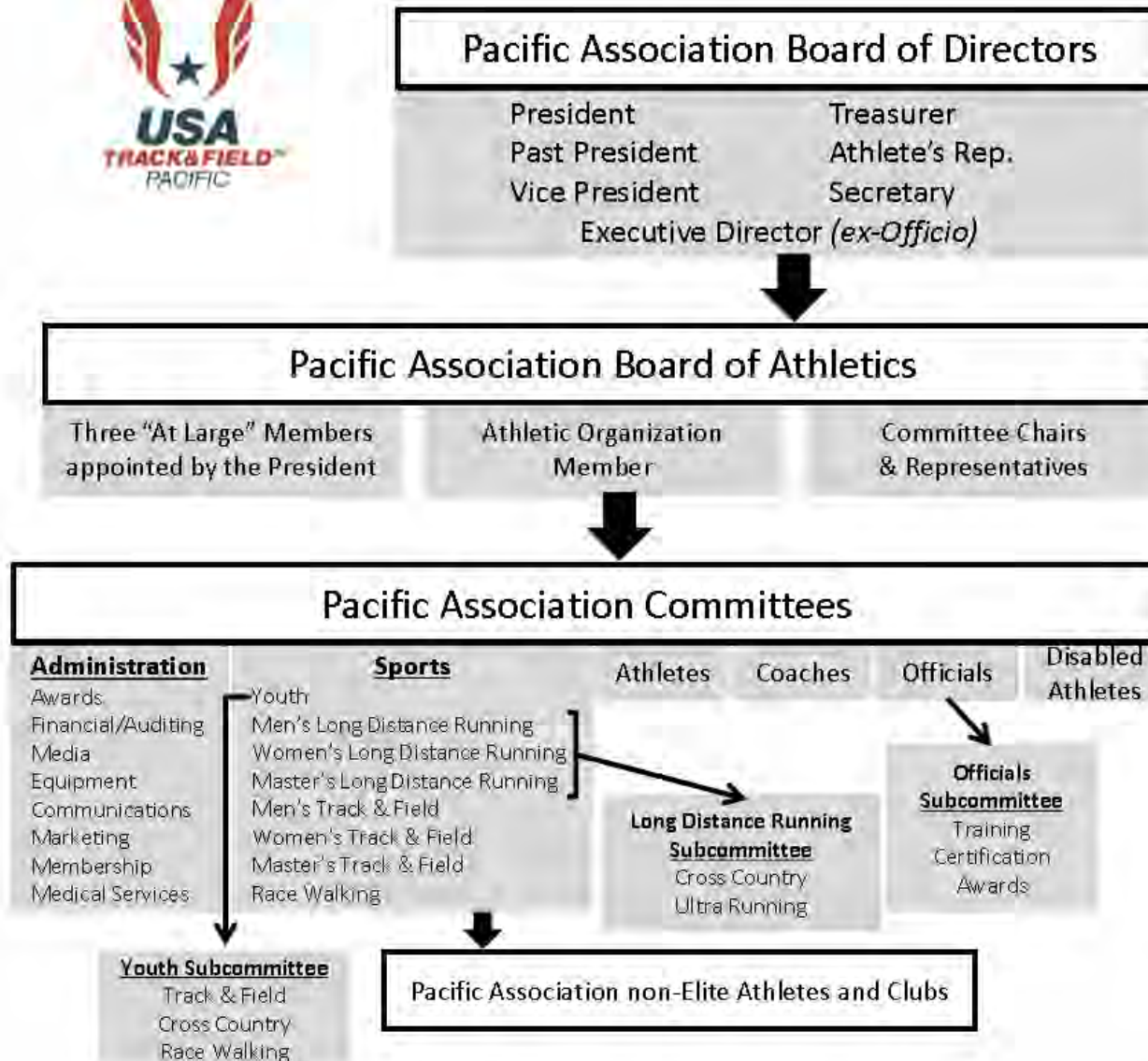
You need to set goals for what you want to accomplish annually. You need to have your own long range plan that you can share with the Board of Athletics and the Board of Directors. Your goals should align with and contribute to the Association Strategic Plan. If you want help developing them, you can request help from members of the Board of Directors or the Strategic Planning group.

1.10 Organizational Map of Pacific Association

See diagram on next page



Pacific Association of USA Track & Field Organization Chart



ADDITIONAL INFORMATION

The **Board of Directors** conducts meetings pertaining to issues concerning the Board of Athletics in order to plan for Board of Athletics meetings, and it acts on behalf of the Pacific Association between Board of Athletics meetings

The **Board of Athletics** meets five times a year (January, March, May, September, November) to discuss and act upon Association business. The Board of Athletics members each have one vote on measures brought to a vote at the meetings. All members of the Association are welcome to attend these meetings.

Committee Representatives to the Board of Athletics are elected by each committee. The number that may be elected for each committee is determined by the number of PA members participating with the jurisdiction of each committee. This information is described in detail in the PA Bylaws.

The **Athlete's Committee** represents elite athletes. These are athletes who have a performance equivalent to the qualifying standard for any of the following: a National Open Championship, a National Junior Championship, the NCAA Division II standard or the Olympic standard for the Marathon in the last four years. Other athletes are represented by their Sports Committees.

The Pacific Association web site (<http://www.pausatf.org>) contains extensive information including contact information, by-laws, meeting minutes, schedules and event results.

Member Parents (except for parent coaches) and **Contributing Members** are official members but do not have voting rights.

As of 25 Sept'13

Article 2: Sports Committee Representation to the Board of Athletics

(Revised Sept 2013)

Here is an example using 2013 Data. This table will be updated by September by the Secretary for the following fiscal year so that each committee will know how many representative they have for the following year.

Committee	Chair	Club Representation (<i>5 or more members who compete in this sport</i>)	Athlete Representation	2013 representation numbers based on year-end figures				Total	Total Clubs
				Chair	Clubs	Athletes	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	2	1	4	19	
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	1	4	11	
Masters T&F	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	3	2	6	22	
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	13	
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	2	2	5	15	
Youth	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	6	2	9	58	
Race Walking	1	1 for each ten or fraction there of	1 for each 800 athletes who compete in this sport)	1	1	1	3	3	
TOTALS:				8	20	11	39	152	

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. Some grants may also be available from the Pacific Association USATF Foundation.

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. Residency can be demonstrated by a government issued driver's license or other government issued identification document.
- 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-imburement rates*) plus "K" Class plane fare. Excluded is funding from the LDR Athlete Development Program (ADP see <http://www.usatf.org/groups/RoadRunning/elite/ADP.asp>).
- 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
- 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: Olympic Athlete Training Grant

4.1 Purpose of the Olympic Training Grant: The Pacific Association of USATF Foundation annually provides Olympic Training Grants 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, are qualified and show potential for representing the U.S. at the next Olympic Games, and demonstrate financial need.

4.2 How is the grant administered?

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

4.3 For what purpose may the grant be used?

Grants are intended for training and competition expenses. Examples of approved grant uses include: training costs, coaching, travel to competitions, massage, physical therapy, and other related expenses.

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

Training and competition costs vary widely. For this reason, Foundation grants are intended to provide only **partial** support.

4.5 Who is eligible?

- A. 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. However, smaller grants may be given for Developing Athletes who have yet to meet the desired standard. 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, and developing athletes if funds are available.

4.7 How does an athlete apply?

Athletes must complete the attached application, personal essay, and include a letter of recommendation. The application will be available January 1 and the completed application must be

submitted via (scanned document, First Class mail, UPS, etc.) by February 15th of the current year, to the following address:

Pacific Association USATF Foundation
Olympic Training Grant
120 Ponderosa Court
Folsom, CA 95630
Pausatf@aol.com

A. What should be included in the essay?

The essay should address why you are a worthy grant recipient. In particular, you should explain:

- i. Your competitive goals for the next year and for the Olympiad.
- ii. Your background in the sport, including competition results.
- iii. Your 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 your sport or event.

B. Who should write the letters of recommendation?

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

C. When will applicants be notified?

The selection committee meets to review the applications 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, if available.

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. An acknowledgement of acceptance from the athlete must be returned to the Foundation along with the athlete's competition schedule which includes at least one USATF sanctioned meet within the Pacific Association jurisdiction. Examples of meets that are historically sanctioned are Stanford Invitational Open, Brutus Hamilton Invitational, Payton Jordan Invitational, and Pacific Association T&F Championships, and the PA USATF 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 Foundation President Jay Abbott at ja@jhu.edu.

4.9 Grants for Developing Athletes

Starting in 2015 there will be a parallel grant program from the Pacific Association Foundation for developing athletes who do not necessarily meet the Olympic Training Grant requirements. For details as they become available see the Foundation Website which is connected to the Association website.

See Olympic Training Grant Application on next page

Olympic Training Grant Application Form

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

Name _____ Gender ____ Male ____ Female

Address _____

City _____ State _____ Zip _____

Social Security Number _____ Date of Birth _____

Phone: _____ Cell: _____ Email: _____

Sport/Event: _____ 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 National Championship 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

Income	(Previous Year) Income	(Estimated Current Year) Income
Prize money, appearance fees commercial contracts, shoe contracts, Grand Prix, etc.	\$ _____	\$ _____
Grants, scholarships, etc.	\$ _____	\$ _____
Primary employment (full or part-time)	\$ _____	\$ _____
Gross Annual Income	\$ _____	\$ _____

Expenses	(Previous Year) Expenses	(Estimated Current Year) Expenses
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.

- Application Completed? Essay Completed? Letter of recommendation Included?

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 an 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 USATF Foundation, I agree to provide documentation in support of information on this form.

Applicant (Signature)

Applicant (Printed Name)

Date

Pacific Association USATF Foundation
Olympic Training Grant
120 Ponderosa Court
Folsom, CA 956300
pausatf@aol.com

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 as defined USATF while earning any points. They must be eligible to represent the United States at IAAF competitions.

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 USATF Annual Meeting Funding Procedures

6.1. The following committee representatives may be funded for travel to the USATF Annual Meeting assuming they are not otherwise funded:

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. Youth
8. High School or Youth Coach from Coaches Committee
9. College or Open Coach from Coaches Committee
10. Race Walking
11. Official Committee Certification Chair
12. Official from Officials Committee
13. Athlete Committee
14. Disabled Athlete Committee
15. President
16. Executive Director
17. Head of Delegation (if not one of the above)

Note: It is the representatives of the listed committees and not the delegates to the Annual Meeting that are funded.

6.2 Representatives 1 to 14 are elected by their respective committees. In order to be a representative, the individual should meet the requirements enumerated in section 6.12. Committees should also elect alternative representatives in the situation where the elected representative cannot attend. 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 and BOA the actions taken at the convention. Representatives 15 and 16 are positions resulting from office. Representatives 17 and any additional delegates depend on the size of our membership and 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 required by the USATF Bylaws.

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 (13) must be convention representatives according to the USATF by laws. Pacific Association policy alters that requirement in that the holding of a championship is eliminated.

6.4 Elected delegates to the Annual Meeting delegates have the voting rights and must be present at the opening and closing ceremonies. The representative of Youth, Officials, one Coach and Athletes must be delegates as well as representatives on their committees. Therefore, eleven representatives from Association committees will be named as delegates to the convention. 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. The total number of delegates that can be named is a function of the number of USATF members that

the association has on June 30th of the annual meeting year and can vary from year to year. In recent years there have been 18 Delegates. The Head of the Delegation will have the power to make substitutions for missing delegates after the delegation is named at the Pacific Association Annual meeting.

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 December 31 following the annual meeting. The Head of the Delegation 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 in 6.1, not delegates are eligible for USATF Annual Meeting 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 and limit of funding allowed for these additional representatives will be identical to that which is approved for the delegates in 6.1 as part of the Association's annual budget for the year of the USATF annual meeting.

6.7 Reimbursement will be based on a Pacific Association expense statement submitted not later than 15 January following the USATF annual meeting. It will be limited to the amount set during the budget process,

6.8 Reimbursement will only be made after prompt submittal of the representative's report submitted not later than 31 December following the annual meeting. Late submittal of either the report or the expense statement will result in loss of funding for that individual. The only exception is for the Head of Delegation who has until the combined Annual Meeting Report is submitted at the January Board of Athletics meeting.

6.9 Reimbursement must include receipts to be considered and may include: Annual meeting registration fees; economy class airfare to annual meeting site or mileage at current IRS deduction rate not greater than cost of airfare; airport transfers; accommodation and food. Reimbursement may not include any alcohol, personal entertainment, the Officials or Jessie Owens Hall of Fame Banquet fees, room service, or associated room charges, taxi's/shuttles other than to-from the airport, or any expenses not directly related to the attendee's role of representing the Pacific Association at the USATF Annual Meeting

6.10 An individual may be only funded for one position.

6.11 This funding, if eligible, 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 or exclude funding from the Association.

6.12 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 Strategic Planning meeting, that meeting will also count.

6.13 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 Athletes committees.

Revision 1 updated the list 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 based 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.

In 2010 the requirement that delegates must attend both the open and closing general sessions, submit a written report of their activities by the end of the year of the annual meeting and meet the requirements in 6.12 were formalized.

ARTICLE 7: AWARDS CRITERIA AND PROCEDURES

The Awards Chair and Committee are governed by Article 15 “Administrative Committees” of the bylaws of Pacific Association of USA Track & Field (also known as PAUSATF or the Pacific Association) The following awards are awarded by the Association or individual committees with a current list of recipients and nomination forms located on www.pausatf.org under ‘Awards’.

7.1 ASSOCIATION AWARDS

Tom Moore Award

- The Tom Moore Award is meant to recognize outstanding life-long achievement and service to track and field and the Pacific Association as a whole. It is named for the man who founded the Modesto Relays and kept them running for over 60 years. It was instituted in 2002, and the first one was presented to Tom shortly before he passed away.
- The Awards Chair and Committee (along with any member of Association) may nominate candidates for the Moore Award.
- Recipients are chosen by the Association Board of Directors.

Hall of Fame Award

- Awarded to a Pacific Association member for outstanding lifetime accomplishments either as an athlete in any of the disciplines of athletes or for contributions on a supporting an individual sport committee or both in the Pacific Association. There are four categories, namely, athlete, coach, official or contributor.
- Nominations are compiled and voted upon by Board of Athletics (BOA) members.

Association Service Award

- The Awards Chair and Committee chose as many recipients as funded each year from nominees or those they deemed eligible for the **Pacific Association Service Awards** who are members and staff of the association.
- These awards are meant to recognize recent service to some aspect of the Association such as membership development, officiating and or exemplary volunteerism.
- Nominations **MUST** include detailed reasons for the award to be considered.
- Nominations are compiled and voted upon by Board of Athletics members.

Timeline for Nominations and Presentation of Association Awards

February/March:

- Invite all members of the Board of Athletics and the Chairs of each committee to nominate candidates under the criteria above.
- An announcement is then prepared and given to the Association office for distribution to the Board of Athletics
- At the first BOA meeting after this announcement goes out, nominees are also solicited at the BOA meeting.

March/April:

- Finalize the list of nominees, including people identified by the committee, nominated as a result of the announcement, and nominated at BOA meetings.
- The list of previous nominees who have not won the award should be included as well for consideration.

- Prepare a ballot giving each person's qualifications, and send this to the Association office for distribution to the responsible voting groups depending on the Award.
- The Association office will then send this list out respective voting group, each member is invited to vote for two candidates, and the awards chair tabulates the results.

July/August:

- Prepare budget for following year which includes the costs of plaques and any shipping and present to Association treasurer and Executive Director
- Notify all award recipients and invite them to the early fall BOA meeting for presentation. Receipts may receive the awards at other meetings if requested.
- Create an announcement with recipients short bio and photo to be posted on the Association website and distributed at the early fall meeting presentation ceremony.

September:

- Present these awards at the early fall Board of Athletics meeting.
- When the results are final, have plaques/awards made with the following suggested lay-out:

- **Tom Moore Award**

(Assoc. logo)

To Honor a Lifetime of Service

Pacific Association of USA Track & Field Presents

The Tom Moore Award

To

(NAME)

(year)

- **Association Service Award**

(Assoc. logo)

In Recognition of Exemplary Service

Pacific Association of USA Track & Field Presents the

Association Service Award To:

(NAME)

(year)

- **Association Hall of Fame**

(Assoc. logo)

In Recognition of Exemplary Achievement

Pacific Association of USA Track & Field Inducts

(NAME)

Into the Pacific Association of USATF Hall of Fame

(year)

7.2 INDIVIDUAL COMMITTEE SERVICE AWARDS

Coach's Legacy Award

- To recognize the many influential coaches who have served in our association and have selflessly strengthened our sport(s) through teaching, mentoring of younger coaches, and promoting the coaching profession. Criterion is weighted heavily on coaches who were not only great coaches, but who also inspired and trained/mentored many of us to become coaches ourselves.
- The Association Coaches Committee is responsible for soliciting for nominations, voting for selection and tabulating results.

Presentation of this award is normally done at the annual Athletics Coaches Super Clinic held late January or early February.

- When the results are final, have plaques/awards made with the following suggested lay-out:

Legacy Coaches Award

(Assoc. logo)

Legacy Coaches Award

Presented to

(NAME)

For Dedication to the Coaching

Profession in the Pacific Association of USA Track & Field

(year)

Officials Awards

- To recognize the many influential officials who have served in our association and have selflessly strengthened our sport(s) through teaching, mentoring of younger officials, and promoting the officiating profession.
- The Association Official Committee's Award Chair and committee are responsible for soliciting for nominations, voting for selection and tabulating results.
- Presentation of these awards is normally done at the annual Official Committee Meeting in August.

- **Dick Barbour Meritorious Service Award** (1 per year/ one per lifetime)
 - Is a Master Official
 - Has a minimum of 10 years officiating
 - Has been active in local, national and international meets
 - Has demonstrated a leadership role in officiating
 - Has demonstrated leadership in training other officials
 - Has demonstrated leadership in administrative activities to this one)
 - This award is not required to be awarded every year.

- **Horace Crow Special Recognition Award Field** (1 per year/ one per lifetime)
 - This award is primarily for achievement in the area of Field event officiating.
 - Is a National or Master Official
 - Has a minimum of 7 years of USATF officiating
 - Has been active in local, national and international meets in field events
 - Has demonstrated a leadership role in officiating at the working level in at least one field event and is nationally recognized.
 - Has demonstrated leadership in training other officials.
 - This award is not required to be awarded every year.

- **George Newlon Special Recognition Award Track** (1per year/ one per lifetime)
 - This award is primarily for achievement in the area of Track event officiating.
 - Is a National or Master Official
 - Has a minimum of 7 years of USATF officiating
 - Has been active in local, national and international meets in track events
 - Has demonstrated a leadership role in officiating at the working level in at least one track/road racing discipline (LDR or RW) and is nationally recognized.
 - Has demonstrated leadership in training other officials,
 - This award is not required to be awarded every year.

- **Lori Maynard Special Recognition Award** (Maximum of 3 per year)
 - Is a National or Master official or proponent of Pacific Association Officials or one of the disciplines of USATF.
 - Has a minimum of 5 years of officiating or demonstrated support.
 - Has demonstrated loyal attendance or support at numerous track meets during each season.
 - Is considered a reliable official or supporter in carrying out the duties assigned or in support.
 - This award is not required to be awarded every year.

When the results are final, have plaques/awards made with the following suggested lay-out:

- **Dick Barbour Meritorious Service Award**

(Assoc. logo)

Dick Barbour Meritorious Service Award

Presented to

(NAME)

*for dedicated service in officiating in *

Pacific Association of USA Track & Field Officials Committee

(year)

- **Special Recognition Awards**

(Assoc. logo)

Award Name Special Recognition Award

Presented to

(NAME)

for dedicated service in (Track, Field, Other) officiating

Pacific Association of USA Track & Field Officials Committee

(year)

- **NOC Officials Certificate** (Maximum of 5% per Olympiad or about 1.25% per year)

- Is a National or Master Official
- Is a certified Active Official
- Is in good standing with the PAUSATF Officials Committee (dues paid)

This award is not intended to supplant any local awards but rather to give National recognition and pat on the back to up to 5% of the outstanding officials in each association during each Olympiad. It is intended for service, dedication and loyalty. Certificates are issued by the NOC Award Vice Chair.

- **Pacific Association Officials' Service Certificate** (up to 5 per year, no limit on number or frequency a recipient can receive one)

- Is an Active Pacific Association Official
- Is in good standing with the PAUSATF Officials Committee (dues paid)

ARTICLE 8: PROCEDURE FOR UPDATING OPERATING PROCEDURES

- 8.1 This procedure will be used for updating the Association Operating Procedures and any committee's procedures if they do not specifically have an amendment procedure.
- 8.2 Amendments to the Operating Procedures may be submitted at any time or any meeting of the Board of Athletics either orally or in writing or sent to the Pacific Association Office or the President by mail or electronic means. The Executive Director shall thereafter distribute a copy of each amendment to all members of the Board of Athletics with the agenda per Article 9(f) of the bylaws prior to the next meeting. This may be done by sending notice to the Board member that a draft version is available on the Association website.
- 8.3 The amendment shall be voted upon at next the meeting of the Board of Athletics after pre-notice has been given, and shall take effect immediately upon approval by a majority vote of those members voting. If the proposed amendment is received by the Office or the President before the agenda is distributed for a scheduled meeting then that amendment can voted on at that meeting. If it is received after that date or presented at the meeting then the vote cannot take place until the next scheduled meeting following it being announced. Such approved changes will be posted as part of an updated version of the By-Laws on the association website as soon as possible after the meeting. If changes have been distributed at least ten days before the next meeting then the proposals can be voted on at that meeting. If proposal is only presented at the meeting then the vote will take place at the following meeting when the ten day notice requirement will have been met.
- 8.4 In the case of a need to make amendments to make the operating procedure comply with changes required by USATF by laws or operating procedures, the Executive Committee has the power to amend these procedures at any time and without previous notice. Notice of such changes will be posted on the association website as soon as possible and presented at the next scheduled Board of Athletics meeting.
- 8.5 If this procedure is used by committees to update their operating procedures, then item 8.4 gives the appropriate authority to the Committee's executive committee to make changes to their procedures into to follow either USATF or the Pacific Association mandates.