



# PACIFIC ASSOCIATION OF USATF COACHES COMMITTEE OPERATING PROCEDURES

Adopted 16 September, 2014  
**Revised 3 May, 2023**  
primary author Dave Shrock

## 1. NAME

This committee shall operate under the Bylaws of the Pacific Association of USATF and shall be known as the Coaches Committee.

## 2. DEFINITIONS & REQUIREMENTS

The Coaches Committee shall consist of all the appropriate level USATF coaches in the Pacific Association, or individuals who either in a paid or volunteer capacity coach youth, school, college, and/or open athletes in the sports governed by USA Track & Field. All committee members must **be Pacific Association residents, and current 3-step compliant: USATF member, SafeSport Trained, successful background screen.**

## 3. PURPOSE

- i. Provide a meeting forum for coaches for all levels in the Pacific Association.
- ii. Develop and maintain educational programs for coaches including clinics, schools, and other such activities as may be prescribed either by the Coaches Committee, the national Coaches Advisory Committee or the National Coaches Education Committee.
- iii. Assist the Association in promotion and development of coaches and the sport of Athletics under their jurisdiction.
- iv. To maintain a current committee webpage on the Pacific Association website.

## 4. COMPOSITION

The Coaches Committee shall have three divisions:

- i. One for collegiate coaches, community/junior college coaches and/or open/senior USATF coaches.
- ii. One for elementary/junior/high school coaches and Youth USATF coaches.
- iii. One for Coaches' Education.
- iv. There will be a representative for each division in addition to the chair of the whole Coaches Committee.
- v. All members of the Coaches Committee must be at least 18 years of age, **Pacific Association residents, and current 3-step compliant: USATF member, SafeSport Trained, successful background screen**

## 5. MEETINGS

- i. The Committee shall hold an annual meeting, **either electronically or in-person**, of its membership upon call by the committee chair, with additional meetings as may be needed. Notice of each meeting shall be sent by electronic means to all members no later than thirty (30) days prior to the meeting date. A quorum shall consist of either at least twenty-five percent of the total membership of a committee if there are less than five (5) members at any given time as defined by the Pacific Association by laws or by their operating rules, or by five members, whichever is less. No member may vote in more than one capacity and no voting by proxy shall be permitted but significant issues may be submitted to the whole committee for a vote at the annual meeting, by **mail or** electronic means.
- ii. Questions of order shall be decided in accordance with the most recent edition of Robert's Rules of Order unless provided otherwise in these bylaws or the Association's or committee's Operating Procedures or approved as the first order of business.

## 6. OFFICERS

1. The Coaches Committee Chair shall:

- i. Preside over all meetings of the Committee,
- ii. Ensure that all the Committee's duties and responsibilities are properly carried out in a timely manner,
- iii. Appoint subcommittees, with the three division chair's authorization, to fulfill the committee's duties and responsibilities,
- iv. Communicate with committee members to keep them fully informed of the activities of the committee, as well as events and activities that affect the committee,
- v. Keep the Association Board of Directors and Board of Athletics informed of all committee actions and recommendations
- vi. Serve in an ex-officio capacity on Committee sub-committees

2. The collegiate coaches, Community/Junior College coaches and/or open/senior USATF coaches Division Representative shall:

- i. Have been an active coach with-in this division with-in the past ten years.
- ii. Represent the interest of this division's coaches.
- iii. Communicate through electronic means, meetings, or newsletters information relevant to this Division's coaches.

3. The elementary/junior/high school coaches and Youth USATF coaches Division Representative shall:

- i. Have been an active coach with-in this division with-in the past ten years.
- ii. Represent the interest of this division's coaches.
- iii. Communicate through electronic means, meetings, or newsletters information relevant to this Division's coaches.

4. The Coaches' Education Division Representative shall:

- i. Assure that there is at least one Level 1 Coaching Education school in the Pacific Association each calendar year.
- ii. Assist Association clinic directors to promote their clinics.
- iii. Inform committee members of pertinent educational requirements and opportunities.

## **7. ELECTIONS**

Electable Offices of the Coaches Committee shall be the committee chair and the three division representatives.

- i. Officers: All terms of office shall be for two (2) years. Elections take place in odd numbered years, and follow Article 5.I of the Pacific Association Bylaws.
- ii. Representation on the Association Board of Athletics (BoA): The Committee shall bi-annually elect its representatives to the Board of Athletics no later than August 31. The committee is entitled to one representative for every hundred (or fraction thereof) certified coaches. It shall elect the committee officers by a ballot using Article 5(k) in time for the announcement of the winner at the annual meeting in the same year in which the Officers of this Association are elected and not later than August 31.
- iii. Representatives to the USATF Annual Meeting: The Coaches committee has one funded representative and this representative is normally the Committee Chair. The Youth Committee in collaboration with the Coaches Committee officers designate the High School/Youth coach funded position. It is recommended that this second representative be both a youth and HS coach and shall attend the National High School Senate meetings at the Annual Meeting as a voting representative of the Pacific Association.
- iv. Removal of the Officers: Refer to Pacific Association By-laws, article 19.

## **8. BUDGET**

The Coaches Committee shall prepare its proposed budget for each fiscal year and transmit it to the Treasurer and the Executive Director at the time set by the Treasurer, usually July 31 of each year for submission to the Board of Athletics September Annual Meeting. It will include an explanation for any significant changes in income or expense from the previous year. It shall deposit all funds with the Association Executive Director and designate the individual to approve disbursement by the Executive Director of funds within the committee's budget.

## **9. AWARDS**

The Coaches Committee will solicit nominations, deliberate, and present annually the Coaches Legacy Award. This award is awarded to coaches who were not only great coaches, but who also inspired and trained/mentored many of us to become coaches in addition to: coached for a period of time in the Pacific Association; exhibited qualities of ethical coaching; contributed to several aspects of the association; while promoting the sports of USATF; candidates may come from any level of coaching.

- i. Nominations are open October of each year, with nominations closing 31 December.
- ii. The officers of the coaches committee serve as the selection committee.
- iii. The awards are presented at the **Coaches Committee's annual meeting Association Annual Awards Banquet**
- iv. Refer to article 7.2 of the Pacific Association Operating Procedures for additional information.

## **9. GRIEVANCE-DISPUTE RESOLUTION**

Refer to Article 16 of the Pacific Association Bylaws.

## **10. AMENDMENTS TO OPERATING PROCEDURES**

These Operating Procedures may be amended only at the Annual Meeting of the Coaches Committee, provided that amendments are submitted in writing to the Committee Chair thirty (30) days prior to the date of the opening session of the Annual Meeting. The Secretary shall submit all proposed amendments to Coaches Committee members for review at least fourteen (14) days prior to the Committee Annual Meeting. An affirmative vote of two thirds (2/3) of the Committee members in attendance shall be required to amend these Operating Procedures.

In the case of the Association Bylaws or Operating Procedures changing, emergency amendments can be voted on by electronic means conforming to the same notice and methods noted above.

## **11. SAVING CLAUSE**

Failure of literal or complete compliance with the provisions of these Operating Procedures with respect to dates and times of notice or the sending or receipt of the same, or errors in the phraseology of notices or proposals, which in the judgment of the members at any meetings held, do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any such meetings.