



2024 Associations Workshop Accreditation Session

February 25, 2024



2023 Statistical Measures Preliminary Accreditation

1. Membership –

- 2 failed minimum number of members (down from 4)
- 12 failed 20/100,000 standard (down from 14)

2. Organizational Members

- 8 failed .5/100,000 standard (same as last year)

3. Sanctions

- 3 failed minimum number of sanctions (down from 4)
- 13 failed 20/100,000 standard (down from 18)

4. Officials

- 9 failed (down from 12)

5. Representation

- 13 Associations did not attend all Associations sessions and workshops (last year we did not track)
- 6 Associations did not meet Annual meeting representation requirements (some do to reducing their delegation to meet credentialing requirements) las year all Associations had minimum required representation at the meeting

2023 Initial Accreditation View

[illegible]



Changes on the heels of the 2023 Annual Meeting



Regulation 7 Administrative Changes

- **7A Association Matters - Association Documents - Consistency**
 - Removed dated language regarding Diversity and Leadership scorecard and replaced with statement that Associations would return a completed scorecard on or before October 1 of each year (once such cards are created and distributed)
- **7B Association Matters – Association Finances**
 - Removed language regarding Associations collecting dues (no longer applicable)
 - Inserted language requiring Associations fiscal year to coincide with the USATF fiscal year which is defined as January 1 to December 31
- **7E Association Accreditation - 1 Standards**
 - Removed language of dispute resolution (already in Reg 7G) and timelines (more appropriate elsewhere in Reg 7)
- **7E Association Accreditation - 2 Timeline**
 - Cleaned up language to reflect current practice of starting to work on accreditation from November 1 and continuing through the year
 - Inserted timeliness clause removed from standards
 - Clarified role of Accreditation Sub-Committee in Plans for Improvement (PFI) 5.

Regulation 7 Administrative Changes by Board approval

- 7E Association Accreditation - 1 Standards
 - **d. Championships** ... added language to define championships characteristics.... Each championship must be; represented to membership as a championship, USATF Sanctioned, and offered to both male and female athletes in the category.
 - **f. Fiscal Solvency and Responsibility** ... added language to clarify how positive net worth could be determined to include... annual review of fiscal year end bank statement; balance sheet or similar financial instrument. And removed language which included submission to the National Office.
 - **g. Communication** ... removed quarterly requirement of two newsletters and returned newsletter requirement to two annually. Also retained requirement to provide copy in Association Documents of the required of Annual Meeting to membership which had been added without proper procedure.
 - **i. Documents** changed language to reflect all the changes undertaken over the years to the documents required in the accreditation process and remove requirements of documents to the National Office.

Changes to the Accreditation Standards reflected on the Association Resource Center under Accreditation

5.2 – REQUIRED STANDARDS *(recently amended standards in red)*

Standard	Standard Requirements	Method of Collection
Members	20 per 100k population Minimum 400	National Office pulled from automated membership system
Clubs	0.5 clubs per 100,000	National Office pulled from automated membership system
Sanctions	1.0 per 100k population Minimum 20	National Office pulled from automated sanction system
Championships	3 T&F Outdoor (Y, O, M) 3 Racewalk (Y, O, M) 3 Cross Country (Y, O, M) 2 LDR, 1 event 5K or higher (O, M) 4 additional championships	Associations pull their Championships and submit on the Championships workbook provided with the Wufoo form. Championships must be represented to membership as a championship, sanctioned, and offered to both male and female athletes in the category.
Officials	30 Certified Officials for Associations of 3 million or less Associations between 3 and 10 million will have a minimum of 1 Certified Official per 100,000 of the population 100 Certified Officials for Associations of 10 <u>Million</u> or more	National Office pulled from automated Membership system

Financial Report	Positive net worth as reported on your 990 Forms and year-end bank statement. (Additional information such as balance sheet or similar financial instrument may be requested)	Associations uploaded on Wufoo form. <ul style="list-style-type: none"> 990 Tax forms from the year previous to the current tax year (two years previous to the current year) Proof of submission of 990 tax form with the IRS (mail receipt, e-submission, etc.) Copy of the year end bank statement; balance sheet, or similar financial instrument
Communication	Meet minimum criteria for Association website Send either electronically or by mail 2 newsletters per year to full membership and email of notice of annual meeting	Associations uploaded on Wufoo form <ul style="list-style-type: none"> Copy of newsletters or emails sent (at least 2) Copy of email announcing Association Annual Meeting Association websites maintained to at least the minimum criteria as indicated in this document.
Association Documents	<ol style="list-style-type: none"> Current bylaws Annual meeting minutes Proof of meeting the fiscal responsibility standards with: Proof of good standing in State of incorporation Proof of meeting at least the minimum communication standards 	Association documents uploaded on the Wufoo form Requested by January 31 of current accreditation year.
Representation	4 Delegates for Associations with populations 2 million or less 6 Delegates for Associations with populations between 2 and 3 million 8 Delegates for Associations with populations greater the 3 million	Pulled from annual meeting delegate database, association workshop registration, and Association Meeting roll sheet. Association representative must attend all Association sessions at the Annual Meeting.

Regulation 7 Administrative Changes (add yellow to your Bylaws)

- **7E Association Accreditation - 4 Recognition of Outstanding Associations**

- Replaces "shall" with "may" in the requirement for annual awards and place of publication (provide room to address odd events such as COVID may impact in the future)

- **7G Association Bylaws 1 Removal**

- Added language that all Association Bylaws must contain clear and concise provisions related to the following and in accordance with applicable state law:

- Removal: Removing or replacing Association Officers and Committee Chairs both elected and appointed.
 - a. Elected: Individuals in elected positions must receive thirty (30) days notice of a hearing before an Association Executive Board. The notice must include a just cause statement and any appeal process.
 - b. Appointed: Individuals in appointed positions must receive a statement of just cause for removal and any appeal process.
 - c. Replacement: Bylaws must include a statement regarding method of replacement.

Regulation 7 Administrative Changes (add yellow to your Bylaws)

- **7G Association Bylaws 2 Dispute Resolution a. Arbitrators**

- Added language that all Association Bylaws must contain clear and concise provisions related to **the following and in accordance with applicable state law:**

- 2. Dispute Resolution: detailed procedures for filing and resolving Association Grievances:

- a. Arbitrators - added language after hear the grievance. Individuals named in the grievance, grievants and respondents shall not participate in the appointment of panel members except to identify potential conflicts of interest.

- **7G Association Bylaws 3 Association Elections a Election notice**

- i Distribution a: Notice must be sent by email
 - Removed "list provided by the National Office" (no change in Association Bylaws unless they specifically state this.... in which case may want to remove for consistency.

Regulation 7 Administrative Changes (add yellow to your Bylaws)

- **7G Association Bylaws 3 Association Elections**
 - **Added language to include:**
 - **d: Election Process. Candidates shall not administer the election process**
- **7G Association Bylaws 6 voting options c: Balanced meeting ballot:**
 - iii changed language to include current utilization ofActively Engaged Athletes must receive a minimum of thirty-three and one third percent (.33%) ...
 - vi changed language to ... Actively Engaged Athletes and masters (40-and-above)
(If your Associations use this option then recommended to adapt the language for consistency)
- **7G Association Bylaws 7 Counting of Ballots**
 - d. Electronic Ballots Electronic Ballots must remain unopened/not accessed until **reviewed by the voting panel or assigned representative(s).**

Regulation 7 Administrative Changes

- **7G Association Bylaws 13 Amendment**
 - Amendment 13 Association bylaws shall provide specific language as to the policies and procedures that will be utilized when amending the bylaws to insure adherence of democratic principles.
 - a. Bylaws and amendments proposals must be reviewed by the Association's Executive Committee or the Associations Board of Directors with recommendations to membership.
 - b. Final approval shall be as a meeting of the membership of the Association.



Accreditation – What is Next





Date	Action
1/9/2024	Online portal for uploading is available to all Associations
1/31/2024	Items from Associations due to Accreditation Subcommittee
2/28/2024	Preliminary 2023 statistics sent electronically to Associations for review
4/1/2024	Questions/changes from Associations should be submitted to Accreditation Subcommittee
6/15/2024	Official 2023 Statistics sent electronically to all Associations and Regional Reps – Notification of PFI required
7/10/2024	All required PFIs due to Accreditation Subcommittee
7/11/2024	Accreditation Subcommittee begins reviews of PFIs
8/1-31/2024	Accreditation Subcommittee meets to review status of all deficiencies
10/1/2024	Updated Accreditation level assigned letters sent to all Associations electronically
11/15/2024	Final submission of PFIs from Associations in jeopardy and Final Website reviews
12/3/2024	USATF Annual Meeting – Final review by Subcommittee of all Associations

** Timeline is subject to alteration without notice./*

<u>MONTANA</u>				
Standard	Details			Comments
	Population from 2020 census	1,084,225	1= Pass 0= Fail	
Individual Members, 20/100K and at least 400 total	Total Members: 1227 Minimum 400 meets standard Members/100K: 113 Total members short of meeting 20/100K Meets Standard		1	Year over Year + 272
Organizational Members, 0.5 Clubs per 100k population	Total Clubs: 24 Clubs/100K 2.2 Total Clubs needed to meet 0.5/100K Meets standard		1	
Sanctions, 1 per 100k population and at least 20 total	Total Sanctions: 38 Sanctions/100K: 3.5 Total Sanctions short of meeting the 1/100k Meets Standard		1	
15 Required Championships	Championships reported	Not Received	0	Missing Document
Fully Certified Officials	Revised 12/17 Standard Certified officials	30 43	1	
Fiscal Solvency	Net Assets:	Not Received	0	Missing Document
Communication	Website Meets all criteria: Annual meeting email to membership 2 Newsletters sent:	Under Review New Requirement Not Received	0	Missing documents
Association Documents	Current Bylaws: yes Previous year 990: yes 990 Proof of Submission: yes Your Annual Mtg. Minutes: yes Proof of good standing: yes		1	
Representation	Both Assoc Committee Sessions: yes Either Workshop Session: yes Annual Meeting Reps: 8 Rev 12/17 Required Reps: 4		1	



Membership

- Two Standards
 - Minimum 400
 - 20/100k population
- Year over year is membership change

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Sanctions, 1 per 100k population and at least 20 total	Total Sanctions: 38 Sanctions/100K: 3.5 Total Sanctions short of meeting the 1/100k: Meets Standard		1	
15 Required Championships	Championships reported	Not Received	0	Missing Document
Fully Certified Officials	Revised 12/17 Standard	30	1	
	Certified officials	43		
Fiscal Solvency	Net Assets:	Not Received	0	Missing Document
Communication	Website Meets all criteria:	Under Review	0	Missing documents
	Annual meeting email to membership	New Requirement		
	2 Newsletters sent:	Not Received		
Association Documents	Current Bylaws: yes Previous year 990: yes 990 Proof of Submission: yes Your Annual Mtg. Minutes: yes Proof of good standing: yes		1	
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Organizational Membership (clubs)

- One Standard
 - 1/200k population

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Sanctions 1/1/23 - 12/31/23

- Two Standards
 - Minimum 20
 - 1/100k population

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	A	B	C	D	E	F
1	Championship	Name of Event	Site	Date(s)	Event Website	Sanction Number
2	Youth Track & Field	USATF-CT Junior Olympic Track & Field Championships	Danbury High School	6/17/2023	https://www.nestiming.com	23 05 144584
3	Open Track & Field	Nutmeg Games USATF Championship	Middletown High School	7/8/2023	https://www.nestiming.com	23-05-145642
4	Masters Track & Field	Connecticut Masters Games USATF Championship	Middletown High School	5/21/2023	https://www.nestiming.com	23-05-144892
5	Youth Racewalk	USATF-CT Junior Olympic Track & Field Championships	Danbury High School	6/17/2023	https://www.nestiming.com	23 05 144584
6	Open Racewalk	USATF CT Race Walk Champ	Peters Recreational Complex	11/4/2023	http://www.usatf-ct.org	23-05-147176
7	Masters Racewalk	USATF CT Race Walk Champ	Peters Recreational Complex	11/4/2023	http://www.usatf-ct.org	23-05-147176
8	Youth Cross Country	USATF JO Association Championship	Litchfield - White Memorial	11/12/2023	USATF-CT.org	23 05 147076
9	Open Cross Country	Age Before Beauty USATF Championship	Litchfield - White Memorial	11/12/2023	http://www.greystoneracing.net	23 05 147386
10	Masters Cross Country	Age Before Beauty USATF Championship	Litchfield - White Memorial	11/12/2023	http://www.greystoneracing.net	23 05 147386
11	Open LDR	Stratton Faxon 20K	New Haven CT	9/4/2023	https://www.athlinks.com	23-05-143464
12	Masters LDR	Stratton Faxon 20K	New Haven CT	9/4/2023	https://www.athlinks.com	23-05-143464
13	Additional Championship #1	Sham Rock and Roll 5K	Hamden CT	3/5/2023	https://www.jbsports.com	23-05-143095
14	Additional Championship #2	Middletown 10K Ct Championship	Middletown CT	4/2/2023	http://www.usatf-ct.org	23-05-143266
15	Additional Championship #3	Branford 5 Mile CT Championship	Branford CT	6/18/2023	http://www.usatf-ct.org	23-05-143301
16	Additional Championship #4	Litchfield Hills USATF Champ	Litchfield CT	6/11/2023	http://www.usatf-ct.org	23-05-144380
17						

	A	B	C	D	E	F	G
1	Championship	Name of Event	Site	Date(s)	Event Website	Sanction Number	
2	Youth Track & Field	Masters Track & Field and Race	Fargo ND	June 16-17	dakotas.usatf.org	142643	
3	Open Track & Field	Masters Track & Field and Race	Fargo ND	June 16-17	dakotas.usatf.org	142643	
4	Masters Track & Field	Masters Track & Field and Race	Fargo ND	June 16-17	dakotas.usatf.org	142643	
5	Youth Racewalk	Masters Track & Field and Race	Fargo ND	June 16-17	dakotas.usatf.org	142643	
6	Open Racewalk	Masters Track & Field and Race	Fargo ND	June 16-17	dakotas.usatf.org	142643	
7	Masters Racewalk	Masters Track & Field and Race	Fargo ND	June 16-17	dakotas.usatf.org	142643	
8	Youth Cross Country	Masters Cross Country	Fargo ND	11/4/2023	dakotas.usatf.org	146387	
9	Open Cross Country	Masters Cross Country	Fargo ND	11/4/2023	dakotas.usatf.org	146387	
10	Masters Cross Country	Masters Cross Country	Fargo ND	11/4/2023	dakotas.usatf.org	146387	
11	Open 5K	Beef and Eggs 5K Championships	Brookings SD	7/7/2023	dakotas.usatf.org	149450	
12	Masters 5K	Beef and Eggs 5K Championships	Brookings SD	7/7/2023	dakotas.usatf.org	149450	
13	Open 10K	Bismarck Half Marathon-USATF Dakotas Open 10K	Bismarck ND	9/16/2023	dakotas.usatf.org	143907	
14	Masters 10K	Bismarck Half Marathon-USATF Dakotas Masters 10K	Bismarck ND	9/16/2023	dakotas.usatf.org	143907	
15	Open Half-Marathon	Bismarck Half Marathon - USATF Dakotas Half Marathon	Bismarck ND	9/16/2023	dakotas.usatf.org	143907	
16	Masters Half-Marathon	Bismarck Half Marathon - USATF Dakotas Masters Half Marathon	Bismarck ND	9/16/2023	dakotas.usatf.org	143907	
17							
18							

Officials

- Certified
 - 3 step
 - Any time during the year



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15 Required Championships	Championships reported	Not Received	0	Missing Document
Fully Certified Officials	Revised 12/17 Standard	30	1	
	Certified officials	43		
Fiscal Solvency	Net Assets:	Not Received	0	Missing Document
Communication	Website Meets all criteria:	Under Review	0	Missing documents
	Annual meeting email to membership	New Requirement		
	2 Newsletters sent:	Not Received		
Association Documents	Current Bylaws: yes Previous year 990: yes 990 Proof of Submission: yes Your Annual Mtg. Minutes: yes Proof of good standing: yes		1	
Representation	Both Assoc Committee Sessions: yes Either Workshop Session: yes Annual Meeting Reps: 8 Rev 12/17 Required Reps: 4		1	

Fiscal solvency

- Year end bank statement
- Profit/loss
- Balance sheet



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Newsletters / communication

- Two to full membership
- New – a copy of email to membership announcing the annual meeting
- Website – criteria on the ARC (checked throughout the year but finalized in November)



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	Previous year 990:	yes		
	990 Proof of Submission	yes		
	Your Annual Mtg. Minutes	yes		
	Proof of good standing	yes		
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Association Documents

- Due now
 - Wufoo
 - Email to accreditation@usاتف.org



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Representation

- Two Standards
 - Attendance at the Association sessions/workshops at the Annual Meeting
 - 20/100k population
 - Credentialed Delegation at the Annual meeting



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2/28/2024	Preliminary 2023 statistics sent electronically to Associations for review
4/1/2024	Questions/changes from Associations should be submitted to Accreditation Subcommittee
6/15/2024	Official 2023 Statistics sent electronically to all Associations and Regional Reps – Notification of PFI required
7/10/2024	All required PFIs due to Accreditation Subcommittee
7/11/2024	Accreditation Subcommittee begins reviews of PFIs
8/1-31/2024	Accreditation Subcommittee meets to review status of all deficiencies
10/1/2024	Updated Accreditation level assigned letters sent to all Associations electronically
11/15/2024	Final submission of PFIs from Associations in jeopardy and Final Website reviews
12/3/2024	USATF Annual Meeting – Final review by Subcommittee of all Associations

** Timeline is subject to alteration without notice./*



Accreditation – PFI



Simple PFI -

	A	B	C	D	E	F	G	H
1	Association	Accreditation Deficiency	Goal	Description of Project	Implementation Action Steps	Person Responsible	Project Deadline	Status
2	Montana	Newsletters	meet requirements for bulk communication to membership	Email tracking project		Greg Mohl	pending	
3		Championships	Meet requirements for 15 Championship events	Add Wildcard races	Talk with race directors and add at least two sanctioned races to be Championship events	Greg Mohl	pending	WE are looking at adding one more LDR and a MUT Championship by year end
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

More complicated PFI -

	A	B	C	D	E	F	G	H
1	Association	Accreditation Deficiency	Goal	Description of Project	Implementation Action Steps	Person Responsible	Project Deadline	Status
2	Georgia	Sanctions, 1 per 100k population and at least 20 total. In 2022 fell 34 sanctions short with 0.6 sanctions/100k (63 total)	Meet required number of sanctions, 1 per 100k population.	At the current rate of Sanctions it appears we may not meet the goal in 2023, either. We'll see if a monthly email newsletter marketing campaign focused on Sanctions will help.	Send monthly newsletter (starting August 2023) regarding Sanctions to Georgia membership. If possible, target event managers, though it is OK to target all members to educate them on what sanctions are.	Association President, currently Matthew Chestnut	August 2024	In progress
3								
4								
5								
6								
7								

What will we be looking for in PFI's -

- PFI has all the right elements given nature of the deficiency:
 - Goal, Project, Action Steps, Person Responsible, Deadline, Status (if applicable)
- How many deficiencies (looking for reduction over time)
 - One off or chronic?
 - Special circumstance?
 - Solution is simple fix or has already been fixed
- Perpetual deficiencies:
 - In year over year did your Association make headway?
 - If not making headway, what are you trying differently?
 - Using any grant resources?
- What outside resources we may be able to offer



Accreditation – Approaching Annual Meeting



Guidance To Associations for 2024 Accreditation cycle

- **Bylaws**

Did you update your bylaws with 2023 Reg 7G changes at your annual meeting or demonstrated plans to do

- **Websites**

- Websites will be re-checked mid-November for continued compliance : is it up to date and showing evidence of attention

- **Accreditation process**

- All requested materials submitted
- PFI submitted and approved?

- **1023 and Tax status**

- Can you demonstrate your federal tax exempt status?



Switching Hats Annual Meeting Credentials



Credentialing is not the same as Accreditation

- Accreditation addresses how your Association conducts its business within the umbrella of USATF
 - Common expectations
 - Performance metrics
 - Consistency
- Credentialing addresses how your Association will be represented and participate in the governance of the organization.
 - Every Association is expected to take a seat at the table
 - Every Association has a minimum (for accreditation) and maximum (set by number of members) but the delegation is set by your Association
 - The delegation makeup is governed by Article 7 of the bylaws
- Last year....
 - Of the 12 Associations with more than 3000 members
 - 1 sent less than the minimum
 - 0 sent the minimum
 - 5 sent the maximum allowed (4 of the largest 5 Associations)
 - Of the 14 Associations with less than 1000 members
 - 4 sent less than the minimum
 - 6 sent the minimum
 - No Association sent the maximum allowed

Associations Credentials Requirements

E. Association delegates: Twelve (12) delegates from each accredited Association recognized by USATF. Any accredited Association with more than one thousand (1,000) individual members shall be entitled to name one (1) additional delegate for each one thousand (1,000) individual members. Total Association individual members shall be determined based on the twelve (12) month registration period ending on October 31 of the current calendar year. However, an Association whose membership has increased since then may petition the Organizational Services Committee seeking credentials for additional delegates. Each Association's delegation shall meet the following requirements:

1. **Membership:** Each of the Association's delegates shall be a member of the Association;
2. **Athletes:** At least thirty-three and 33/100 percent (33.33%) of the delegates in each delegation shall be Actively Engaged Athletes. (See Exhibits) If available, at least one (1) of the Actively Engaged Athlete delegates shall be a Ten Year Athlete. National Office Management shall provide the following during the month of August each year:
 - a. **Athlete notice:** Notice to all athlete members meeting the definition of International Athlete of the address and telephone number of their Association;
 - b. **Association notice:** Notice to each Association of those athlete members meeting the definition of International Athlete who belong to that Association;
 - c. An Association's International athletes who are current USATF members shall be considered and/or have a vote (where voting occurs) in selecting athlete delegates. Associations shall offer their athlete delegates no less funding than any other member of the Association's delegation other than the head of delegation;
3. **Coaches:** The number of delegates who shall be coaches is stated in the Exhibits. If available, at least one (1) of the coaches shall be a high school coach;
4. **Dual roles:** For purposes of determining compliance with these requirements, an individual from an Association may be treated as both a Coach and an Athlete if the individual satisfies the qualifications of both. (See exhibits section of this handbook for further explanation); and
5. **Sport committees:** Each Association shall select among its delegates at least one (1) individual to represent each of its sport committees that holds an Association championship.

B. Athletes:

- 1. *Actively Engaged Athlete*** means an athlete who qualifies as a Ten Year or Ten Year+ Athlete, as defined below, or who has been actively engaged in twenty-four (24) months prior to election/selection in a USATF-sanctioned competition, which may include events that categorize entrants in age-restricted classifications. USATF's Athletes Advisory Committee and Nominating and Governance Panel will develop a process to jointly identify and vet candidates to serve as Actively Engaged Athletes.
- 2. *Ten Year Athlete*** means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Championships, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes Advisory Committee) as an elite-level event for purposes of this definition, within the previous ten (10) years.
- 3. *Ten Year+ Athlete*** means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Championships, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes Advisory Committee) as an elite-level event for purposes of this definition, but not within the previous ten (10) years.

EXHIBIT D-1 — DELEGATION REQUIREMENTS

This table shall be used to determine the required number of coaches and athletes who shall be part of each Association's delegation at each meeting of USATF. Three (3) or more of the delegates from each Association [or four (4) or more delegates in the case of an Association with more than four thousand (4,000) individual members] shall be coaches (individuals whose vocation includes the administration or coaching of school/college community Athletics or who are USATF-certified coaches). When available, at least one (1) of the coaches shall be a high school coach. The number of coaches for delegations of fewer than nine (9) shall be adjusted. A minimum of twenty percent (20%) of the delegation shall be athletes, and at least one (1) athlete shall be an International Athlete, where available.

EXHIBIT D-1 — DELEGATION REQUIREMENTS

This table shall be used to determine the required number of coaches and athletes who shall be part of each Association's delegation at each meeting of USATF. Three (3) or more of the delegates from each Association [or four (4) or more delegates in the case of an Association with more than four thousand (4,000) individual members] shall be coaches (individuals whose vocation includes the administration or coaching of school/college community Athletics or who are USATF-certified coaches). When available, at least one (1) of the coaches shall be a high school coach. The number of coaches for delegations of fewer than nine (9) shall be adjusted. A minimum of twenty percent (20%) of the delegation shall be athletes, and at least one (1) athlete shall be an International Athlete, where available.

Number of voting Association delegates at meeting	Minimum number of athletes required	Minimum number of coaches required	Number of other delegates permitted*
20	7	4	12-16
19		4	11-15
18		4	10-14
17	6	4	9-13
16		4	8-12
15		3	9-12
14	5	3	8-11
13		3	7-10
12		3	6-9
11	4	3	5-8
10		3	5-7
9		3	4-6
8	3	2	4-6
7		2	3-5
6		2	2-4
5	2	2	2-3
4		2*	1-2**
3		1*	1-2**
2	1	1*	0-1**
1		1*	0**

*Because a person may be treated as both a coach and an athlete, the number of delegates neither a coach nor an athlete varies depending on the number of dual-role delegates.

**If there are fewer than five delegates, one person on the delegation must be either a coach or an athlete.

Credentialing in 2023

- We were not prepared....
 - The National Office used a new system based on Connect 80
 - The system validated athletes and coaches in a way that we had never done
 - Most of us in Associations did not realize that we needed to provide validation until the window that we could access closed
 - The process to cure the delegations was cumbersome
 - As the meeting progressed, we were faced with not having a quorum to conduct business
 - Had it not been for the "sanctioned event" that was held on the Friday morning of the meeting do that we could process actively engaged athletes most associations would have had to reduce their delegations to bring them into compliance
- Disaster averted, what have we learned?

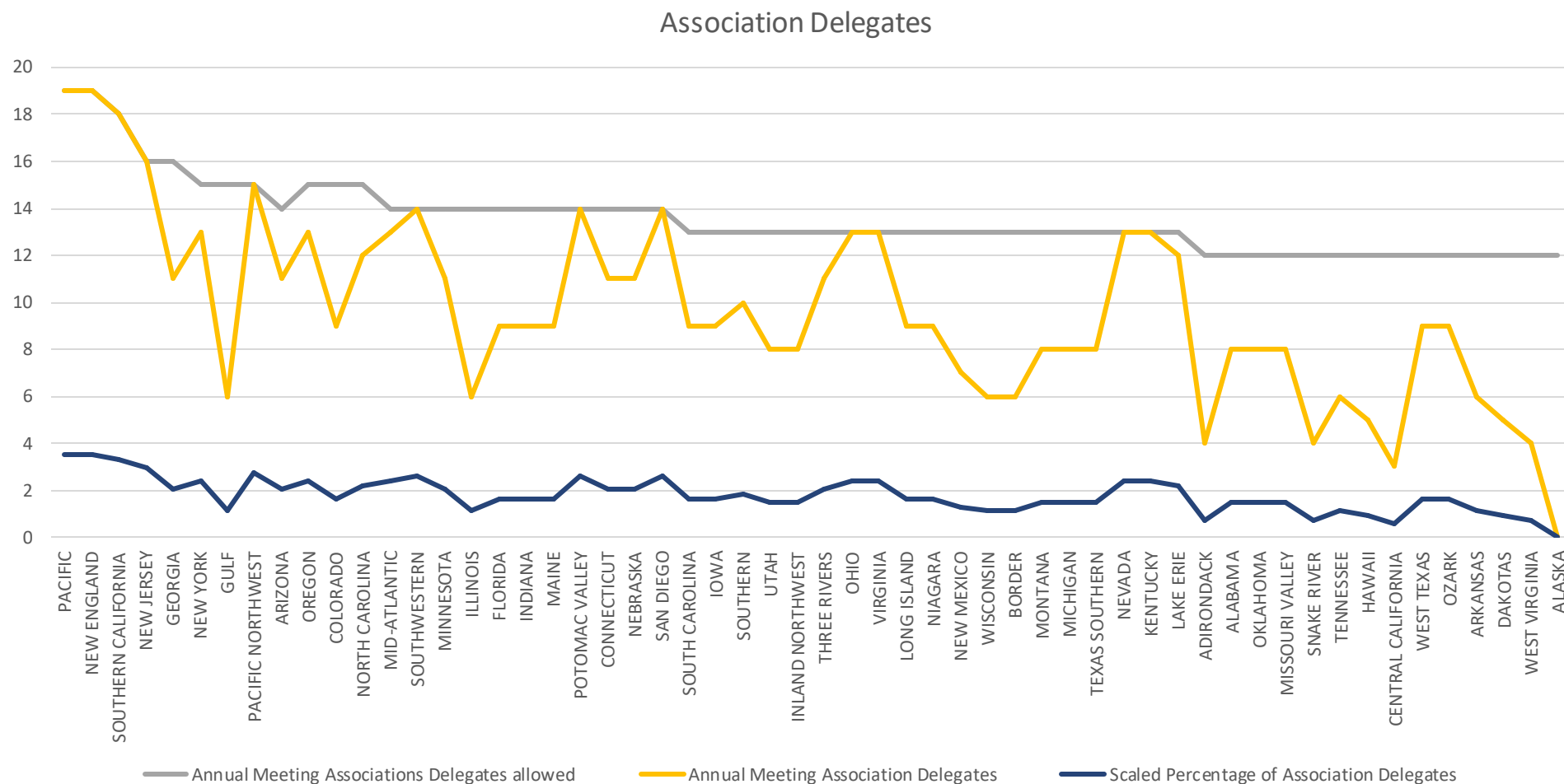
Items that are within Association control

1. Every Association needs to review the requirements for their delegation and make sure that they understand the requirements
 - Athletes (how many are required for the size of the delegation selected)
 - Coaches (how many coaches are required and documentation)
 - Minimum number of delegates required for accreditation
 - Maximum number of delegates allowed
2. If an Association has a core delegation, they need to take steps to meet requirements by validating their credentials:
 - A wide range of abilities can be accommodated in USATF Sanctioned events; participate as able in at least one event in which the results will be posted (that is how the verification works)
 - Associations need to select their core delegation early with an eye toward meeting the requirements of a delegation.
 - Delegation managers need to be proactive and start curing their delegations while the window is open as it becomes much more difficult later.
3. Set up your delegation to be an effective voice for your Association.

Improving the Process

1. Meeting scheduled with Connect 80 to address some of the issues and concerns that developed in last year's credentialing
2. Organizational Services Credentialing input.
3. Early start to set up training and education.
4. Efficient use of Delegation Manager input period
5. Delegates need to be present to vote – weighted voting counts on participation

This is Your Voice..... but Only if You Use it



This is Your Voice..... but Only if You Use it

- What I would like to know (send responses to accreditation@usatf.org)
 - How is your delegation funded?
 - How many of your delegation attend the closing session? (need total size and number that stay to vote)
 - With advance warning – how difficult will it be for you to field a delegation that meets the athletes and coaches requirements
 - How much does the location of the Annual meeting affect the size of the delegation you send?
- Your questions?

Questions