



CHAPTER 5 • ASSOCIATION ACCREDITATION

updated 18 January, 2024

5.1 - INTRODUCTION

Regulation 7 provides for an Association accreditation process with objective standards set by the USATF Board of Directors recommended by the Organizational Services Committee in consultation with the Associations Committee. Either the Organizational Services Committee or the Associations Committee can recommend changes to the standards to the Board. Associations failing to meet the minimum standards are required to submit plans for improvement and have their progress monitored. Specifically, the two key points are:

- **Association Accreditation:** The Associations Committee shall accredit all Associations annually. For complete details on the accreditation process, please refer to USATF Regulation 7-F.
- **Minimum Standards:** In order to maintain good standing, an Association must meet all nine (9) of the required standards.

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 Million 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 <p>Association websites maintained to at least the minimum criteria as indicated in this document.</p>
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	<p>4 Delegates for Associations with populations 2 million or less</p> <p>6 Delegates for Associations with populations between 2 and 3 million</p> <p>8 Delegates for Associations with populations greater the 3 million</p>	<p>Pulled from annual meeting delegate database, association workshop registration, and Association Meeting roll sheet.</p> <p>Association representative must attend all Association sessions at the Annual Meeting.</p>

5.3 – OUTSTANDING ASSOCIATIONS

There is a Most Outstanding and Most Improved Association Award program which was restarted in 2023 may be adjusted for 2024 to include additional criteria.

5.4 – PLANS FOR IMPROVEMENT

Associations that meet all nine standards are afforded a Fully Accredited status and no further action is required on their part. Associations that have not met one or more of the required standards will be asked to complete a Plan for Improvement (PFI) addressing all the areas in which they are not meeting the accreditation standards. The appropriate form for submitting a PFI can be found at <https://www.usatf.org/associations/association-resource-center-arc/accreditation>. The Accreditation Subcommittee of the Associations Committee is responsible for reviewing the PFIs and requires

specific details about each plan item. The plan should show all steps that will need to be taken to achieve the standard, including target dates, responsible individuals, and the resources to be used. The Association board is asked to approve the Plan. Initial PFIs will be due to the Accreditation Subcommittee no later than what is stated in the timeline of each year. PFIs will be reviewed by the Accreditation Subcommittee after which feedback will be provided. PFI updates if required will be due on November 1 of each year. A final Accreditation Level will be issued at the Annual Meeting and used to determine voting eligibility.

When providing periodic updates ('progress reports'), supporting documentation on actions steps that have been accomplished/fulfilled or are "in progress" must be submitted. Regional coordinators of the Associations Committee are available to assist Associations in the preparation and execution of PFIs.

5.5 – WEBSITE REQUIREMENT CRITERIA

Each Association is required to provide and maintain a website. Over the years the abilities and requirements for those websites has evolved without much update of the written requirements. Currently there are two general types of Associations Websites: those which are administered by the National Office under the USATF Template (Association.USATF.org); and those that were developed and maintained entirely within the Association. Both types are recognized but evaluated slightly differently. **These standards are under review and subject to modification.**

Regional Representatives and Accreditation Evaluators will from time to time evaluate the website for compliance to the recommendations below and on the next page as is appropriate. While any function of the website is subject to review, specifically they will spot-check

- meets branding requirements (if not on the USATF template)
- updated directory
- *most recent Annual Meeting minutes (at least up to previous year if Annual Meeting is recent)*
- *most recent 990 and current year budget*
- current bylaws
- *evidence of updating such as Association Championships and links to results as well as local news items*

While the expectation is that websites will be maintained continuously, annually on or around November 15 any association which had identified deficiencies in previous checks and for which Association Leadership notified will be reviewed for website compliance. Failure to demonstrate movement in addressing the deficiencies will need to be addressed in the next PFI submission.

For Associations using the **usatf.org** website template:

Criteria	Recommendation
USATF Assn Logo	Falls under general USATF branding policies – National Office responsibility
Membership, Club, Sanction, Coaches, Officials, Background check, Info	All of these navigation type of functions are fundamental to the design of the USATF Template and are a National Office responsibility
Events Calendar	Top line events calendar and National Events are fundamental to the design of the USATF Template and as a result are a National Office responsibility
Assn Championship Info	In the usatf.org template this function is on the second line as upcoming new events/recent events and results and are the responsibility of the Association to update and keep current.
Assn Bylaws	Located at the bottom of the page and is the responsibility of the Association to update and keep current.
Directory with emails	Under the About link is found the directory. It is the responsibility of the Association to update and keep current.

For Associations that maintain their independent websites the long-standing website requirements apply. The Association is responsible for all content and upkeep:

Criteria	Recommendation
USATF Assn Logo	Must be current and may not be stretched, blurred, or distorted in any way.
Membership Info	A button on the home page directing members to "Join Now or Renew" A link in the main navigation bar titled Membership, that includes at a minimum a list of member benefits, link to renew or join and contact information for the membership chair
Club Membership Info	A link in the main navigation bar titled Clubs, which includes at a minimum links on how to find a club, how to register/renew a club and contact information for the club chair
Sanction Information	A link in the main navigation bar titled Sanctions, which includes at a minimum links to access the sanctioned events form, contact information for the sanction chair and benefits of sanctioning an event
Events Calendar	A link in the main navigation bar titled Events, which includes at a minimum current association sanctioned events
Assn Champs Info	Within the Events page/navigation, a link titled Association Championships with the detailed current year information including at a minimum registration, location, date, time for each either on the same page or linked from that page Also within the events page/navigation, a link titled Results, which contains at a minimum past Championship results and place holder current year results
Assn Bylaws	A link in the main navigation bar titled About. Within this page/dropdown, a header titled Association Bylaws with either a document to download or the bylaws on the webpage
Directory with emails	Under the About link that is in the main navigation bar, a page/link titled Contact Us, this page should contain at a minimum the comprehensive list of all Association leadership with name, title and email address (phone number is optional), mailing address and main business phone number of Association
Coaches Info	A link in the main navigation bar titled Coaches, which contains at a minimum a link back to the USATF coaching education site
Officials Info	A link in the main navigation bar titled Officials, which contains at a minimum a link back to the USATF officials' site and contact information for the association Officials Certification chair
Background check Info	A link under the About section in the main navigation titled SafeSport, which includes at a minimum a link back to the SafeSport information on the USATF website
Association Financial Info	Under the 'About' link that is in the main navigation bar, a page/link titled Financials, which includes at a minimum the current year budget and most current 990 documents

5.6 – 2023 ACCREDITATION TIMELINE*

Any questions may be directed to accreditation@usatf.org

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 2021 statistics sent electronically to Associations for review
4/1/2024	Questions/changes from Associations should be submitted to Accreditation Subcommittee
6/15/2024	Official 2021 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.*