



CHAPTER 16 • ASSOCIATION COMMITTEES

16.1 – ASSOCIATIONS COMMITTEE

The Associations Committee consists of the Association Presidents or their respective designees, one (1) member named by each of the Sports Committees, four (4) at-large members appointed by the President of USATF, any person elected by the committee to serve in an officer position (not to exceed ten additional members) and the number of active athlete members equal to at least twenty percent (20%) of the total authorized membership, such athletes to be selected by the active athlete delegates to the USATF annual meeting.

The responsibilities of the Associations Committee include:

- To improve and develop the Organization and administration of the programs and activities of the Associations of USATF;
- Publicize and promote the programs, activities, and operation of USATF at the Association level;
- Collect and provide samples of model Association Bylaws, policies, and operating manuals;
- Develop sanction guidelines with the Sport Committees and Counsel (General and Corporate) which Associations shall follow to sanction events held within their jurisdictions;
- Assemble and disseminate information to Association officers on membership, events, schedules, services to athletes, and Association statistics; and
- Stage voter information debates, candidate forums, and candidate question and answer sessions prior to contested elections for National Officers and members of the Board of Directors.

The Associations Executive Committee (AEC) works on behalf of the Associations Committee throughout the year. The AEC is composed of current officers, one member from each geographic region, the immediate past chair, the subcommittee chairs and the requisite number of active athletes, to be chosen by the Athlete's Advisory Committee. The composition of the AEC is described in the Associations Committee's Operating Regulations. The AEC organizes and leads the Associations Committee's sessions at the USATF Annual Meeting and also organizes and leads the annual Associations Workshop. Individuals appointed by the Chair as liaisons to national Sport and Administrative committees, also assist the AEC. These individuals participate from time to time in the AEC's monthly conference calls.

The Associations Committee has dedicated USATF National Office staff assigned to work exclusively on Association and membership matters. The paid staff consists of administrators who promote the organization on a national level, handle the day to day business of the national organization, coordinate programs such as insurance, and collect and maintain membership and other data. The National Office staff includes Associations & Membership Departments. Both are available to assist local Associations, their officers, and members with any and all issues in their efforts to comply with any Association matters (as detailed in Regulation 7) that may arise.

While Associations have direct communication with the National Office and the national committees, they are encouraged to utilize the AEC to assist them with any issues related to communications or

activities involving the National Office or national committees. The Associations Workshop provides an opportunity for new and veteran Association leaders to learn about the functions of the National Office and about how membership, sanctions, and other administrative functions are handled. It is an important training ground for Association-level administrators and membership chairs. The Workshop offers an opportunity for Associations to network, share information and discuss issues. The AEC and National Office work together to develop the Workshop sessions to deal with the most important issues and concerns that have been raised over the past year. Each Association receives \$1,000 to help with reimbursement for travel and lodging for the Workshop.

The AEC plays an important role in helping Associations meet the standards for accreditation. Consulting teams from the AEC are available to visit Associations and assist them in working through disputes. AEC members will help mediate disputes within Associations, when local attempts to resolve them are unsuccessful, and before formal grievance procedures are initiated.

The AEC is responsible for the Associations Manual, a reference document that assists Associations with processes related to Association governance. The AEC is responsible for keeping the Associations Manual current and available. Association administrators and/or committee chairs are encouraged to communicate with the Associations Committee Region Representatives. These individuals are listed in the USATF Online Directory and serve as important links for information to and from the Associations. They are responsible for territories generally identical to the four Olympic Festival Zones.

16.2 – REGIONS & REGION COORDINATORS

For administrative purposes, USATF is divided into seven (7) regions. Each region has an appointed Region Representative. Information on USATF Regions and Region Representatives is located at <http://www.usatf.org/usatf/files/4b/4b413638-d5bc-4fc3-8841-28ea009cee06.pdf>.