



## **CHAPTER 9 • CLUB MEMBERSHIP ADMINISTRATION**

### **9.1 – MEMBERSHIP DURATION / NUMBERS**

#### *Duration*

Similar to individual memberships, club/organizational memberships are on a calendar-year basis. This means they expire on December 31st each year. New member organizations (and renewals) joining in November or December will be afforded membership for the remainder of that year as well as all of the following year (example: the organization submits an application to the Association on November 14, 2012; the organization/club will be considered a valid member for the remainder of 2012 and all of 2013).

#### *Numbers*

Clubs and organizations are assigned the same membership number each year. This allows athletes to correctly indicate their club number on the individual membership applications and will allow you to run accurate club reports off of the web-based membership system.

### **9.2 – MULTI-YEAR MEMBERSHIPS**

Clubs and organizations have the option of applying for a multi-year membership of up to four years. Clubs will update their profiles and practice schedules each year through the Club Management Area. Coaches and volunteers of a youth club will also need to complete a youth background check each year.

### **9.3 – MEMBERSHIP BENEFITS**

Each year, all registered USATF clubs/organizations receive the following member benefits:

- The USATF Competition Rule Book, which is normally mailed out on a monthly basis to any new or renewing club, with the first mailing taking place in February or March after the Rule Books arrive;
- A downloadable certificate indicating the organization is registered with USATF for the current year;
- Liability insurance during registered club practices;
- The ability to purchase third-party certificates of insurance, in the Club Management Area;
- The right to enter relay teams and have athletes represent their organization at USATF championships;
- Subscriptions to *Fast Forward* and *Track Coach* magazines;
- The USATF Youth Guide (mailed to youth clubs only);
- Availability of Directors & Officers liability insurance; and
- Voting privileges at Association meetings.

Each local Association also provides Association-specific benefits, chief among them being the right to use the USATF club or USATF organization member logo on promotional materials. Clubs and organizations can download these logos by going to the Club Benefits page at

[www.usatf.org/clubs/benefits](http://www.usatf.org/clubs/benefits). The main contact person for the club will sign in by selecting the Association, club number, and typing in his/her individual membership number and password.

### *USATF Member Club/Organization Logo Guidelines*

The only USATF logos or marks that a member club or member organization may use are the USATF Member Club and USATF Member Organization logos (a.k.a. the Logos) as described in this document or as otherwise approved in advance in writing by the USATF National Office's Department of Marketing.

Some additional parameters for use include:

- Only USATF-member clubs or member organizations events may use the Logos provided here. Unauthorized use may result in denial of future sanctions.
- No portion of the Logos may be obscured, removed, or altered in any manner.
- In order to maintain the legibility of the Logos, they may not be reproduced such that the size of the Logo is smaller than 0.75" (height or width).
- If the Logo will be reproduced in one color, you must use the one-color version. One-color representation of the Logo may be in any single color, although black, white, or PMS 532 are preferred. If the two-color version will be used, the correct colors are PMS 532 (blue) and PMS (1805).
- Logos may only be used by the member club or organization during the timeframe in which its USATF membership is current. Should the membership lapse the club or organization must cease use of the Logo.
- The Logo must be used in conjunction with the club or organization's name or logo. In other words, the logo cannot be used on its own on items such as websites, apparel, letterhead, and other promotional items.
- Logos may not be distributed to other clubs or organizations. Failure to follow the guidelines/restrictions may result in the club or organization's membership being revoked.

## **9.4 – PROCESSING CLUB MEMBERSHIPS**

Clubs apply for, and renew their club memberships using the online club application. This link is located on your Association page (on the National website), and on the Clubs page of the website. Once they have submitted their application or renewal, you will receive an e-mail alert that the club awaits your approval. The club will receive an e-mail confirming the receipt of their application.

### *How to Approve Club Applications*

In Association Club Management, an Association will see a list of their current clubs. Clubs awaiting application approval will be sorted to the top of the list. The last column will indicate whether the club needs approval, and whether it is a new club application or a renewal.

### **Steps to Approve an Application**

- Click on the EDIT link. This allows you to view all the information the club submitted and even make changes prior to approval. For new applications, the system automatically assigns the new club number. If you wish to change the club number to something different, you can make that change at this time. You cannot change the club number for a renewing club.
- Check to make sure a new club submission is actually a new club, instead of a renewal. You can do this by searching your Club Listing page(s) for a club with the same or similar name. (If you find that it is supposed to be a renewal, contact the National Office prior to approving.)
- Verify if the club is a Youth club. If it is, you will need to make sure the Club Contact listed on the application has passed a background check. You can do this by checking the list of Coaches and Volunteers In Good Standing, located on your Association page of the National website. (Background checks can take up to two weeks to process.)

- If the club contact did not fill in their Individual Membership number, you can search for that number and insert it at this time.
- If they have listed two different addresses (a street address and a PO Box address) you can edit the application to the PO Box address only to insure they receive their club mailing(s).
- Once you have gone through this checklist and are ready to approve, check the box at the top of the application that says, "I approve...", and then click the SAVE button. The club is now active in the system, and will receive an e-mail confirmation of their acceptance as an organizational/club member in your Association.

### *Entering Paper Applications*

If a club sends the Association a paper application for processing, the Association can enter the application/ renewal upon receipt, in Association Club Management.

#### **Steps to Enter a New Application**

- On the Club Listing page, click on the Add a New Club link.
- Enter all club information including the Practice Schedule.
- Enter credit card payment information, or if you received a check, check the box that says, Manual Payment. (Here you will enter the check # and amount paid.)
- Click the SUBMIT button.
- The club will now appear on your Club Listing as a club that needs to be approved. You will need to go through the steps to approve the club.

#### **Steps to Renew a Club**

- Click on the PAYMENTS link.
- Click on RENEW CLUB link.
- Make any necessary updates to the club's profile and practice schedule.
- Enter credit card payment information, or if you received a check, check the box that says, Manual Payment. (Here you will enter the check # and amount paid.)
- Click the SUBMIT button.
- The club will now appear on your Club Listing as a club that needs to be approved. You will need to go through the steps to approve the club.

## **9.5 – CLUB PRACTICE INSURANCE**

### *Overview*

An important benefit USATF provides to its member organizations (clubs) is General Liability Insurance coverage. Liability insurance provides coverage for certain types of lawsuits brought against the club, its officers, coaches and volunteers.

This coverage is extended to the regularly scheduled practices of member organizations (clubs) provided such practices are filed with USATF in advance and are supervised by a bona fide coach, and are not held at a home-based facility. Coaches must be current members of USATF and – for practices where youth athletes will be present – the coach/volunteer must have passed a criminal background check.

It is important to realize that this is not sport accident insurance. Injuries to athletes (who are members of USATF) during registered club practices or sanctioned events are covered under our sport accident policy (more information about this in the Individual Membership section).

Find additional club practice insurance information at

<https://www.usatf.org/Mgmt/Assoc/Forms/Essentials-for-Officers/Club-Practice-Insurance-FAQs.aspx>.

## **9.6 – YOUTH CLUB: CRIMINAL BACKGROUND CHECK PROGRAM**

For the safety of our athletes, particularly our youth athletes, USA Track & Field has committed to providing a safe environment in which our athletes compete and train. We believe this is paramount to the success of all our programs.

As part of this commitment, USA Track & Field requires that all Youth Club coaches and Youth Club volunteers who come in contact with athletes during registered club practices or other club-related track and field activities, must be accepted into the USATF Registered Coaches Program.

### **COACHES REGISTRY PROGRAM**

*What does your Association need to do to help with the transition?*

- **For Association Webmasters:** Make sure that any information about the Background Check Program on your website is linked directly to the USATF Youth Club: Criminal Background Check Program webpage or place the Background Check logo on your site with a link to <http://www.usatf.org/about/programs/BackgroundChecks>.
- **For Association Club Contacts:** Be sure that all youth clubs have passed their background checks prior to approving them for membership each year.