



## CHAPTER 5 • ASSOCIATION ACCREDITATION

### 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

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 club 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	All events marked as Association Championship events will be pulled in the report from the automated sanctioned event system
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 population	National Office pulled from automated officials system

	100 Certified Officials for Associations of 10 Million or more	
Financial Report	Positive net worth as reported on your 990 Forms for 2017	Associations uploaded forms to online system
Communication	Meet minimum criteria for Association website  Send either electronically or by mail 2 newsletters per year to full membership	National Office conducted overview of all Association websites based on the minimum criteria
Association Documents	Current bylaws  Articles of incorporation  Annual meeting minutes  990 Tax forms from 2017	Associations uploaded forms to online system
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	National Office pulled from annual meeting delegate database, association workshop registration and Association Meeting roll sheet

### **5.3 – OUTSTANDING ASSOCIATIONS**

There will be a restructuring of the Outstanding Associations process. This section will be updated when that has been finalized.

### **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 of 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/mgmt/assoc/forms/accreditation.aspx>. 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 July 1 of each year. PFIs will be reviewed by the Accreditation Subcommittee after which feedback will be provided. PFI updates 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

Criteria	2017 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 2017 association sanctioned events
Assn Champs Info	Within the Events page/navigation, a link titled Association Championships with the detailed 2017 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 2017 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 2017 budget and 2015 990 documents

### 5.6 – 2019 ACCREDITATION TIMELINE\*

Date	Action
1/7/2019	Online portal for uploading is available to Associations
1/31/2019	Items from Associations due to Accreditation Subcommittee
2/28/2019	Preliminary 2018 statistics book sent electronically to all Associations for review
3/25/2019	All questions/changes from Associations should be submitted to Accreditation Subcommittee
4/1/2019	Official 2018 Statistics sent to all Associations and Regional Reps electronically
7/1/2019	All required PFIs due to Accreditation Subcommittee
7/1-31/2019	Accreditation Subcommittee reviews PFIs
8/1/2019	Accreditation Subcommittee reviews status of all deficiencies
9/1/2019	Updated Accreditation letters with accreditation level assigned sent to all Associations and Regional Reps electronically
11/15/2019	Update on PFIs due
12/4-8/2019	2019 Annual Meeting - all Accreditation information reviewed by Subcommittee

\* Timeline is subject to alteration without notice.