












How to Start a Pacific Association USATF Club

“Must do” before starting new club

Youth Club	Adult Club	Deliverable
		1. Read through the Pacific Association (PA)USATF Bylaws http://www.pausatf.org/data/Bylaws.html to ensure that your club is willing to abide by all the policy statements.
		2. Create a club name. Double-check the list of clubs http://www.usatf.org/assoc/pacific/data/ClubList.asp to ensure it isn't a duplicate.
		3. Complete the Club Application http://www.pausatf.org/data/ClubForms.html and e-mail to Heike Mansoor at HEIKEMANSOOR@aol.com or mail it to Pacific Association Office; 120 Ponderosa Ct.; Folsom, CA 95630. You will be sent a rule book after your club has been approved.
		4. Join PA/USATF http://www.pausatf.org/data/PAMembership.html by head coach before the club can be registered within PA/USATF. USATF insurance is not valid unless the head coach is registered.
		5. Complete the Coaches / Volunteer http://www.pausatf.org/data/CoachMenu.html application. NOTE: For a youth club, all adults (coaches and volunteers) who work with the youth members of your club must complete and submit this form so proper background checks can occur prior to allowing them to coach or volunteer.
		6. Ensure each athlete who practices and competes with your club is a current member of PA/USATF and they have provided their 10-digit membership number. If the athlete competed for another club last year consider giving the prior coach a courtesy call or e-mail informing the coach of the proposed change.

“Should do” prior to launching new club

Youth Club	Adult Club	Deliverable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. Complete the Club Profile http://www.pausatf.org/PHP/clubprofiles.ph form so that your club’s information will be posted on the PA/USATF website.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Complete the Coach’s Contact http://www.pausatf.org/data/Coaches.html form so that your head coach will be listed on the PA/USATF website.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Select a place to practice and receive written permission via a completed Facility Use Request if it is a school and not a park.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Complete the Insurance form http://www.usatf.org/clubs/application/download/info.asp?associationNumber=38 is required for all practice locations. Without insurance your club cannot be sanctioned by USATF.
	<input checked="" type="checkbox"/>	5. Ensure that each athlete who practices and competes with your club is a current member of PA/USATF and they have provided their 10-digit membership number. If the athlete competed for another club last year consider giving the prior coach a courtesy call or e-mail informing the coach of the proposed change.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Purchase a first-aid kit to be taken to all practices and competitions.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. Obtain a credit card in the name of the club to ensure no co-mingling of personal funds with club funds.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. Document your Mission Statement / purpose for the clubs existence.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9. Create a Code of Conduct with three sections: coaches, athletes and parents. A sample Code of Conduct is available under Sample Templates
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Create a checking account in the name of your club. To do so you will either need a Federal Tax ID number or you will need to use your own Social Security Number. Club money should never be co-mingled with personal funds and should flow directly into a club bank account that can be monitored. NOTE: Consider purchasing Quick Books ^R to manage the accounting practices of your club.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Select team colors and locate a uniform / sweat suit supplier (online or local athletic sports store) for your club. Locate a local print screener who can screen / embroider your logo to your uniforms / sweat suits.
<input checked="" type="checkbox"/>		12. Create an application form that all club members must complete before practicing to ensure you have proper contact information in the case of an emergency. A sample application form is available under Sample Templates.
<input checked="" type="checkbox"/>		13. Create a master team binder that you take to all practices and competitions. Inside the binder include the following: <ul style="list-style-type: none"> List of all athletes and their contact information; broken out by age groups. A sample team roster is available under Sample Templates List of all coaches, volunteers and parent helps along with their contact information

		<ul style="list-style-type: none"> • Club schedule (competitions, clinics) for the year • Print out Youth Age Groups and Events from PA/USATF website • Purchase alphabet index tabs; sort your athlete's information by last name. Each athlete has a separate clear plastic insert into which you place their parent signed membership application and birth certificate. <u>Always carry</u> a copy of every athlete's birth certificate to all competitions • Blank membership applications
<input checked="" type="checkbox"/>		14. Purchase a small bag to carry female hygiene products. Consider also having low dose aspirin or Motrin on hand.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15. Identify someone (not the coach) who will manage administrative duties of the club. These duties could be divided among multiple people. <ul style="list-style-type: none"> • USATF registration of athletes, coaches & volunteers • Facility Use Requests and insurance application processing • Registration & payment for competitions • Banking transactions • Website updates • Submission of club results to newspapers • Recruiting, marketing • Regular e-mail communications to club members
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Identify the sports editor of your local city and neighborhood newspapers and find out the proper way to submit results after competitions.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17. Provide a public service announcement (PSA) to your local newspapers, Parks and Recreation Departments, cable stations and Chamber of Commerce informing them about your club.

“Optional” steps to consider when establishing your club

Youth Club	Adult Club	Deliverable
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. Create a logo for your club. This logo will typically be used on your uniforms, T-shirts, banners and letterhead.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Create a club website and use this as your primary communication channel.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Print club business cards.
<input checked="" type="checkbox"/>		4. Sign up to receive daily Air Alert e-mails from your regional air quality department regarding ozone layers so you know if you should reschedule a practice.
<input checked="" type="checkbox"/>		5. Purchase a duffel bag and carry one of each size of uniform to each meet. If duffel bag is large enough throw in a couple of blankets for those competitions when it gets cold.
<input checked="" type="checkbox"/>		6. Purchase an Ez-Up for your team to sit under at competitions between their events. Size & quantity of Ez-Ups will be determined by the size of your team.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. Purchase a 3' x 7' (whatever size works for you) banner and have your club logo / name screened on it. The banner will be used at competitions to denote your club's staging location and during youth track and field meets it will be carried by your athletes in various Parades of Athletes.
<input checked="" type="checkbox"/>		8. Purchase tarps to be placed on the ground for your athletes to sit on or tied to the side of your Ez-Up on rainy / windy days.
<input checked="" type="checkbox"/>		9. Purchase bungee cords to hold tarps and club banner in place.
<input checked="" type="checkbox"/>		10. Purchase a luggage cart to transport items from your car to club location during event.
<input checked="" type="checkbox"/>		11. Purchase hand-held radios that can be used by your coaches during competitions
<input checked="" type="checkbox"/>		12. Purchase a video camera so that you can record your athletes during practice and competition to use at a later time for form critique sessions.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13. Consider setting up a 501(c)(3) non-profit status for your club so you can receive tax free donations. If your club does not receive their 501(c)(3) status from the Internal Revenue Service (IRS) then donations to the club are not tax deductible to the donating entities. This is a long process so start right away!
<input checked="" type="checkbox"/>		14. Locate local businesses in your community who will donate to the creation of a sponsorship savings account to pay for the expenses of athletes who cannot afford to pay their own way.