



Proactive Association Credentialing

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Credentialing is not the same as Accreditation

Accreditation is a step on the path to Credentialing and Credentialing is essential to Accreditation

- *Accreditation is the annual review of Association compliance with Regulation 7 Association Matters*
- *Accreditation is the responsibility of the Accreditation Sub-Committee (Associations)*
 - *Collects and reviews the Accreditation materials*
 - *Oversees the PFI (Plan for Improvement) process*
 - *Assists Associations in understanding and meeting their accreditation requirements*
 - *Prepares the report to Organizational Services as to which Associations have fulfilled the Regulation 7 requirements (Fully Accredited) or are making progress toward fulfilling the requirements (Provisionally Accredited) to seat a delegation at the Annual Meeting*

Credentialing is the process under which delegations are seated.

- *Organizational Services confirms delegation is complaint with Article 7 and works with Association and Organizational members that are not compliant to resolve the issue*
- *Organizational Services hears all disputes regarding the seating of delegates*

The following persons shall be entitled to participate as voting delegates at USATF meetings. All delegates must be at least 18 years of age, current USATF members, and, during the Annual Meeting, must be registered

- A. **Officers and Board members:** The officers and the members of the USATF Board, including non-voting Board members.
- B. **Nominating and Governance Panel Members.**
- C. **Committee chairs:** The chairs of all committees listed in Article 13.
- D. **Past presidents:** The past presidents of USATF.
- E. **Association delegates:** Twelve (12) delegates from each accredited Association recognized by USATF. Any accredited Association with more than one thousand (1,000) individual members shall be entitled to name one (1) additional delegate for each one thousand (1,000) individual members. Total Association individual members shall be determined based on the twelve (12) month registration period ending on October 31 of the current calendar year. However, an Association whose membership has increased since then may petition the Organizational Services Committee seeking credentials for additional delegates. Each Association's delegation shall meet the following requirements:
 - 1. **Membership:** Each of the Association's delegates shall be a member of the Association;
 - 2. **Athletes:** At least thirty-three and 33/100 percent (33.33%) of the delegates in each delegation shall be Actively Engaged Athletes. (See Exhibits). If available, at least one (1) of the Actively Engaged Athlete delegates shall be a Ten Year Athlete. National Office Management shall provide the following during the month of August each year:
 - a. **Athlete notice:** Notice to all athlete members meeting the definition of Ten Year Athlete of the address and telephone number of their Association;
 - b. **Association notice:** Notice to each Association of those athlete members meeting the definition of Ten Year Athlete who belong to that Association;
 - c. **An Association's Ten Year Athletes** who are current USATF members shall be considered and/or have a vote (where voting occurs) in selecting athlete delegates. Associations shall offer their athlete delegates no less funding than any other member of the Association's delegation other than the head of delegation;
 - 3. **Coaches:** The number of delegates who shall be coaches is stated in the Exhibits. If available, at least one (1) of the coaches shall be a high school coach;
 - 4. **Dual roles:** For purposes of determining compliance with these requirements, an individual from an Association may be treated as both a Coach and an Athlete if the individual satisfies the qualifications of both. (See Exhibits section of this handbook for further explanation); and
 - 5. **Sport committees:** Each Association shall select among its delegates at least one (1) individual to represent each of its sport committees that holds an Association championship.
- F. **Sports organizations:** Ten (10) delegates named by each sports organization referred to in Article 5-C and recognized by USATF.
- G. **Other constituencies:** One (1) delegate named by each organization referred to in Article 5-D, other than Affiliated organizations, unless USATF votes to grant an organization a greater number of delegates. Affiliated organizations shall have delegates only if the Board authorizes them.
- H. **Athletes' Commission delegates:** The members of the Athletes' Commission and additional athlete delegates selected by the Athletes' Commission so that the number, or weight of such vote shall be at least thirty-three and 33/100 percent (33.33%) of the total number of delegates (at least half of those athlete delegates will be Ten Year Athletes; the remaining will be either Ten Year or Ten Year+ Athlete delegates). The Athletes' Commission members registered as attendees at the Annual Meeting shall select these additional delegates under procedures approved and administered by the Athletes' Commission.
 - 1. **Weight of such vote.** For elections and other votes at which weighted voting for athletes applies the vote shall be computed as follows:
 - a. As of noon, of the second day of the Annual Meeting or such other date prior to a vote at a Special Meeting in accordance with Article (8)(b), the total number of registered delegates and the total number of athlete delegates shall be determined. For voting purposes, this number shall be final and regardless of whether a delegate shows up to vote or not, no additional calculations shall be made.
 - b. The total votes cast by athlete delegates and non-athlete delegates shall be counted separately.
 - c. Notwithstanding any other provision of these bylaws, the minimum number of athlete delegates shall be thirty-three and 33/100 percent (33.33%) (except for the World Athletics vote provided in Article 17, which shall be forty percent (40%)). If the number of athlete delegates is less than the required percentage, each athlete vote shall be multiplied by a factor greater than one, so that the total number of athlete votes equals the required percentage of the total weighted votes.
- I. **Alternates:** Alternates may be named for all delegates except the officers and directors of USATF. An alternate may vote in the place of an absent delegate provided the alternate meets all of the required qualifications of the absent delegate.

Article 7

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Governance Manual

ARTICLE 7

DELEGATES AND THEIR SELECTION TO MEETINGS

The following persons shall be entitled to participate as voting delegates at USATF meetings. All delegates must be at least 18 years of age, current USATF members, and, during the Annual Meeting, must be registered

Association delegates: *Twelve (12) delegates from each accredited Association recognized by USATF. Any accredited Association with more than one thousand (1,000) individual members shall be entitled to name one (1) additional delegate for each one thousand (1,000) individual members. Total Association individual members shall be determined based on the twelve (12) month registration period ending on October 31 of the current calendar year. However, an Association whose membership has increased since then may petition the Organizational Services Committee seeking credentials for additional delegates. Each Association's delegation shall meet the following requirements:*

Alternates: *Alternates may be named for all delegates except the officers and directors of USATF. An alternate may vote in the place of an absent delegate provided the alternate meets all of the required qualifications of the absent delegate.*

Association Delegate Requirements

- 1. Membership:** *Each of the Association's delegates shall be a member of the Association;*
- 2. Athletes:** *At least thirty-three and 33/100 percent (33.33%) of the delegates in each delegation shall be Actively Engaged Athletes. (See Exhibits). If available, at least one (1) of the Actively Engaged Athlete delegates shall be a Ten Year Athlete. National Office Management shall provide the following during the month of August each year:*
- 3. Coaches:** *The number of delegates who shall be coaches is stated in the Exhibits. If available, at least one (1) of the coaches shall be a high school coach;*
- 4. Dual roles:** *For purposes of determining compliance with these requirements, an individual from an Association may be treated as both a Coach and an Athlete if the individual satisfies the qualifications of both. (See Exhibits section of this handbook for further explanation); and*
- 5. Sport committees:** *Each Association shall select among its delegates at least one (1) individual to represent each of its sport committees that holds an Association championship.*

EXHIBIT D
ASSOCIATION DELEGATION REPRESENTATION

EXHIBIT D-1 — DELEGATION REQUIREMENTS

This table shall be used to determine the required number of coaches and athletes who shall be part of each Association's delegation at each meeting of USATF. Three (3) or more of the delegates from each Association [or four (4) or more delegates in the case of an Association with more than four thousand (4,000) individual members] shall be coaches (individuals whose vocation includes the administration or coaching of school/college community Athletics or who are USATF-certified coaches). When available, at least one (1) of the coaches shall be a high school coach. The number of coaches for delegations of fewer than nine (9) shall be adjusted. A minimum of thirty three and 33/100 percent (33.33%) of the delegation shall be athletes, and at least one (1) athlete shall be a Ten Year Athlete, where available.

Number of voting Association delegates at meeting	Minimum number of Actively Engaged Athletes required	Minimum number of coaches required	Number of other delegates permitted*
20	7	4	9-16
19	7	4	8-15
18	6	4	8-14
17	6	4	7-13
16	6	4	6-12
15	5	3	7-12
14	5	3	6-11
13	5	3	5-10
12	4	3	5-9
11	4	3	4-8
10	4	3	3-7
9	3	3	4-6
8	3	2	3-6
7	3	2	2-5
6	2	2	2-4
5	2	2	1-3
4	2	1	1-2
3	1*	1*	1-2**
2	1*	1*	0-1**
1	1*	1*	0**

*Because a person may be treated as both a coach and an athlete, the number of delegates neither a coach nor an athlete varies depending on the number of dual-role delegates.

**If there are fewer than four delegates, one person on the delegation must be either a coach or an athlete.

EXHIBIT D-2 — MAXIMUM NUMBER OF DELEGATES PER 1000

Association Members	Maximum Number of Delegates
0001 to 0999.....	up to 12 delegates
1000 to 1999.....	13 delegates
2000 to 2999.....	14 delegates
3000 to 3999.....	15 delegates
4000 to 4999.....	16 delegates
5000 to 5999.....	17 delegates
6000 to 6999.....	18 delegates
7000 to 7999.....	19 delegates
8000 to 8999.....	20 delegates

Constructing your Delegation

- How many delegates?
 - Accreditation requires either 3, 4, 6, or 8 as a minimum depending on population
 - Delegations may have 12 or more depending on membership
 - Add one delegate for each 1000 members
- Each Delegate must be:
 - A member of USATF
 - A member of your Association
 - Registered for the Annual Meeting
- The delegation must have
 - 33.33% of the delegation that meet the athlete requirements
 - 1 to 4 coaches depending on the size of the delegation
 - Dual roles (coach and athlete are allowed)
 - Delegations of less than 4 - one must be either a coach or an athlete

What is a qualifying Athlete?

1. Actively Engaged Athlete means an athlete who qualifies as a Ten Year or Ten Year+ Athlete, as defined below, or who has been actively engaged in twenty-four (24) months prior to election/selection in a USATF-sanctioned competition, which may include events that categorize entrants in age-restricted classifications. USATF's Athletes' Commission and Nominating and Governance Panel will develop a process to jointly identify and vet candidates to serve as Actively Engaged Athletes.

Individual must identify and provide evidence of a USATF sanctioned competition in which they participated in the 24 months prior to December 6 2024 (Dec 6 2022 is the cutoff date)

What is a qualifying Athlete?

2. Ten Year Athlete means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Athletics Outdoor Championships, World Athletics Indoor Championships, World Athletics Relay Championships, World Athletics Cross Country Championships, Senior NACAC Championships, Top-8 Finisher at the USA Outdoor Track and Field Championships, Top-8 Finisher at the USA Olympic Track and Field Trials, Top-12 Finisher at the USA Olympic Marathon Trials, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes' Commission) as an elite-level event for purposes of this definition, within the previous ten (10) years. Eligibility in the following events is restricted to the finishing spots noted above beginning in year 2000: World Athletics Indoor Championships, World Athletics Relay Championships, World Athletics Cross Country Championships, Senior NACAC Championships, Top-8 Finisher at the USA Outdoor Track and Field Championships, Top-8 Finisher at the USA Olympic Track and Field Trials, Top-12 Finisher at the USA Olympic Marathon Trials.

3. Ten Year+ Athlete means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Athletics Outdoor Championships, World Athletics Indoor Championships, World Athletics Relay Championships, World Athletics Cross Country Championships, Senior NACAC Championships, a Top-8 Finisher at the USA Outdoor Track and Field Championships, a Top-8 Finisher at the USA Olympic Track and Field Trials, a Top-12 Finisher at the USA Olympic Marathon Trials, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes' Commission) as an elite-level event for purposes of this definition, but not within the previous ten (10) years. Eligibility in the following events is restricted to the finishing spots noted above beginning in year 2000: World Athletics Indoor Championships, World Athletics Relay Championships, World Athletics Cross Country Championships, Senior NACAC Championships, Top-8 Finisher at the USA Outdoor Track and Field Championships, Top-8 Finisher at the USA Olympic Track and Field Trials, Top-12 Finisher at the USA Olympic Marathon Trials.



What is a qualifying Coach?

coaches (individuals whose vocation includes the administration or coaching of school/college community Athletics or who are USATF-certified coaches). When available, at least one (1) of the coaches shall be a high school coach. The number of coaches for delegations of fewer than nine (9) shall be adjusted. A minimum of thirty three and 33/100 percent

USATF Certified coaches as indicated on the Coaches Registry

Coaches by vocation – evidence of a School/College coaching position either by letter from the school, contract showing school and title, or other evidence that the school/college recognizes the individual as a staff position

Crafting your Delegation

- 1. Select your representation needs and resources available*
 - You will need at least one to attend Association meetings*
 - Do you need to cover Committees critical to your Associations*
 - Do you have individuals with leadership responsibilities*
 - Who can be in the room to vote on Sunday*
- 2. Identify how many delegates you want to send to the Meeting*
 - How many are needed for Accreditation? (3, 4, 6, or 8)*
 - How many are allowed based on the size of your membership (12 to 20)*
 - From that number how many must check the box as athlete or coach (use the chart in Appendix D of the Governance Manual)*
- 3. Have your delegates register early as that is what will open the vetting process for athletes and coaches.*
- 4. Have your delegation manager place the delegates early – there is a narrow window by which the delegate manager can make changes if an athlete or coach does not pass vetting. After that it has to be done by the National Office by hand and as we found last year – that is beyond cumbersome*



USATFTM
ASSOCIATIONS

