

USATF Mid-Atlantic Association Executive Committee Meeting

June 25, 2014
Conference call

In attendance: Cynthia Young, Michael Hemsley, Rogers Glispy, Annette White, Earl Edwards, Bob Delambily, Paul Spencer.

President Cynthia Young called the meeting to order at 7:35 p.m. The meeting was held by conference call. She said the main purpose of the meeting was to discuss the September election of officers, and she also requested reports on the association's open/masters and youth track and field championships held earlier this month.

Elections: Mike summarized the procedure for the election of officers, beginning with the appointment of a Nominating Committee by the president. The elections will be held at the association's Annual Meeting on Sept. 24.

Open/Masters Outdoor Championships: Rogers reported that the Open/Masters Outdoor Championships on June 8 at Widener University went well, and was one of the better-attended events in recent years. Revenue was \$6,205, including \$3,225 from pre-entry fees, plus \$1,730 cash and \$1,250 checks on day-of-meet entry fees. \$100 was for membership. One more check is expected for \$20-30. Expenses totaled \$6,657, including \$3,162.50 for officials. Facility rental was only \$550 because we made double payment in winter for the youth indoor championships. Other expenses included timing, a trainer and the sanction fee. We made additional payments to the timer and some officials because throws events went late.

He said that a couple of kinks occurred but were worked out. One example – the steeplechase was delayed because the water pit had not been filled. The biggest problem was that scoring the championships took several days, longer than expected.

Rogers also said registration for the championships should be moved online because manual and "day-of" registrations are too cumbersome. He said accommodations could be made for entrants without online access. Most other associations use the USATF system.

Long Distance Running: Robin Jefferis' update on the National Club Cross Country Championships is attached. Paul said the website for the event went online last week with no problems.

Youth Championships: Annette said the Youth Championships had gone well, with more than 515 athletes, and organizers had received great feedback. She said a few more officials are needed.

Financial Procedures: Cynthia said she wants to set up a "financial playbook" to document and stabilize the association's financial procedures, and she and Mike are seeking individuals who will help. She said she will report on this plan at Executive Board meeting in August.

Electronic Measuring Device: Earl presented a proposal for the association to purchase an Electronic Measuring Device for \$8,075. We currently rent a device for every meet at

\$150 per day. Earl said our officials face difficulty in obtaining certification in Electronic Measuring because they must have used the device in at least 10 meets, but opportunities are rare.

Rogers expressed support for the purchase and said the association will need quality equipment like this to host regional or national championships. Mike said the proposal raised the question of whether the organization should have a capital budget and a strategic plan. He also said such equipment should be insured, and suggested several methods. Bob said the board needed to consider the cost of purchasing the equipment against the cost of continuing to rent. Earl projected that between use at Mid-Atlantic events and rentals to other organizations, the purchase would pay for itself in five years. Mike will pursue insurance possibilities. Cynthia said the board will vote on the proposal in a future conference call.

Website: Earl said the pictures on the mausatf.org home page should show greater diversity in age, gender and race. Bob and Earl said the newsletter covers all aspects of the association and shows diversity well. Paul, who is the webmaster, said the previous set of pictures on the website had done that, and he would update the pictures to restore more diversity.

The meeting adjourned at 8:40 p.m.



**USATF National Club Cross Country Championships – status
Submitted by Robin Jefferis
June 18, 2014**

Mid-Atlantic Sponsorship

USATF Mid-Atlantic sponsored the Club Cross Championships for the amount of \$5,000. A formal contract was approved and signed by Mid-Atlantic and the LOC.

As part of the agreement the LOC agreed to the following:

DESCRIPTION	Delivery date	Status
Supply MA an Executional timeline (via e-mail)	May 1, 2013	Complete
Create and share Event Logo (jpeg, eps formats)	July 1, 2013	Complete
Provide MA with Promotional Banner (two each) (ship)	October 1, 2013	Complete
Provide MA 1,500 Promotional flyers (ship)	October 1, 2013	Complete
Sponsor to be mentioned in all Press material and PR events	On-going	Complete
Logo placement on Race and Volunteer shirts. Sponsor has approval rights. (Approval via e-mail)	N/A	USATF doesn't print

Other sponsors:

Runners World @ \$5,000

Discover Lehigh Valley @ \$3,000

Integrated Communications Launch

LOC, Runners World and USATF will officially launch the 2014 Club Cross Country event on Thursday, June 19. The launch will consist of Web (USATF/LOC site housed on the USATF Mid-Atlantic site), PR, Social Media and E-mail Blasts to USATF Clubs and numerous other running organizations. Press Release attached.

Facility

LOC (including the Lehigh XC Coaching staff) signed an agreement with Lehigh University on March. The final cost was significantly higher than the initial estimate proposed when the Official bid was submitted in early 2012. The University will allow the event to use the stadium restrooms, parking and will also facilitate snow removal from course if necessary.

Timing Service

Chad Mitchell from Mitchell Timing, SC., approved by the USATF Club Cross Country Council.

- The event will use a two chips per runner timing system due to the potential for cold temp.
- Mats will be placed at the half way point in the 10K.
- A finish line will use a digital side scan camera timing system

Officiating

Mid-Atlantic Association will assist in management of the Officials.

Official's application was Approved by National as well as MA Officials Chair in October. The application was posted on the Club Champs website as well as the National Officials website in October 2013.

- Application Deadline: July 14, 2014
- Confirmation: August 4th

Per Mid-Atlantic Associations recommendations, \$1,000 was budget for 14 Officials. This provides each official a \$70 travel stipend.

Mid-Atlantic Chair (Earl Williams) will be invited to join the next LOC/USATF National/ XC Council call. This will allow him to clarify questions with the USATF XC Council leaders.

Tentative Officials headcount needed for event:

1. Clerks (uniform checks prior to each race) - local nomination, certified Officials – 2 ea. plus 2 from LOC familiar with National USATF Club XC Uniform rules
2. Starters - local nomination, certified – 2 ea. - *Use start procedure detailed in Rule 242 (this has been updated in the past week)*
3. Chief course umpire - local nomination, approved by chairs/referees – 1 ea.
4. Finish judges - local, certified, under direction of chairs/referees – 2 ea.
5. Chute workers - local, certified – 2 ea. (plus 4 volunteers to remove chips)
6. Course monitors - mix of volunteers (Lehigh U XC team) and 5 ea. certified Officials (6K course is one loop, 10K course is 2 loops)
7. Referee & Jury of Appeals - USATF National to provide Officials. Tentatively - Mike Scott, Bill Q. and Fred Fink.
8. Announcer(s) – to be named by national (1-2) - LOC to invite Bill Roe

Other

Mid-Atlantic LDR Committee is waiting for approval of their 2014 operating budget submitted to the Executive Committee on October 27, 2013. In addition to the 2014 \$3,500 sponsorship payments, a one-time incremental \$3,000 was allocated to the 2014 LDR budget for a Mid-Atlantic Club Tent program. LDR Committee agreed that heated Tents are the best way to reward our Clubs who participate in the Grand Prix and Off-Road series.

SECRETARY'S REPORT
Submitted by Paul Spencer
June 25, 2014

The Quarterly Meeting scheduled for June 18 was canceled.

COMMUNICATIONS REPORT
Submitted by Paul Spencer
June 25, 2014

Web Page for Cross Country Club Championships: The new landing page for the 2014 National Cross Country Club Championships went live on June 19.

Home Addresses: The home addresses of officers and committee members have been removed from the web site, as decided at the last meeting.

Newsletter: The next newsletter will be published on July 14. Please submit any stories, information and especially pictures by July 7. The April newsletter was 32 pages, excessive by any standard.

MEET BUDGET

USATF MA Open and Masters Outdoor Championship June 8, 2014

Balance (Adopted from MA Budget)	\$5,800
Less Cash Advance	\$400

Revenue

Pre-entry check deposit	\$3,225
Day of cash (after expenses + advance)	\$1,730
Day of Checks	\$1,250
Total Revenue (\$110 towards membership)	\$6,205

Expenses

Paid out in vouchers

Officials	\$3,162.50
Facility Rental	\$550
Timing Services	\$500
LaserLynx Rental	\$150
Trainer	\$225
Sanctions	\$125
Bib #'s	\$48.17
Medals	\$1,212.92
Supplies	\$179.19
Pizza	\$163.93
Coffee/Donuts	\$39.45

Paid out with cash advance and day of cash receipts

Widener Workers	\$180
Pretzels	\$31.50
Trainer Overtime	\$90
Pizza Delivery Tip	\$20
Total Expenses	\$6,657.66

Net Loss (not incl. membership)	\$452.66
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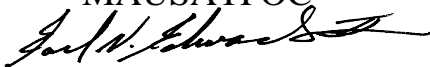
Remaining Balance	\$4,947.34
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Electronic Measuring System Proposal 2014

The Officials Committee has recognized a certification deficiency for our association, that certification being Electronic Measurer. To address this deficiency the officials committee proposes that the association purchase long distance measuring equipment. Several of our associations member own Electronic Measuring Devices (EMD), but these units are not under the association's control, therefore training association officials cannot be administered for satisfactory grading. Officials would have to venture to another association to obtain their Electronic Measurer Certification. Along with recognition of certification defalcation, the committee recognizes a cost reduction to committees that rent such local EMDs. The average rental of an EMD is \$150.00 per day. Thus if the association would purchase their own equipment we would save \$450.00 to \$900.00 per year (based on meets produced by the association only). Use of the device can bring in revenue by its rental to surrounding college, high school, AAU, and USATF meets. The rental cost to non-association sponsored meet to be determined, but prognosis would establish paying off equipment within 5 years. The unit we have selected for purchase approval is the LASAM system with Scoreboard at a cost of \$8,075.00. Said equipment will reside with certification chair with the approval of the executive committee, and issued for use to officials wishing to work track meets. The understanding to the official is he/she is responsible for the protection and transportation of said equipment.

- Equipment Needed
 - Electronic long distance measuring equipment
 - Specification
 - Accuracy $\pm 10\text{mm}$ per 100m
 - Local digital indication
 - Response: LASAM System and scoreboard by RGN Track Supplies
 - LASAM System
 - Maximum measuring length 200m
 - Accuracy $\pm 1.0\text{mm}$
 - Scoreboard
 - Total cost \$8,075.00 shipping included
 - Delivery approx. 4wks
 - Element Protection
 - EZ UP Canopy \$200.00
- Return
 - Officials become certified Electronic Measurer another avenue to work National Meets
 - Potential Revenue: \$ 800.00 + per season

Earl Edwards
MAUSATFOC





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Laser Measuring for Track and Field competition

RGN Track Supplies provides 3 choices of E-measuring the throwing events and the vert events.

Choice #1 is the LASAM® a total station system



LASAM® System: \$7014

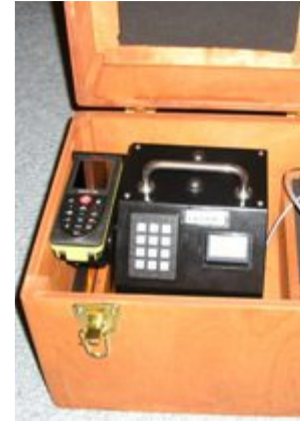
LASAM® Setup with Target, Tripod, Disto Laser. Total system place in remote location, measure by triangulation



LASAM® system and scoreboard with its own tripod: \$8500



Close-up of LASAM®



LASAM® in case



LASAM® System carrying case

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