

## **USATF Mid-Atlantic Association Quarterly Meeting**

December 17, 2014

Villanova University

In attendance: Cynthia Young, Michael Hemsley, Annette White, Nelson Berrios, Bob Delambily, Paul Spencer

President Cynthia Young called the meeting to order at 7:35 p.m.

Secretary's Report: Paul said he will turn over the secretary's files to the incoming secretary, Kisha Vaughn, by the end of the year.

Treasurer's Report: No report.

Financial Secretary's Report: Annette White will submit her report by Dec. 23.

President's Report: Cynthia reported highlights from the USATF National Meeting earlier this month:

- The number of championships that an association must present to be accredited will probably be reduced, from the current 21 to perhaps 15. The required number will be included in the accreditation form for 2015.
- The National Office will restore the \$600 grants it offered to each association for event and promotional expenses. The grants were discontinued several years ago.
- The delegates at the National Meeting voted overwhelming to select Bob Hersh as U.S. representative to the International Association of Athletics Federations, but the USATF Board of Trustees overrode that vote and selected USATF President Stephanie Hightower.

Cynthia also said she has two possible candidates for the chairmanship of the Long Distance Running Committee.

Vice President's Report: No report.

High Performance: No report.

Long Distance Running: No report.

Youth Athletics: Nelson Berrios's report is attached. Nelson said the Region 2 Cross Country Championships in Hershey, PA, drew 526 participants and went really well.

Budget and Finance: Bob Delambily thanked Nelson, Rogers and Earl for their budget submissions. He said we still don't have an LDR budget, but otherwise we could possibly pass the budget tonight. He also noted that, in general, each committee needs to commit about 20% of its revenue to support the Administration budget.

Cynthia and Mike discussed the report by accountant B.J. Hoffman of Citrin Cooperman, who studied our financial procedures and made recommendations for improvement. Cynthia said she believed his proposal would end disagreements about how we keep financial records.

Annette has requested training in the use of Quicken. Bob said he would support paying for a training class.

Mike summarized some of the main points in the report:

1. Mr. Hoffman recommends we use Quicken Books.
2. Our financial reporting has too much detail. We should simplify the classifications.
3. We should segregate responsibilities so that the recording is not done by the same people who receive and process checks. Mike said this raises the question of whether we need a bookkeeper.
4. We should reexamine our investments, particularly those that are uninsured.
5. We should keep records where they can be recovered in case of disaster.

Mike said the board members should send questions and comments to him, and he will aggregate them into a package for Hoffman to review.

Cynthia said the new year is a good time to adopt a new system. She said the consultant is essentially proposing a zero-based budget in which all the revenue goes into one pot and then the board decides how to spend it. Bob said it would be important to hear from the sports committees if we take that approach.

Office Manager Proposal: Paul proposed that the association hire a part-time office manager with a wide array of responsibilities, such as: Keeping office hours two or three days a week, taking all telephone calls, either responding or sending the call to appropriate officer, running the website, producing the newsletter, writing content, and perhaps handling membership, bookkeeping and other tasks. He said many officers are overwhelmed because they must deal with every detail instead of focusing on big issues. Paul said he could be interested in a job like that, but many others could also do it.

Cynthia said the board could consider the proposal Mike said that as we respond to the consultant's report – reallocating responsibilities, eliminating duplication, etc. – the board may be moving in a direction toward considering the idea, but that currently it might be premature.

In a discussion of our reserves, Bob said that the organization's strong financial position allows the board to discuss ideas such as hiring someone or hosting larger meets. Cynthia said USATF is going to require each association to keep reserves equal to six months of its operating budget.

The meeting adjourned at about 9 p.m.

Reports to Mid-Atlantic Executive Committee  
December 17, 2014

YOUTH ATHLETICS REPORT  
Submitted by Nelson Berrios

On December 1, 2014, I was at the Youth Workshop. They handed us a flash drive with the 2015 template for outdoor and cross country.

They went over how to set up a track meet: Getting a facility, and informing them that we are a non-profit organization. Get a contract with them. The facility must have 8 lanes, inside the track should have cones, have all the equipment for the track meet: Hurdles, starting blocks, 2 pits for long and triple jumps, pole vault, cage for the hammer, discus, javelin, steel tape for records or laser, radios to communicate with starter, lights, clerking, field officials, and other pertinent personnel, water, ice, medical and transportation, security, and have a plan for an emergency.

They also informed us about track clubs managing their club on line. They can get their Liability Insurance for practice and their club certificate. All coaches and volunteers must have a background check. It costs \$8.00 on line; one must go onto USATF.org. If something happened, and one of the coaches or volunteers does not have a background check, the National Office will not cover you or your team.

They also stated that coaches, volunteers, and officials must take Safe Sport which is an 80- minute DVD or on line. One will have to take a test once you see the DVD. This will start next year, 2015. They stated that one will have to take the test once every two years; when one gets his or her background check, they would have to do this as well.

Main SafeSport Website: <http://safesport.org/>

What is SafeSport? <http://safesport.org/what-is-safesport/the-usoc-program/>

Training Signup: <http://training.teamusa.org/categories/details?categoryId=2>

When a coach leaves a club the head coach must contact the Chair of Membership, so she can take that person out of your club.

The below link is for the Rule 300 Waiver. The parent of the athlete must fill it out and pass it to the appropriate people.

<https://usatf.wufoo.com/forms/youth-member-rule-300-h-waiver/>

They stressed that when one has an issue; one must use the chain of command -- it starts at the Association level (me or Cynthia Young, who is the president of the association), Regional Coordinator (Cindy Long), Zonal Representative (David Reihardt), and then National Office (Lionel Leach). Everyone's phone number and e-mail should be on our website, [mausatf.org](http://mausatf.org), or the national website, [USATF.org](http://USATF.org).

The National Office would like some help with the Youth site on the National website under youth. They would like for the athletes to go into the site on the tab under Future Stars; they have different activities for them. For example: face painting, dunking someone, basics of track and field, and dancing. One can look at the site, and see the different activities they have done. Every month they had a theme and a contest.

I attached a handout that they gave me on managing your club.

They are trying to have a new Turbo Javelin for 11-12 Division and 13-14 Division; it is a 450g Aero Javelin. We need to have more discussion on this issue.

They are going to allow grades 9-12 high school kids to run at the National Indoor Meet only for relays, and the kids must be in the same school.

They are talking about changing the age group for Cross Country to 8 and under, 9-10, 11-12, 13-14, and 15-18.

We have to have a collar for the Pole Vault.

The Zonal Meet for Indoor 2015 will be in February 20, 21, or 22. He is not sure where at this time. It could be in NY or NJ.

March 14-15 at Landover, MD, will be the National Indoor Meet.

Cross Country 2016 will be in Birmingham, Alabama.

Youth Outdoor Championship will be on June 30 to July 5, 2015, at Lisle, IL (Benedictine University). They are not going to have an opening ceremony; they are going to have a celebration/cook out and fireworks, courtesy of Hershey.

June 25-28 Junior (15-16, 17-18) Outdoor Championship

Indoor Championship for 2015 will be at Landover, MD (Prince George's County Sports and Learning Complex).

Indoor National Championship for 2016 will be at Staten Island, NY (Ocean Breeze Track and Field Athletic Complex).

Starting 2015 Jr. Championship they are going to get rings instead of medals.

July 27 to August 2, 2015 JO Championship will be at Jacksonville, FL. Each athlete will receive a bag back courtesy of Hershey.

In 2016 the Youth Championship will be in the Hershey area. National will be looking for a venue. Instead of having an opening ceremony they are going to have a movie night, T-Shirts, and Bag Back courtesy of Hershey.

Hershey is going to give a book scholarship for all seniors by zone.

Hershey signed a contract with USATF, and the contract will expire on 2020; the Youth Championship will be near Hershey every 4 years; starting in 2016.

Coach O will end its contract with USATF this year, but they will do the 2015 Indoor JO Championship. Unknown if they are going to get a new company or not.

TCLLogic will also be ending its contract with USATF this year.

2016 USATF National Junior Olympic will be at Sacramento, California.

They stated that a representative will be coming to our association for help to train race walkers. They have books or DVDs available for you as well.

2015 XC will be at Moon Festa Park

Association Indoor meet January 18, 2015 at Widener University

Zonal Meet in February 21- 22, 2015, at Niagara just south of Rochester

National Indoor Meet March 14-15, 2015, at Landover, MD  
Developmental Meet April 11, 2015, at Lincoln High School  
Association Outdoor Meet June 20-21, 2015, at Widener University  
Region 2 July 6-12, 2015, at ?  
National Meet at July 27-August 2, 2015, at Jacksonville, Fl.  
Youth National June 30-July 5, 2015, at Lisle, IL.  
Jr Championship June 25-28, 2015 ?  
IAAF World Youth Championship July 15-19, 2015 at Cali, Columbia  
XC for the association November 7, 2015, at Belmont Park  
XC Region November 21, 2015, at ?  
XC National December 12, 2015, at Albuquerque, NM

#### OFFICIALS REPORT

Submitted by Earl Edwards

As of today, our officials total is 214 members. The December Penn State Clinic was a success thanks to Ken Yerger. We have four new officials as a result of the clinic and Ken.

December 13th was the Club XC National Championships. We received rave reviews from both the National XC Council and athletes for the way the meet ran. This year's championship was a record meet in terms of athlete attendance, 1926 breaking the previous record 1310 or so. Congrats to the LOC & Lehigh for a highly successful meet.

#### SECRETARY'S REPORT

Submitted by Paul Spencer

So far, I have received one report on the USATF National Meeting. The delegates should submit their reports to be eligible for the partial reimbursement of their expenses.

#### AWARDS REPORT

Submitted by Cynthia Young

The 2015 Annual Awards Luncheon will be on Saturday, January 24, at noon at the George Clay Fire Hall, 426 Ford Street, West Conshohocken, Pa. 19428. The awards will recognize achievements in track and field, long distance running and youth athletics in the Mid-Atlantic area, as well as the athlete, official and club of the year, plus the Jesse Owens Award. The cost is \$33 per person, and tickets can be purchased online beginning Monday, December 22. The caterer will be DiAntonio's.

## COMMUNICATIONS REPORT

Submitted by Paul Spencer

### Website

**DEC. 14 CRASH:** Our website crashed on Dec. 14, the day of the USATF National Club Cross Country Championships, from before 5 a.m. to about 4 p.m. Users who went to the site got a message saying that "Not enough storage is available to complete this operation." (However, our hosting service includes unlimited storage.) After being alerted by Robin Jefferis at 5:24 a.m., I contacted our web host, ReadyHosting, at 7:30 a.m. ReadyHosting promised to give the issue the highest priority. Unfortunately, the website was not restored until after the championships ended. I don't know how badly this affected the event. ReadyHosting said, "The issue was caused due to a temporary load on the worker process of your website."

**USATF PLATFORM:** The November shutdown of our site and the December crash reinforce the argument for moving our website onto the usatf.org site. To summarize the arguments:

#### Pros:

1. The change would probably reduce the amount of technical work the webmaster has to do.
2. The National Office has indicated that association sites on usatf.org would also be configured for mobile devices, such as tablets and cell phones.
3. We might get better support. ReadyHosting suspended our site without any advance notice in November (even though the "malicious" files had been on the site for some time). The response to the December crash was not terrible (about 11 hours to restore the site on a Saturday), but it occurred at the worst possible time of the year and should have been faster.
4. We might get some advertising revenue without much trouble. I've long intended to seek advertising for our site, but never get around to it.

#### Cons:

1. The transition would probably be time-consuming. Also, someone would have to figure out what to do with the large number of files on our site that should be preserved. Many files can be deleted, but someone has to determine which is which. The site has more than 2,000 files.
2. Last year, some webmasters complained that the national platform limited their design options (not enough tabs, few options for picture display). I don't know if those limits still exist, but they don't seem that severe.

#### Other considerations:

1. Another issue is how to give each committee access to its content area. I have reorganized the site so that, I think, a representative from each committee could edit its content, but I don't know how this would work on the national site. The new webmaster will need to address that.
2. To correct a misconception: The new platform would not include any content, except possibly advertising. We will still have to create that ourselves.

**CLUB CHAMPIONSHIPS FACEBOOK PAGE:** I haven't had a chance yet to look at all the content on the Facebook page, but there are a fantastic number of pictures.

### Newsletter

I have started work on my final newsletter and hope to finish it before the end of the year. Please send me an email if you have any content to contribute.