



# Operating Procedures to Supplement Foundation Bylaws

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\*Approved but need further work.



## Article 1: Training for New Foundation Members

### 1.1 What is Foundation Business?

Business is the support with funding for the development of all phases of athletics for members and clubs and in execution of the Association Goals and Long Range Plan which can be found on the PAUSATF website.

### 1.2 Foundation Reports to Pacific Association Board of Athletics

Although the foundation is an independent organization it does have a coordinating role with the Pacific Association which is in charge of the day to day operation and programs for athletics in the area. The foundation needs to generate a quarterly report of our activities in a form that can be reproduced for Association meeting notes and the association website to let the constituents know what the committee is doing and what programs or grants it is entertaining. Generally, these should be only a page long.

### 1.3 What you need to know about Budget and Accounting

- A. As a Foundation member you need to help develop a yearly and five year budget for the foundation which includes a plan for fund raising each year by 31 July so that it can be used as information for the development of the association's budget plan. It should be sent to the Pacific Association President, Treasurer and Executive Director.
- B. You need to understand how donations and funds are handled, who and what bills can be submitted for the foundation. See appropriate operating procedure. All finances will go through the foundation's treasurer.
- C. An accounting for the foundation account will be available each meeting, and on request you can have the detail of all transactions for foundation for the year.

### 1.4 Budgets versus Expenses

Once the budget is approved it is funding plan for the year. It is our intent that the foundation will use the money for the items, which were budgeted. However, we have some discretion as to spend contingency funds for new requests that were not anticipated at the time the budget was approved in July.

### 1.5 Foundation Meetings

There are three types of meeting allowed by the Bylaws Article V Sections 9 to17: Regular Meetings, Special Meetings and Telephone Meetings.

Most meetings will be held by teleconference or other electronic means and should be held on the third Monday in the March, June, September and December. However, the meetings or additional meetings can be change by agreement of the Directors. The annual meeting is in September along with elections when they occur.

### 1.6 Foundation Officers Job Descriptions

These are included in the Foundation by-laws which you should become familiar. Copies are available on the Foundation's portion of the Pacific Association Website.

### 1.7 Operating Procedures and By Laws



Make sure you review all of the Foundation procedures contained in this operating procedures document as well as the Foundation by-laws

### **1.8 Goals and 5 Year Plan for Foundation**

These are available from a current foundation member and on the Foundation's portion of the Pacific Association Website.

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## **Article 2: Qualifications and Appointment of New Foundation Member**

The PAUSATF Foundation is a separately incorporated 501.3(c) corporations and as such is independent from the Pacific Association of USATF. The relationship is that the Foundation has much the same purpose as the Association but functions as the solicitor for donations to support the work of both the Foundation and the Association. As such, it is incumbent on the Foundation to have at least one member who is recommended by the Association's Board of Athletics. Generally most Foundation members will be also members of the Association although that is not required. Members should have an interest in supporting one of more phases of the sport of athletics in the Pacific Association.

**2.1 Number:** The Foundation Board is currently comprised of five non compensated directors, a President, a Secretary and a Treasurer and two at large directors. The officers are elected from the directors of the Foundation.

The Bylaws mandate that the Foundation Board of Directors shall consist of at least three (3) but no more than twenty (20) directors until changed by a duly adopted amendment to these bylaws. The exact number of authorized directors within the minimum and maximum limitations specified in the preceding sentence shall be fixed from time to time by the Foundation Board pursuant to a resolution adopted by a majority of the entire Board of Directors or by unanimous written consent by all the directors.

**2.2 Terms:** All directors to serve two year terms with the exception of the initial terms of the President/CEO, and Secretary who will serve three years; their successors thereafter to serve two year terms, staggered with the other three board positions.

**2.3 Election:** The election of directors shall normally take place at an annual meeting in September or if needed, fill an opening at a regular or special meeting of the Foundation Board. Each director shall hold office until the expiration of the term for which he or she was elected and until a successor has been elected and qualified. Directors may serve successive terms.

**2.4 Board Candidates:** The initial board was appointed by the PA Foundation Selections Committee.

Thereafter Directors will seek out candidates who are willing to serve as directors and meet the guidelines of the Code of Ethics.

**2.5 Other Members:** The Foundation Board may, in its discretion, admit individuals to one or more classes of nonvoting membership. These nonvoting members shall be "regular members" who meet criteria that shall be set from time to time by the Foundation Board and shall have such rights and obligations as the Board finds appropriate. None of these persons as dictated in the By Laws shall be "members" within the meaning of Section 5056 or Section 5310 of the California Corporations Code.

**2.6 Interested Persons:** No more than forty-nine (49) percent of the persons serving on the Board may be "interested persons." An interested person is (a) any person who has been compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. However, any violation of this paragraph shall not affect the validity or enforceability of transactions entered into by the Corporation.

**2.7 Vacancy:** Any vacancy on the Board of Directors caused by death, resignation, removal, an increase in the authorized number of directors, or any other cause, shall be filled by majority approval of the Board of Directors, or if the number of directors then in office is less than a quorum, by a majority of the remaining directors, or by a sole remaining director, and each director so elected shall continue in office for the unexpired



term of the director whom he or she succeeded and until a successor has been elected and qualified. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

**2.8 Removal:** Any director may be removed, with or without cause, by a two-thirds (2/3) vote of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting provided that notice of that meeting and of the removal are given as provided in Notice in Section 11 of Article 5 of the Bylaws. The Board of Directors may also declare vacant the office of a director who is:

- (a) Convicted of a felony;
- (b) Been found by a final order or judgment of any court to have breached a duty to the Corporation as provided in the California Nonprofit Corporation Law; or
- (c) Deemed to be incapacitated (as such term is defined below).

**2.9 Incapacitated:** A director shall be deemed to be "incapacitated" if another member of the Board receives written certification that the examined individual is physically or mentally incapable of managing the affairs of the Corporation, whether or not there is an adjudication of incompetence. Such certification shall be valid only if it is signed by at least two (2) licensed physicians, each of whom has personally examined the director and the certification need not indicate any cause for the incapacity of the director.

In addition, a two-thirds (2/3) vote of the Board may declare vacant the office of a director who misses three (3) consecutive Board of Directors meetings.

**2.10 Resignations:** Except as provided in this section on resignations, any director may resign by giving written notice to the President, the Secretary or the Board of Directors. The resignation shall be effective when said notice is given unless it specifies a later time for the resignation to become effective. If a director's resignation is effective at a future time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective. No director may resign when the Corporation would then be left without a duly elected director in charge of its affairs.

Approved: Originally approved 12-17-12 Minor revision 6/17/14 and 8/20/14



## Article 3: Meetings

There are three types of meetings allowed by the Bylaws Article V Sections 9 to17: Regular Meetings held by teleconference, Special Meetings and In Person Meetings.

The September meeting is designated as our Annual Meeting will be held by teleconference. At the Annual Meeting, it is suggested that:

1. The foundation fund raising plan and budget be approved for the following year.
2. The Foundation reviews the progress of its committees and makes appropriate changes as needed.
3. Hold elections for officers when the term or terms of the officers are to expire.

**3.1 Regular Meetings:** Regular meetings will be held by teleconference on the 3<sup>rd</sup> Monday at 6:30 pm in the months of March, May, September and December.

**3.2 Special Meetings.** A special meeting of the Board of Directors may be convened at any time by the President, the Secretary or any two (2) board directors.

**3.3 In Person Meetings:** The Board of Directors may hold regular or annual meetings as face to face meetings when appropriate at a time and place to be determined by the Board of Directors or, in the absence of such determination, as may be designated by the President.

**3.4 Notice.** Notice of the annual meeting shall be given to each director at least two (2) weeks prior to such meeting. Notice of any special meeting of the Board of Directors shall be given to each director at least four (4) days before any such meeting if given by first-class mail or forty-eight (48) hours before any such meeting if given personally or by telephone, facsimile transmission or email and shall state the date, place, and time of the meeting.

Whenever written notice is required to be given to any person by statute or these bylaws, it may be given personally or by sending a copy thereof by first class or express mail, postage prepaid, or courier service, charges prepaid, or by facsimile transmission or electronic transmission (with confirmation of receipt), to his or her address or to the address supplied to the Corporation for the purpose of notice. If the notice is sent by mail or courier service, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or with a courier service for delivery. In the case of facsimile or electronic transmission, it shall be deemed given when dispatched or transmitted. Any notice pertaining to a meeting shall specify the place, day and hour of the meeting and any other information required by the California Nonprofit Corporation Law or these bylaws.

**3.5 Waiver of Notice:** The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if: (i) a quorum is present; and (ii) either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting without protesting before or at its commencement about the lack of adequate notice.



**3.6 Quorum:** A majority of the authorized number of directors shall constitute a quorum, which shall be required for the transaction of any business at any meeting of the Board of Directors. Every action taken or decision made by a majority of the directors present at a meeting shall be regarded as the act of the Board of Directors, subject to the provisions of the California Nonprofit Corporation Law. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of some directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

**3.7 Adjournment:** A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time or place. If the meeting is adjourned for more than twenty-four (24) hours, written notice of any adjournment to another time or place shall be given prior to the adjourned meeting to the directors who were not present at the time of the adjournment.

**3.8 Proxies:** Proxies are prohibited at any annual or special meeting of the Board of Directors for any director entitled to vote who is not present.

**3.9 Action without a Meeting:** Any action that the Board is required or permitted to take may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to that action; provided, however, that the consent of any director who has a material financial interest in a transaction to which the Corporation is a party and who is an "interested director" as defined in Corporations Code Section 5233 shall not be required for approval of that transaction. Such action by written consent shall have the same force and effect as a unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board.

**3.10 Telephone Meetings:** Directors may participate in a meeting through use of conference telephones or similar communications equipment so long as all directors participating in such a meeting can hear one another. Participation in a meeting pursuant to Section 17 of the By-Laws constitutes presence in person at such meeting.

**Approved Originally approved 12/17/12 Minor revision 6/17/14**

## Article 4: Pacific Association Foundation Annual Calendar Approved:

FUNCTIONS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>Marketing</b>	1		Review & Update Website	Target areas for soliciting grants for PAF	Solicit Grant Funds	Mail donation letters
<b>Financial</b>	2				Annual Financial Report due in 120 days (July)	IRS Reporting Form 990-N Due 5/15 <i>Budget Development Begins. All grant program funding needs determined for following year</i>
<b>Athlete Grants</b>	3	Announce OTG Grants	Form OTG Grant Selection Committee	Award OTG Grants		Announce XC Grants
<b>Coaching Grants</b>	4	Form Coaching Grant Selection Committee	Award Coaching Grants			
<b>Club Grants</b>	5		Announce Club Grants	Form Club Selection Grant Committee	Award Club Grants	
<b>Travel Grants</b>	6			Announce Travel Grants	Form Travel Grant Selection Committee	Award Travel Grants
<b>Elections</b>	7					
<b>PA Meetings</b>	8	PA Board of Athletics Meeting <u>by telecon</u>		PA Board of Athletics Meeting(LRP Review)		PA Board of Athletics Meeting
<b>Foundation Meetings</b>	9			PA Foundation Regular Meeting		PA Foundation Regular Meeting
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>Marketing</b>	1			Develop next year's marketing plan	Review/Update Website Mail Donation Letters	
<b>Financial</b>	2	Preliminary Budget Submitted	Budget transfer from PAUSATF if any	Budget Adopted at Annual Meeting		
<b>Athlete Grants</b>	3	Form XC Selection Committee	Award XC Grants		Announce Officiating Grants	Form Officiating Grant Selection Committee Award Officiating Grants
<b>Coaching Grants</b>	4					Announce Coaching Grants
<b>Club Grants</b>	5		Announce RW & Marathon Grants	Form RW & Marathon Selection Committee	Award RW & Marathon Grants	
<b>Travel Grants</b>	6					
<b>Elections</b>	7		Biannually – nominations for expiring director positions	Elections held for Director Positions		
<b>PA Meetings</b>	8			PA Board of Athletics <u>Annual</u> Meeting		PA Board of Athletics Meeting
<b>Foundation Meetings</b>	9			PA Foundation <u>Annual</u> Meeting		PA Foundation Regular Meeting



## Article 5: 5 Year Development Plan

Items to be considered in the 5 Year Development Plan

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Goals</li> <li>• Website</li> <li>• Olympic Development</li> <li>• Athlete Competition Travel</li> <li>• Brochures</li> <li>• Coaches Education Grants</li> <li>• Officials Education Grants</li> </ul> | <ul style="list-style-type: none"> <li>• General Grants</li> <li>• Projects Grants</li> <li>• Committee Grants</li> <li>• Mail Campaign</li> <li>• Internet Campaign</li> <li>• Membership Campaign</li> <li>• Grants Income</li> </ul> |
|--|---|

<b>Expenses:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Administrative	100	100	100	100	100
Website					
Promotional Campaign					
Marketing of Grants					
Meetings					
Teleconference	300	300	300	300	300
Grants					
Olympic Development					
Coaches Education					
Officials Education					
General					
Project/Club/Committee					
D&O Insurance	800	800	800	800	800
Tax Return Preparation	150	150	150	150	150
<b>Total</b>	<b>1350</b>	<b>1350</b>	<b>1350</b>	<b>1350</b>	<b>1350</b>
<b>Income:</b>					
Mail Campaign	500	500	500	500	500
Internet Campaign	500	500	500	500	500
Pacific Association					
Grants/Gifts	1000	1000	1000	1000	1000
Interest					
<b>Carryover</b>	<b>4650</b>	<b>4650</b>	<b>4650</b>	<b>4650</b>	<b>4650</b>
<b>Total</b>	<b>6650</b>	<b>6650</b>	<b>6650</b>	<b>6650</b>	<b>6650</b>
<b>Net</b>	<b>5300</b>	<b>5300</b>	<b>5300</b>	<b>5300</b>	<b>5300</b>

Approved: Originally approved 12/17/12 Updated 10/6/13



## **Article 6: Foundation Code of Ethics**

### **PAUSATF Foundation Code of Ethics**

#### **6.1 STATEMENT OF PURPOSE** (adapted from USATF National Code of Ethics)

The Board of Directors for the Pacific Association USATF Foundation ( shown as the Foundation in subsequent sections) have adopted this Code of Ethics for the Board of Directors, any employees, independent contractors, and members of committees, sub-committees, task forces and any other decision making body of the Foundation (referred to as "Responsible Persons" in this Code of Ethics). It is important to Foundation that its leadership creates a "tone at the top" that promotes ethical conduct throughout the Foundation. This requires that "Responsible Persons" maintain their independence when conducting Foundation business and not use their positions to further their own or a friend's or "Family Member's" personal interest.

To ensure continued confidence in Foundation leadership in the sport of athletics in the Pacific Association and because we operate in the public spotlight, we are expected to conduct our affairs on a basis consistent with the great trust that has been placed in us. This requires that our behavior conform to the highest ethical principles. For these reasons, the Foundation requires "Responsible Persons" to conduct business with integrity and to maintain a standard of ethical conduct consistent with the laws and regulations of all countries and jurisdictions in which the Pacific Association conducts business. Furthermore, because the appearance of impropriety can be just as damaging as actual impropriety, conduct which appears to be improper is also unacceptable. The policies set forth in the following provisions are intended to be a guide for the conduct of business activities and other matters involving, directly or indirectly, the Pacific Association of USATF. It is not all inclusive, as not every expectation or circumstance respecting proper and ethical business conduct can be anticipated. From USATF website 2/18/10 version.

#### **6.2 Policy on Code of Ethics (COE):**

##### **I. Basic Principles applicable to all "Responsible Persons"**

1. Maintenance of honesty and integrity in all actions taken while representing the Foundation.
  2. Exhibition of the highest degree of ethical standards when developing and executing programs for the advancement of track and field in the United States.
  3. Fair treatment of everyone and respect of basic human rights regardless of a person's national origin, race, color, sex, age, marital status, religion, disability, sexual orientation, political beliefs or any other such characteristic.
  4. Recognition of the contribution of each individual and his or her right for freedom from physical or sexual harassment.
  5. Prohibition from any attempt to direct or influence any other "Responsible Person" to assist in obtaining a position, volunteer or paid, or financial or other benefit from the Foundation for himself or herself or for any "Family Member" or friend.
  6. Prohibition from hiring or supervising a relative or cohabitant or determining or influencing his or her promotion or pay, if staff, or any financial or other benefits, if volunteer.
- II. Definitions: All defined terms are indicated as such by quotation marks throughout this



document.

- A. A "Responsible Person" is any person serving as a Board member, National Office employee, independent contractor, or member of a committee, sub-committee, council, task force or any other decision making body of USATF.
- B. A "Family Member" is any member of the immediate family or household of a "Responsible Person."
- C. A "Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind; the providing or receipt of a loan or grant; the awarding or selecting of any event city or venue; or any other type of financial relationship.
- D. A "Third Party" is any entity that does or is seeking to do business with USATF, including but not limited to, sponsors, vendors, and meet organizers. This definition also includes any entity that is a competitor of USATF or any of its sponsors, vendors, meet promoters or other business partners.
- E. A "Conflict" is any circumstance or behavior that is inconsistent with or in violation of any provision of this Code of Ethics, including a Conflict of Interest.
- F. "Recuse" means to remove oneself from participation to avoid a "Conflict." The "Responsible Person" shall not participate in or be permitted to hear the discussion of the matter except to disclose pertinent facts and to respond to questions; and shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

### III. Duty to Disclose

- A. A "Responsible Person" must disclose, in writing (see attached reporting statement) or orally, in advance, any "Conflicts" to the chairperson of the committee or other decision making body in which he or she is participating, whether personal or observed in other "Responsible Persons." In the event the committee or other decision making body cannot address the "Conflict" internally, it must bring the matter before the Ethics Committee as outlined in item IV-B below. Any information regarding a "Responsible Person" or a friend or "Family Member" shall be treated as confidential and shall be made available only to the Ethics Committee.
- B. Timing of Disclosure for "Conflicts"
  - 1. Members of Board of Directors must submit a Code of Ethics Reporting Statement to the President of the Foundation once every year, even if no "Conflicts" exist, to participate in Board of Director. The Conflicts Statement must include any potential or existing "Conflicts." New members of the Board of Directors must report "Conflicts" occurring any time within the preceding year.
  - 2. As "Conflicts" arise throughout the year, all Board Members, must submit an updated Code of Ethics Conflict Reporting Statement to President immediately. All such statements shall fully disclose the nature of the "Conflict."
  - 3. Members of all Foundation committees, sub-committees, task forces or other decision making bodies must disclose all "Conflicts" or potential "Conflicts" to the chairperson of the committee or other decision making body prior to the discussion of applicable meeting subjects. The chairperson may require that disclosure be made in writing at his or her discretion.
    - a. If the chairperson is the member with the "Conflict," he or she must disclose his or her "Conflict" to the Board of Directors.



- b. All "Responsible Persons" taking part in decisions that have a significant financial impact must report all "Conflicts" in writing to the President.

#### IV. Violations

- A. All violations shall be remedied either by declining payment from USATF or resigning from the applicable volunteer position.
- B. All other violations of this Code of Ethics and incorporations by reference, including failure to disclose or submit required statements, will be subject to review by an Ethics Committee. Upon notification of a "Conflict" from a "Responsible Person" or upon failure to comply, the Ethics Committee shall determine appropriate action(s). Such action may require that the Responsible Person" "Recuse" himself or herself from discussions, transactions and decisions surrounding the subject matter of the "Conflict" or resign from all USATF appointments and assignments. The Ethics Committee may initiate disciplinary proceedings under Operating Regulation 11. If the resigning member is an athlete representative, then it is important that USATF stay in compliance with the Amateur Sports Act by replacing the athlete representative with another athlete. Prior to any action on the part of the Ethics Committee, the "Responsible Person" will be given the opportunity to disclose all the facts and circumstances surrounding the "Conflict."
  - 1. The Ethics Committee may also recommend that the Board of Directors remove a director or terminate the Foundation's contract, agreements or other arrangements with the "Third Party."
  - 2. Any action of the Board of Directors as the result of an Ethics Committee recommendation shall be by resolution rather than by simple motion.
  - 3. In the event the Board of Directors rejects any recommendation of the Ethics Committee, the Resolution shall contain, at a minimum, the full text of the resolution as passed, a summary of the reasons presented in support of the rejection and a tally of the votes for, against and abstentions.
  - 4. A copy of the Resolution shall be sent to the Chair of the Ethics Committee within five (5) days following the meeting at which the Resolution was voted upon.
- C. The following process shall govern ethics complaints filed by complainants regarding a "Responsible Person":
  - 1. The ethics grievance process shall commence upon receipt of a Complaint, which may be either in writing or verbal.
  - 2. Upon receipt by any member of the Board of a Complaint, it shall be referred to the President unless the complaint is against the President and the it will go to the Secretary or designee, who shall evaluate the information received and within ten (14) days, determine whether the complaint alleges facts which, if true, would constitute unethical conduct as defined by this code. If it would not constitute unethical conduct, then upon the President or designee reporting to the other members of the Board excluding the member who the complaint is against, the other Board members may decline further action. The complainant, if known, shall be promptly notified of the determination in writing. There shall be no appeal from a determination to decline.
  - 3. In the event the Board excluding the member who is the subject of the complaint determines that the Complaint, if true would constitute a basis for a finding of unethical conduct, then, within ten (10) days of such determination, the President or designee shall cause the complaint to be mailed to the "Responsible Person"



(respondent) together with all evidence or other information supplied by the complainant. The complainant shall also be advised, within ten (10) days of such determination.

4. The President or designee shall then cause an investigation to be undertaken and shall assign a Director(s) that task, with the support of the other directors. The director assigned to the investigation shall be designated to prosecute the complaint. Any investigation shall be concluded within forty-five (45) days, unless circumstances require a more expeditious conclusion. The President or designee shall make the ultimate determination of the time to be allowed for the investigation to be completed. Any person assisting with an investigation shall be subject to the utmost confidentiality with respect to any information obtained in the course of the investigation.
  5. A hearing shall be conducted in accordance with the rules which are attached to this code and which are included herein by reference.
  6. All hearings shall be conducted before a three (3) or five (5) person panel of Directors. The number of panel members shall be determined by the President, who shall also designate a Chair.
  7. The Panel shall render its written decision within thirty (30) days, unless a more expeditious time period is required, upon receipt of which, either the complainant or the "Responsible Person" may appeal in accordance with USATF Operating Regulation 11-P.
  8. No member nor any other person who has participated in the investigation of a Complaint and no member who has prosecuted a complaint or been a Panel Member hearing a Complaint shall be subject to being called as a witness in any subsequent proceeding, whether judicial or non-judicial, relating in any way to the Complaint, the hearing or the resultant opinion, nor shall Panel Members' notes of the hearing or of the thought processes or mental impressions of any such person be subject to disclosure by subpoena or otherwise, but shall remain confidential.
- V. Amendments to this Code of Ethics: Amendments to this Code of Ethics shall require a recommendation of a Director and the approval of two-thirds of the voting power of the directors present at a meeting of the Board.
- VI. Confidentiality: The Foundation and PAUSATF make every effort, within the limits of the law, to protect the identity of any individual who reports a concern or misconduct. Any information regarding a "Responsible Person" or a friend or "Family Member" shall be treated as confidential and shall generally be made available only to the Ethics Committee and the Compliance Officer. A "Responsible Person" will not disclose confidential information acquired in connection with such status. Furthermore, a "Responsible Person" will not disclose or use information relating to the business of USATF for personal profit or advantage of the "Responsible Person" or a "Family Member", which disclosure or use shall be considered both a breach of this Code of Ethics provision and shall subject that person making such use or disclosure to further action including, but not limited to, monetary damages.

Approved: Originally approved on 12/17/12.



## Code of Ethics Conflict Reporting Statement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could be or could contribute to a Conflict (as defined in the Foundation's Code of Ethics)

Additional annual tax compliance disclosure:

Are you related to any other Board Member, Independent Contractor through family or business relationships? If yes, please explain the relationship(s).

*I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by the Foundation Code of Ethics that is currently in effect.*

*Signature:* \_\_\_\_\_ *Date* \_\_\_\_\_

Approved: 12/17/12



## Article 7: Handling of Donations

Donations will be sent to the office which will forward the checks and donation forms to the Foundation President or the Foundation Treasurer for recording and depositing.

The President or  
then send out an  
letter or email for

Treasurer will  
acknowledgement  
each donation.

### 7.1 Donation



### Form:

\

## Let's make \_\_\_\_\_ Our Best Year Ever

This Olympiad, we ask your support of our athletes in Track and Field. This is a solicitation and not a bill. Your help is appreciated. The Pacific Association USATF is a 501.3 (c) Foundation so your donation is fully deductible under the law.

\$10    \$15    \$20    \$25    \$50    \$100    Other \$ \_\_\_\_\_

*Thank you*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Please make check payable to Pacific Association USATF Foundation and send it to

Pacific Association USATF Foundation  
120 Ponderosa Court  
Folsom, CA 95630



PACIFIC ASSOCIATION  
**USATF FOUNDATION**

**Your entire donation except for a small percentage for administrative costs goes ~~direetion~~ directly into programs for our athletes, coaches and officials. We are all unpaid volunteers.**



## 7.2 Acknowledgement Letter:



**Pacific Association USATF Foundation**  
120 Ponderosa Court  
Folsom, CA 95630

*Dear Donor,*

*Thank you very much for your fully tax deductible donation of \$ \_\_\_\_\_ to the Pacific Association USATF Foundation in support of our programs in athletics in Northern California and Northern Nevada. Your donation will be used to assist in the development of the Pacific Association's athletes, coaches, officials and club programs in the sports of track & field, long distance running (road running and ultra/mountain racing), race walking and cross country.*

*Yours in athletics,*

**Steve Crow, Chief Financial Officer PAUSATF Foundation**

For the Board of Directors of the Pacific Association USATF Foundation

**Approved: 10/6/14**



## PACIFIC ASSOCIATION USATF FOUNDATION

### Article 8: Budget Development

In order to make the program plan available to the Pacific Association Board of Directors for their budget meeting in August the Foundation will need to have prepared its plan by July 31. Likewise since the budget and plan need to be approved by the Foundation Directors, it needs to be available at least a week before the annual meeting so it can be properly reviewed before adoption.

The following income sources need to be identified and quantified: Amount of funds transferred from the Pacific Association, Amount of Routine Foundation Donations, Planned Increases in Donations, and Planned Grant Income. This needs to cover the planned grants in each of the grant categories for the next fiscal year. Goals and plans to raise the needed donations should to be outlined. Will there be any fund raising events or mail campaigns? How much do we expect to get from direct mail, on line and emails solicitation activities?

Expenses:	
Administrative	
Telephone	
Printing	
Travel	
Mail	
Website	
Mail Campaign	
Printing	
Envelopes	
Brochures	
Stamps	
Acknowledgement	
Marketing of Grants	
Mailers	
Brochures	
Media	
Meetings	
Travel	
Mileage	
Commercial	
Meals	
Teleconference	
Grants	
Elite Development	
Coaches Education	
Officials Education	
General	
Project/Club/Committee	
D&O Liability Insurance	
Tax Return Preparation	
Income:	
Mail Campaign	
Internet Campaign	
Pacific Association Transfer	
Grants	



**Approved: 12/17/12 Slight updates 8/12/14**



## **Article 9: Fund Raising Plan Development**

### **Mail Campaign**

- One Mailing with Introduction of Foundation by October, 2013
- One Mailing for Donations in November, 2013
- One Mailing for Donations in January, 2014
- 

### **Internet Campaign**

- Put information on Foundation on website in September, 2013
- Follow up with Email Blast including donation form
- Put Donation information on in October, 2013

### **Membership Campaign**

### **Grants Income**

Approved:



## **Article 10: General Grant Fund Policy and Requirements**

### **10.1 Purpose of the General Grant:**

The Pacific Association USATF Foundation has established a General Grant Fund for PAUSATF Clubs, PAUSATF Organizations, and current members of the Pacific Association. Grants are awarded on the basis of programs to facilitate the development of athletics within the jurisdiction of the Pacific Association.

### **10.2 How is the grant administered?**

Applications are distributed and processed by the Pacific Association Grant Selection Committee which is appointed by the Foundation Directors. General responsibility for management of the grant, including all award decisions, resides with the selection committee.

### **10.3 What can the grant be used for?**

Grants are intended for project expenses which result promoting, improving or increasing membership, equipment/facilities for members for the development of athletics. Examples of approved grant uses: coaches or officials education, increased membership, improvement in equipment used for association meets. .

### **10.4 Are the grants intended to pay all costs?**

Because program costs vary widely and available funds are limited, these grants are intended to provide only **partial** support.

### **10.5 Who is eligible?**

- i. Be a member of PAUSATF.
- ii. Not exceed the committee's established annual income level of \$40,000 (from all sources)
- iii. Live at a valid residential address within Pacific Association jurisdiction
- iv. Participated in at least one USATF sanctioned event within PA jurisdiction during the preceding year.

### **10.6 If a grant is awarded, how much can a grantee expect to receive?**

The customary grant amount is \$1,000. Primary consideration will be given to programs that will have the ability to impact the most members.

### **10.7 How do you apply?**

You must complete the attached application along with a project decryption and how it will benefit the association and submit it via (First Class mail, UPS, or e-mail etc.) by the grant application due date to the following address:

PAUSATF Foundation Grants  
Pacific Association Office  
120 Ponderosa Court  
Folsom, CA 95630



### **10.8 What should be included in the project description?**

The essay should address who, what, why and when the project will start and why the grant should be made. In particular, the grant applicant should explain:

- i. Their goals for the next year and for the next Olympiad that the grant is for and how they contribute to the Foundations or Association goals.
- ii. His or her background in the sport, including background in the project area
- iii. Financial need or circumstances affecting the need for the grant
- iv. What do you expect to occur differently as a result of the grant or project?
- v. What it means to be able to participate in the sport of Athletics

### **10.9 When will applicants be notified?**

Applicants will be notified of the award decision after the selection committee meeting.. We anticipate that decisions will be finalized six weeks after the grant application due date.

Applicants will be notified by mail and email confirmation.

### **10.10 Terms and Conditions of Grant**

An award will be paid in one installment. If selected, the applicant will receive the award with a notification letter. In addition provide acknowledgement that the Pacific Association USATF Foundation provided support in any advertisement during the period of support. At the completion of the year you are asked to submit an update of your progress and how you were able to accomplish your grant goals.

The Pacific Association salutes your efforts and hard work in pursuing to improve athletics in your area. Please email any questions to the Foundation President, at the grant application address.

*General Grant Application on next page*

Approved: 10/6/14



## Pacific Association-USATF General Grant Application Form

Applications must be received by close of business on date to be determined.

Name \_\_\_\_\_ Gender \_\_\_ Male \_\_\_ Female

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Sport \_\_\_\_\_ USATF Membership Number: \_\_\_\_\_

**How long have you been a member of the Pacific Association?** \_\_\_\_\_

Athlete    Official    Coach    Other

### Income & Expense

(Previous Year) Income    (Current Year) Income (estimate)

Grants, scholarships, etc.	\$ _____	\$ _____
Primary employment (full or part-time)	\$ _____	\$ _____
Gross Annual Income	\$ _____	\$ _____
Other (_____ )	\$ _____	\$ _____
Expense Total	\$ _____	\$ _____

**Reminder: Applicant is required to submit an essay on what the grant will be used for as part of this application. Applications must be complete to receive consideration.**

Complete application     Essay

### Certification

I certify that the information on this form is true and complete to the best of my knowledge. I agree to repay the grant in full if I do not complete the terms of the grant. If asked by or on behalf of the Pacific Association USATF Foundation, I agree to provide documentation in support of information on this form.

\_\_\_\_\_  
**Applicant (Signature)**

\_\_\_\_\_  
**Applicant (Printed Name)**

**Date**

General Foundation Grant  
Pacific Association Foundation Office  
120 Ponderosa Court  
Folsom, CA 95630

Approved: 10/6/14



## **Article 11: Elite Athlete Training Grants**

### **11.1 Purpose of the Elite Athlete Training Grant:** The Pacific Association of USATF

Foundation annually provides Elite Athlete Grants for Olympic and International hopefuls competing in Track and Field and Marathon. Grants for training and competition are awarded to athletes that live and compete within the jurisdiction of the Pacific Association, show potential for representing the U.S. at the next Olympic Games, and demonstrate financial need.

### **11.2 How is the grant administered?**

Applications are distributed and processed by the Pacific Association USATF Foundation Grant Selection Committee. General responsibility for management of the grant, including all award decisions, resides with the selection committee.

### **11.3 For what purpose may the grant be used?**

Grants are intended for training and competition expenses. Examples of approved grant uses include: training costs, coaching, travel to competitions, massage, physical therapy, and other related expenses.

### **11.4 Are the grants intended to pay for all training and competition costs?**

Training and competition costs vary widely. For this reason, Foundation grants are intended to provide only **partial** support.

### **11.5 Who is eligible?**

- A. A member of PAUSATF and eligible to represent the USA at all levels of national and international competition
- B. Must have exhausted remaining athletic eligibility at NCAA colleges and universities
- C. Not exceed the committee's established annual income level of \$40,000 (from all sources)
- D. Have performed at an elite level in the past 24 months (e.g. met the IAAF, or Olympic Trials "A" or "B" standard)
- E. Have a clean drug testing record with no history of drug-related suspensions
- F. Compete in race walk, marathon, or track & field events that will be contested at the next Olympic Games
- G. Live at a valid residential address within Pacific Association jurisdiction and provide a government photo ID which includes the applicant's address
- H. Compete in at least one USATF sanctioned event within PA jurisdiction during the season

### **11.6 If a grant is awarded, how much can an athlete expect to receive?**

The customary grant amount is \$1,000. However, smaller grants may be given for Developing Athletes who have yet to meet the desired standard. Primary consideration will be given to athletes in the following order: International A standard, International B standard, Olympic Trials A standard, Olympic Trials B standard, and developing athletes if funds are available.



### **11.7 How does an athlete apply?**

Athletes must complete the attached application, personal essay, and include a letter of recommendation. The application will be available January 1 and the completed application must be submitted via (First Class mail, UPS, etc.) by February 15<sup>th</sup> of the current year, to the following address:

Pacific Association USATF Foundation  
Elite Athlete Training Grant  
120 Ponderosa Court  
Folsom, CA 95630  
[president@pausatffoundation.org](mailto:president@pausatffoundation.org)

### **11.8 What should be included in the essay?**

The essay should address why you are a worthy grant recipient. In particular, you should explain:

- A. Your competitive goals for the next year and for the Olympiad.
- B. Your background in the sport, including competition results.
- C. Your financial need or circumstances affecting the athlete's ability to train and compete.
- D. How this grant, if awarded, would "make a difference".
- E. What it means to be able to practice and participate in your sport or event.

### **11.9 Who should write the letters of recommendation?**

This is entirely up to the athlete but teachers, coaches, and employers are good choices since they can usually comment on the athlete's overall character, achievement, and potential. The letters of recommendation must contain the name, address, and telephone number of the writer.

### **11.10 When will applicants be notified?**

The selection committee meets to review the applications in late February. We anticipate that decisions will be finalized by March 15th of the current year. Applicants will be notified by mail and email confirmation, if available.

### **11.11 Terms and Conditions of Grant**

An award will be paid in one installment. If selected, the applicant will receive the award with a notification letter. An acknowledgement of acceptance from the athlete must be returned to the Foundation along with the athlete's competition schedule which includes at least one USATF sanctioned meet within the Pacific Association jurisdiction. Examples of meets that are historically sanctioned are: Stanford Invitational Open, Brutus Hamilton Invitational, Payton Jordan Invitational, and Pacific Association T&F Championships, and the PAUSATF LDR Grand Prix Series. At the completion of your competitive season you will be asked to submit an update of your progress and how you were able to accomplish your athletic goals with the help of the grant you were awarded.

The Pacific Association salutes your efforts and hard work in pursuing your athletic goals. Please email any questions to the Foundation President at: [president@pausatffoundation.org](mailto:president@pausatffoundation.org)



## **Elite Athlete Training Grant Application Form**

Applications must be received by close of business on February 15<sup>th</sup> of the current year.

Name \_\_\_\_\_ Gender \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Sport/Event: \_\_\_\_\_ USATF Membership Number: \_\_\_\_\_

**Have you met the IAAF or Olympic Trials standard in the past 24 months? (Check one)**

IAAF "A" Standard    Olympic Trials "A" Standard    National Championship Standard

IAAF "B" Standard    Olympic Trials "B" Standard

Event \_\_\_\_\_ Date of Performance \_\_\_\_\_

Result \_\_\_\_\_

Location of Performance \_\_\_\_\_

**Order of finish at USA Championships:**

Event: \_\_\_\_\_ (One yr. prior) \_\_\_\_\_ (Two yrs. prior) \_\_\_\_\_

Event: \_\_\_\_\_ (One yr. prior) \_\_\_\_\_ (Two yrs. prior) \_\_\_\_\_

**International Teams: (Olympic, World Championship, Other Team USA event):**

Year: \_\_\_\_\_ Team: \_\_\_\_\_

Year: \_\_\_\_\_ Team: \_\_\_\_\_

Year: \_\_\_\_\_ Team: \_\_\_\_\_

**Are you a college graduate?** Yes \_\_\_\_\_ No \_\_\_\_\_ Name of School: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Degree(s) Held: \_\_\_\_\_



PACIFIC ASSOCIATION  
**USATF FOUNDATION**

*Continued on next page*

**Do you have a clean drug testing record with no history of drug-related suspensions?**

Yes \_\_\_\_ No \_\_\_\_

**Income & Expense**

<b>Income</b>	(Previous Year) Income	(Estimated Current Year) Income
Prize money, appearance fees	\$ _____	\$ _____
commercial contracts, shoe contracts,		
Grand Prix, etc.	\$ _____	\$ _____
Grants, scholarships, etc.	\$ _____	\$ _____
Primary employment (full or part-time)	\$ _____	\$ _____
Gross Annual Income	\$ _____	\$ _____

  

<b>Expenses</b>	(Previous Year) Expenses	(Estimated Current Year) Expenses
Travel, transportation (competition & practice)	\$ _____	\$ _____
Coaching, therapy, massage	\$ _____	\$ _____
Equipment, uniforms, supplements	\$ _____	\$ _____
Other (_____ )	\$ _____	\$ _____
Expense Total	\$ _____	\$ _____

**Reminder: Athlete is required to submit an essay and a letter of recommendation as part of this application. Applications must be complete to receive consideration.**

Application Completed?       Essay Completed?       Letter of recommendation Included?

**Certification**

I certify that I am a U. S. citizen and that the information on this form is true and complete to the best of my knowledge. I also certify that I am drug free and not currently the subject of an anti-doping official investigation, nor have I been sanctioned for an anti-doping violation in the past. I agree to repay the grant in full if I do not complete the terms of the grant. If asked by or on behalf of the Pacific Association of USATF Foundation, I agree to provide documentation in support of information on this form.

---

**Applicant (Signature)**

---

**Applicant Printed Name**

---

**Date**

**Approved: 10/6/14**



## **Article 12: Coaches Education Grant**

### **USATF Level 1 Coaching Education School**

This is a modified grant process tailored to the needs of the Coaches Committee who, at this time, only funds Coaching Level 1 Clinics. The original version follows this modification and should be used when requests are made for other coaching assistance other than Level 1 Coaching clinics.

#### **12.1 Purpose of the Coaches Educational Grant:**

The Pacific Association USATF Foundation has established a Coaches Education Grant for PAUSATF Clubs, PAUSATF Organizations, and current members of the Pacific Association who need assistance to attend USATF Level 1 Coaching Education School in order to improve their coaching skills. Grants are awarded to facilitate the development of coaches who reside within the jurisdiction of the Pacific Association.

#### **12.2 How is the grant administered?**

Applications are distributed and processed by the Pacific Association USATF Foundation Grant Selection Committee. General responsibility for management of the grant, including all award decisions, resides with the selection committee.

#### **12.3 For what purposes may the grant be used?**

Grants are intended for use in attending USATF Level 1 Coaching Education School.

#### **12.4 Are the grants intended to pay all costs?**

Successful recipients are responsible for USATF membership, transportation, accommodation and meals. The recipient's tuition to the USATF Level 1 Coaching Education School is covered.

#### **12.5 Who is eligible?**

- A. A member of PAUSATF.
- B. A coach or aspiring to become a coach.
- C. Live at a valid residential address within Pacific Association jurisdiction and provide a government photo ID which includes applicant's address

#### **12.6 If a grant is awarded, how much can a grantee expect to receive?**

The customary grant amount covers the cost of the tuition of USATF Level 1 Coaching Education School. Primary consideration will be given to your participation in programs that will have the ability to impact the greatest number of members.

#### **12.7 How do you apply?**

You must complete the attached application. Applications may be completed and sent to the address below. Included with the application must be a description of the project or clinic you wish to attend and how you will benefit from attendance and utilize the information.



Applications may be submitted by (First Class mail, Fax, or e-mail etc.) on Sunday, November 30 by 5:00 pm to the following address:

Dr. Dave Shrock  
PAUSATF Coaching Chair  
932 Stanford Ave.  
Modesto, CA 95350  
[coachshrock@gmail.com](mailto:coachshrock@gmail.com)  
(209) 575-6989 Fax

#### **12.8 What should be included in the description of the activity you wish to attend?**

In particular, the grant applicant should explain:

- A. How the information will be used in the next year and for the next Olympiad.
- B. His or her background in the sport, including background as a coach.
- C. How financial need or circumstances are creating the need for this grant.
- D. How this grant, if awarded, would “make a difference” in what you do as a coach.
- E. What it means to be able to participate in the sport of Track and Field and related sports.

#### **12.9 When will applicants be notified?**

Applicants will be notified of the award decision after the selection committee meeting in early December. Applicants will be notified by mail and email confirmation if available.

#### **12.10 Terms and Conditions of Grant**

An award will be paid in one installment at the USATF Level 1 Coaching Education School site. If selected, the applicant will receive the award with a notification letter or email. At the end of the season or year you are asked to submit an update of your progress and how you were able to accomplish your grant goals.

The Pacific Association salutes your efforts and hard work in pursuing to improve coaching skills.

**Approved 10/6/14**

**General Grant Application** on next page



## **Coaches Education Grant Application Form**

Applications must be received by 5:00pm on Sunday, November 30 of the current year

Name \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Sport/Event: \_\_\_\_\_ USATF Membership Number: \_\_\_\_\_

Course Name: \_\_\_\_\_ Location: \_\_\_\_\_

Cost: \_\_\_\_\_ Date(s) of Course: \_\_\_\_\_

How long have you been a member of or associated with the Pacific Association? \_\_\_\_\_ Years

As an:  Athlete  Official  Coach  Volunteer:  Other: \_\_\_\_\_

Reminder: Applicant is required to submit an essay on what the grant will be used for as part of this application. Applications must be complete to receive consideration.

Application completed?  Essay completed?

Certification:

I certify that the information on this form is true and complete to the best of my knowledge. I agree to repay the grant in full if I do not complete the terms of the grant. If asked by or on behalf of the Pacific Association USATF Foundation, I agree to provide documentation in support of information on this form.

Date: \_\_\_\_\_

**Applicant (Signature)**

**Applicant (Printed Name)**

Dr. Dave Shrock  
PAUSATF Coaching Chair  
932 Stanford Ave.  
Modesto, CA 95350



Approved: 10/6/14

## ***Coaches Training Grant***

### **12.1 Purpose of the Coaches Educational Grant:**

The Pacific Association USATF Foundation has established a Coaches Training Grant for PAUSATF Clubs, PAUSATF Organizations, and current members of the Pacific Association who need assistance to attend coaching clinics in order to improve their coaching skills. Grants are awarded to facilitate the development of coaches who reside within the jurisdiction of the Pacific Association.

### **12.2 How is the grant administered?**

Applications are distributed and processed by the Pacific Association USATF Foundation Grant Selection Committee. General responsibility for management of the grant, including all award decisions, resides with the selection committee.

### **12.3 For what purposes may the grant be used?**

Grants are intended for project expenses which result in the promotion, improvement or increase in coaching education or membership. Examples of approved grant uses: tuition or fees for coaches or officials education programs including officiating clinics and multi-day workshops. Grants may also be used for purchasing event training videos/DVDs.

### **12.4 Are the grants sufficient to pay all costs?**

Because program/clinic/materials costs vary widely and available funds are limited, Foundation grants may only provide **partial** support.

### **12.5 Who is eligible?**

- A. A member of PAUSATF.
- B. A coach or aspiring to become a coach.
- C. Live at a valid residential address within Pacific Association jurisdiction and provide a government photo ID which includes applicant's address
- D. Participated in at least one USATF sanctioned event within PA jurisdiction during the preceding year.

### **12.6 If a grant is awarded, how much can a grantee expect to receive?**

The customary grant amount is \$100. Primary consideration will be given to your participation in programs that will have the ability to impact the greatest number of members.

### **12.7 How do you apply?**

You must complete the attached application. Applications may be completed and sent to the Foundation address below beginning on December 1<sup>st</sup> of the current year. Included with the application must be a description of the project or clinic you wish to attend and how you will



benefit from attendance and utilize the information. Applications may be submitted by (First Class mail, UPS, or e-mail etc.) on or before January 15<sup>th</sup> of the current year, to the following address:

Pacific Association USATF Foundation  
Coaches Training Grant  
120 Ponderosa Court  
Folsom, CA 95630  
[president@pausatffoundation.org](mailto:president@pausatffoundation.org)

#### **12.8 What should be included in the description of the activity you wish to attend?**

The essay should address who, what, why, where and when the project/clinic will start or be held and why the grant should be made. A flyer or brochure may also be included. In particular, the grant applicant should explain:

- A. How the information will be used in the next year and for the next Olympiad.
- B. His or her background in the sport, including background as a coach.
- C. How financial need or circumstances are creating the need for this grant.
- D. How this grant, if awarded, would “make a difference” in what you do as a coach.
- E. What it means to be able to participate in the sport of Track and Field and related sports.

#### **12.9 When will applicants be notified?**

Applicants will be notified of the award decision after the selection committee meeting in late February. We anticipate that notifications will be sent to applicants by February 15<sup>th</sup> of the current year. Applicants will be notified by mail and email confirmation if available.

#### **12.10 Terms and Conditions of Grant**

An award will be paid in one installment. If selected, the applicant will receive the award with a notification letter or email. At the end of the season or year you are asked to submit an update of your progress and how you were able to accomplish your grant goals.

The Pacific Association salutes your efforts and hard work in pursuing to improve coaching skills. Please email any questions to the Foundation President at [president@pausatffoundation.org](mailto:president@pausatffoundation.org)

*General Grant Application on next page*



## Coaches Training Grant Application Form

Applications must be received by close of business on **January 15<sup>th</sup>** of the current year

Name \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

**Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Sport/Event: \_\_\_\_\_ USATF Membership Number: \_\_\_\_\_

Course Name: \_\_\_\_\_ Location: \_\_\_\_\_

Cost: \_\_\_\_\_ Date(s) of Course: \_\_\_\_\_

**How long have you been a member of or associated with the Pacific Association?    \_\_\_ Years**

As an:     Athlete     Official     Coach     Volunteer:     Other: \_\_\_\_\_

**Reminder: Applicant is required to submit an essay on what the grant will be used for as part of this application. Applications must be complete to receive consideration.**

Application completed?     Essay completed?

**Certification**

I certify that the information on this form is true and complete to the best of my knowledge. I agree to repay the grant in full if I do not complete the terms of the grant. If asked by or on behalf of the Pacific Association USATF Foundation, I agree to provide documentation in support of information on this form.

Date: \_\_\_\_\_

Applicant (Signature) \_\_\_\_\_

Applicant (Printed Name) \_\_\_\_\_

Pacific Association USATF Foundation  
**Coaches Training Grant**  
120 Ponderosa Court  
Folsom, CA 95630

Approved: 10/6/14



## **Article 13: Officials Training Grants (additional coaching assistance and clinic training)**

### **13.1 Purpose of the Officials Training Grant:**

The Pacific Association USATF Foundation has established an Officials Training Fund for PAUSATF Clubs, PAUSATF Organizations, and current members of the Pacific Association who need assistance to attend or putting on a clinic to improve their officiating skills. Grants are awarded on the basis of programs to facilitate the development of officials within the jurisdiction of the Pacific Association.

### **13.2 How is the grant administered?**

Applications are distributed and processed by the Pacific Association Grant Selection Committee. General responsibility for management of the grant, including all award decisions, resides with the selection committee.

### **13.3 What can the grant be used for?**

Grants are intended for project expenses which result promoting, improving or increasing officiating education or number of membership. Examples of approved grant uses: fees for officials' education, including clinics or event training videos/DVDs, travel funds if more than \$20.

### **13.4 Are the grants intended to pay all costs?**

Because program/clinic costs vary widely and available funds are limited, these grants are intended to provide only **partial** support.

### **13.5 Who is eligible?**

- A. Be a member of PAUSATF.
- B. Be an official or wanting to become one.
- C. Live at a valid residential address within Pacific Association jurisdiction and provide a government photo ID which includes the applicant's address
- D. Participated in at least one USATF sanctioned event within PA jurisdiction during the preceding year.

### **13.6 If a grant is awarded, how much can a grantee expect to receive?**

The customary grant amount is up to \$75. Primary consideration will be given to programs that will the ability to impact the most members.

### **13.7 How do you apply?**

You must complete the attached application along with a project or clinic description and how you will benefit and use the information. Submit it via (First Class mail, UPS, or e-mail etc.) by January 15<sup>th</sup> of the current year, to the following address:



Pacific Association USATF Foundation  
Officials' Training Grant  
120 Ponderosa Court  
Folsom, CA 95630

### **13.8 What should be included in the project description?**

The essay should address who, what, why, where and when the project/clinic will start or be held and why the grant should be made. In particular, the grant applicant should explain:

- A. How the information will be used in the next year and for the next Olympiad
- B. His or her background in the sport, including background as an official
- C. Financial need or circumstances affecting the need for the grant
- D. How this grant, if awarded, would "make a difference"
- E. What it means to be able to participate in the sport of Athletics

### **13.9 When will applicants be notified?**

Applicants will be notified of the award decision after the selection committee meeting in late February. We anticipate that decisions will be finalized by February 1st of the current year. Applicants will be notified by mail and email confirmation.

### **13.10 Terms and Conditions of Grant**

An award will be paid in one installment. If selected, the applicant will receive the award with a notification letter or email. At the end of the season or year you are asked to submit an update of your progress and how you were able to accomplish your grant goals.

*The Pacific Association salutes your efforts and hard work in pursuing to improve coaching abilities. Please email any questions to the Foundation President at the grant application address.*

*Officials' Training Grant Application on next page*



## Official's Training Grant Application Form

Applications must be received by close of business on January 15 of the current year

Name \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Email Address \_\_\_\_\_

Sport \_\_\_\_\_ USATF Membership Number: \_\_\_\_\_

How long have you been a member of the Pacific Association as a(n): \_\_\_\_\_ Years

As an:  Athlete     Official     Coach     Volunteer     Other

**Reminder:** Applicant is required to submit an essay as part of this application re: for what activity the grant will be used and its expected results. Applications must be complete in order to receive consideration.

Completed application                       Essay included

### Certification

I certify that the information on this form is true and complete to the best of my knowledge. I agree to repay the grant in full if I do not complete the terms of the grant. If asked by or on behalf of the Pacific Association USATF Foundation, I agree to provide documentation in support of information on this form.

\_\_\_\_\_  
**Applicant (Signature)**

\_\_\_\_\_  
**Applicant (Printed Name)**

\_\_\_\_\_  
**Date**

Pacific Association USATF Foundation  
Officials' Training Grant  
120 Ponderosa Court  
Folsom, CA 95630

**Approved:**



## **Article 14: Club/Program/Committee Grants**

### **14.1 Purpose of the General Grant:**

The Pacific Association USATF Foundation has established a Club/Program/Committee Grant Fund for PAUSATF Clubs, PAUSATF Organizations, and Committees of the Pacific Association. Grants are awarded on the basis of programs to facilitate the development of athletics within the jurisdiction of the Pacific Association.

### **14.2 How is the grant administered?**

Applications are distributed and processed by the Pacific Association Grant Selection Committee. General responsibility for management of the grant, including all award decisions, resides with the selection committee.

### **14.3 What can the grant be used for?**

Grants are intended for project expenses which result promoting, improving or increasing membership, equipment/facilities for members for the development of athletics. Examples of approved grant uses: increased membership, improvement in equipment used for association meets..

### **14.4 Are the grants intended to pay all costs?**

Because program costs vary widely and available funds are limited, these grants are intended to provide only **partial** support.

### **14.5 Who is eligible?**

- i. Be a currently registered club or active committee or subcommittee of PAUSATF.
- ii. Is an activity not normally included in your budget.
- iii. Step out beyond the ordinary activity level.

### **14.6 If a grant is awarded, how much can a grantee expect to receive?**

The customary grant amount is up to \$1,000. Primary consideration will be given to programs that will have the ability to impact the most members.

### **14.7 How do you apply?**

You must complete the attached application along with a project description and how it will benefit the association and submit it via (First Class mail, UPS, or e-mail etc.) by the grant application due date, to the following address:

PAUSATF Foundation Club/Program/Committee Grants  
Pacific Association Office  
120 Ponderosa Court  
Folsom, CA 95630



#### **14.8 What should be included in the project description?**

The essay should address who, what, why and when the project will start and why the grant should be made. In particular, the grant applicant should explain:

- i. The goals for the project for the next year and for the remainder of the Olympiad that the grant is for
- ii. His or her background in the sport, including background in the project area
- iii. Financial need or circumstances affecting the need for the grant
- iv. How this grant, if awarded, would “make a difference”
- v. What it means to be able to participate in the sport of Athletics

#### **14.9 When will applicants be notified?**

Applicants will be notified of the award decision after the selection committee meeting. We anticipate that decisions will be finalized about six weeks after the grant application due date. Applicants will be notified by mail and email confirmation.

#### **14.10 Terms and Conditions of Grant**

An award will be paid in one installment. If selected, the applicant will receive the award with a notification letter. In addition provide acknowledgement that the Pacific Association USATF Foundation provided support in any advertisement during the period of support. At the completion of the year you are asked to submit an update of your progress and how you were able to accomplish your grant goals.

The Pacific Association salutes your efforts and hard work in pursuing to improve athletics in your area. Please email any questions to the Foundation President, at the grant application address.

*Project/Club/Committee Grant Application on next page*



## Pacific Association-USATF Project/Club/Committee Grant Application Form

Applications must be received by close of business on date to be determined.

Name of Organization: \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Gender    Male    Female

Address of Applicant \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Sport \_\_\_\_\_ USATF Membership Number: \_\_\_\_\_

How long have you been a member of the Pacific Association? \_\_\_\_\_

Athlete   Official   Coach   Other \_\_\_\_\_

### Income & Expense

(Previous Year) Income   (Current Year) Income (estimate)

Other Grants, scholarships, etc.	\$ _____	\$ _____
Primary Financing	\$ _____	\$ _____
Other (_____ )	\$ _____	\$ _____
Expense Total	\$ _____	\$ _____

**Reminder: Applicant is required to submit an essay on what the grant will be used for as part of this application. Applications must be complete to receive consideration.**

Complete application       Essay

### Certification

I certify that the information on this form is true and complete to the best of my knowledge. I agree to repay the grant in full if I do not complete the terms of the grant. If asked by or on behalf of the Pacific Association USATF Foundation, I agree to provide documentation in support of information on this form.

\_\_\_\_\_  
**Applicant (Signature)**

\_\_\_\_\_  
**Applicant (Printed Name)**

\_\_\_\_\_  
**Date**

PAUSATF Foundation Club/Program/Committee Grants  
Pacific Association Foundation Office  
120 Ponderosa Court  
Folsom, CA 95630



PACIFIC ASSOCIATION  
**USATF FOUNDATION**

**Approved:**