

# USTFCCCA BOARD OF DIRECTORS HANDBOOK 2012



Effective Date: January 1, 2012  
Changes since last revision are in red.

USTFCCCA BOARD OF DIRECTORS HANDBOOK

**Table of Contents**

**Table of Contents.....2**

**Association Contacts .....3**

*USTFCCCA Board of Directors..... 4*

*USTFCCCA National Office..... 6*

*Board of Directors Committees..... 7*

*USTFCCCA Committees ..... 8*

**U.S. Track & Field and Cross Country Coaches Association.....9**

*Purpose of the USTFCCCA ..... 10*

*Governance of the USTFCCCA ..... 10*

*USTFCCCA Membership ..... 11*

**USTFCCCA Board of Directors .....14**

*General Duties of the Board of Directors ..... 15*

*USTFCCCA Board of Directors Officers ..... 15*

*Other Members of the USTFCCCA Board of Directors..... 17*

*Terms of Office ..... 20*

**Committees .....21**

*Board of Directors Committees..... 22*

*USTFCCCA Committees ..... 24*

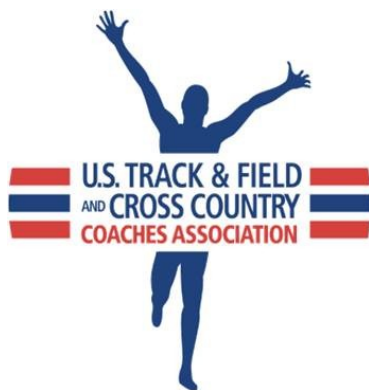
**Board of Directors Meetings.....26**

*Convention Meeting..... 27*

*Conference Calls..... 28*

**USTFCCCA Awards.....29**

*Association Awards ..... 30*



## **Association Contacts**

# USTFCCA BOARD OF DIRECTORS HANDBOOK

## USTFCCA Board of Directors

<b>Position</b>	<b>Name</b>	<b>Institution</b>	<b>Office</b>	<b>Cell</b>	<b>E-mail</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>President</b>	Ted Bulling	Nebraska Wesleyan University	402-465-2369	402-525-4677	<a href="mailto:tab@nebrwesleyan.edu">tab@nebrwesleyan.edu</a>	5000 Saint Paul Ave	Lincoln	NE	68504
<b>Secretary</b>	Gary Gardner	University of Massachusetts at Lowell	978-934-2342	978-873-1454	<a href="mailto:gary_gardner@uml.edu">gary_gardner@uml.edu</a>	One University Ave, Costello Gym	Lowell	MA	01854
<b>Treasurer</b>									

<b>Division I Cross Country President</b>	Barry Harwick	Dartmouth College	603-646-2540	603-276-0108	<a href="mailto:barry.harwick@dartmouth.edu">barry.harwick@dartmouth.edu</a>	6083 Alumni Gym, Wheelock St	Hanover	NH	03755
<b>Division I Track &amp; Field President</b>	Ron Mann	University of Louisville	502-852-0106	502-640-1268	<a href="mailto:ron.mann@louisville.edu">ron.mann@louisville.edu</a>	Student Activities Center	Louisville	KY	40292
<b>Division I At-Large</b>	Beth Alford-Sullivan	Penn State University	814-863-3146	814-880-6525	<a href="mailto:bx10@psu.edu">bx10@psu.edu</a>	147 Bryce Jordan Center	University Park	PA	16802
<b>Division I At-Large</b>	John Gartland	Indiana State University	812-237-4019	812-239-5518	<a href="mailto:john.gartland@indstate.edu">john.gartland@indstate.edu</a>	Track Office - Indiana State	Terre Haute	IN	47809
<b>Division II Cross Country President</b>	Marlon Brink	Wayne State College	402-375-7507	402-833-8757	<a href="mailto:mabrink1@wsc.edu">mabrink1@wsc.edu</a>	1111 Main St	Wayne	NE	68787
<b>Division II Track &amp; Field President</b>	Steve Guymon	Harding University	501-279-4360	501-593-0565	<a href="mailto:sguymon@harding.edu">sguymon@harding.edu</a>	900 East Center, Box 12281	Searcy	AR	72149
<b>Division II At-Large</b>	Aaron Russell	Lock Haven University	570-484-2261	570-916-5716	<a href="mailto:arussell@lhup.edu">arussell@lhup.edu</a>	75 E Waterstreet Apt E	Lock Haven	PA	17745
<b>Division III Cross Country President</b>	Greg Huffaker	Illinois Wesleyan University	309-556-3239	630-244-6569	<a href="mailto:ghuffake@iwu.edu">ghuffake@iwu.edu</a>	PO Box 2900	Bloomington	IL	61702
<b>Division III Track &amp; Field President</b>	Chris Hall	University of Chicago	773-702-4640	773-619-5902	<a href="mailto:hallc@uchicago.edu">hallc@uchicago.edu</a>	5734 A South Ellis Avenue	Chicago	IL	60637
<b>Division III At-Large</b>	Kari	North Central	630-637-5503	630-621-8896	<a href="mailto:kskluckhohn@noctrl.edu">kskluckhohn@noctrl.edu</a>	30 N Brainerd St	Naperville	IL	60540

## USTFCCCA BOARD OF DIRECTORS HANDBOOK

<b>Large</b>	Kluckhohn	College							
<b>At-Large</b>	Kent Allshouse	Bethel College (Kansas)	316-284-5279	515-554-6815	<a href="mailto:kallshouse@bethelks.edu">kallshouse@bethelks.edu</a>	300 E 27th Street	North Newton	KS	67117
<b>Past President</b>	Curtis Frye	University of South Carolina	803-777-7915	803-777-7915	<a href="mailto:cafrye@gwm.sc.edu">cafrye@gwm.sc.edu</a>	Rosewood Drive	Columbia	SC	29208
<b>CEO</b>	Sam Seemes	USTFCCCA	504-599-8900	504-722-7185	<a href="mailto:sam@ustfccca.org">sam@ustfccca.org</a>	1100 Poydras Street, Suite 1750	New Orleans	LA	70163

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## USTFCCCA National Office

### *Mailing / Shipping Address*

USTFCCCA  
1100 Poydras Street, Suite 1750  
New Orleans, LA 70163

### *Telephone and Fax*

Main office line: 504-599-8900  
Fax: 504-599-8909

### **National Office Staff**

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>E-mail</b>
Sam Seemes	CEO	504-599-8902	<a href="mailto:Sam@ustfccca.org">Sam@ustfccca.org</a>
Mike Corn	Assistant Director	504-599-8903	<a href="mailto:Mike@ustfccca.org">Mike@ustfccca.org</a>
Sylvia Kamp	Administrative & Legislative Services Manager	504-599-8906	<a href="mailto:Sylvia@ustfccca.org">Sylvia@ustfccca.org</a>
Tom Lewis	Communications Manager	504-599-8904	<a href="mailto:Tom@ustfccca.org">Tom@ustfccca.org</a>
Mandi Magill	Membership Services Manager	504-599-8901	<a href="mailto:Mandi@ustfccca.org">Mandi@ustfccca.org</a>
Shannon Wright	Director of Administrative & Legislative Services	504-599-8905	<a href="mailto:Shannon@ustfccca.org">Shannon@ustfccca.org</a>

# USTFCCA BOARD OF DIRECTORS HANDBOOK

## Board of Directors Committees

### Executive Committee

	Name	Institution	Office	E-mail
Chair	Ted Bulling	Nebraska Wesleyan University	402-465-2170	<a href="mailto:tab@nebrwesleyan.edu">tab@nebrwesleyan.edu</a>
	Beth Alford-Sullivan	Pennsylvania State University	814-863-3146	<a href="mailto:bx10@psu.edu">bx10@psu.edu</a>
	Marlon Brink	Wayne State College	402-375-7507	<a href="mailto:mabrink1@wsc.edu">mabrink1@wsc.edu</a>
	John Gartland	Indiana State University	812-237-4019	<a href="mailto:john.gartland@indstate.edu">john.gartland@indstate.edu</a>
	Chris Hall	University of Chicago	773-702-4640	<a href="mailto:hallc@uchicago.edu">hallc@uchicago.edu</a>

### Awards Committee

	Name	Institution	Office	E-mail
Chair	Aaron Russell	Lock Haven University	570-484-2261	<a href="mailto:arussell@lhup.edu">arussell@lhup.edu</a>
	Kari Kluckhohn	North Central College	630-637-5503	<a href="mailto:kskluckhohn@noctrl.edu">kskluckhohn@noctrl.edu</a>
	John Gartland	Indiana State University	812-237-4019	<a href="mailto:john.gartland@indstate.edu">john.gartland@indstate.edu</a>

### Budget and Audit Committee

	Name	Institution	Office	E-mail
Chair				
	Beth Alford-Sullivan	Pennsylvania State University	814-863-3146	<a href="mailto:bx10@psu.edu">bx10@psu.edu</a>
	Steve Guymon	Harding University	501-279-4360	<a href="mailto:sguymon@harding.edu">sguymon@harding.edu</a>

### Convention Committee

	Name	Institution	Office	E-mail
Chair	Curtis Frye	University of South Carolina	803-777-7915	<a href="mailto:cafrye@gwm.sc.edu">cafrye@gwm.sc.edu</a>
	Kent Allshouse	Bethel College (Kansas)	316-284-5279	<a href="mailto:kallshouse@bethelks.edu">kallshouse@bethelks.edu</a>

## USTFCCCA BOARD OF DIRECTORS HANDBOOK

### Law and Legislation Committee

	Name	Institution	Office	E-mail
Chair	Chris Hall	University of Chicago	773-702-4640	<a href="mailto:hallc@uchicago.edu">hallc@uchicago.edu</a>
	Gary Gardner	University of Massachusetts at Lowell	978-934-2342	<a href="mailto:gary_gardner@uml.edu">gary_gardner@uml.edu</a>
	Barry Harwick	Dartmouth College	603-646-2540	<a href="mailto:barry.harwick@dartmouth.edu">barry.harwick@dartmouth.edu</a>

### Membership Committee

	Name	Institution	Office	E-mail
Chair	Marlon Brink	Wayne State College	402-375-7507	<a href="mailto:mabrink1@wsc.edu">mabrink1@wsc.edu</a>
	Greg Huffaker	Illinois Wesleyan University	309-556-3239	<a href="mailto:ghuffake@iwu.edu">ghuffake@iwu.edu</a>
	Ron Mann	University of Louisville	502-852-0106	<a href="mailto:ron.mann@louisville.edu">ron.mann@louisville.edu</a>

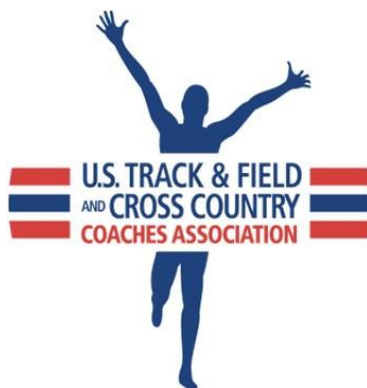
### Nominations and Election Committee

	Name	Institution	Office	E-mail
Chair				

## USTFCCCA Committees

### Hall of Fame Committee

	Name	Institution	Office	E-mail
Chair	David Harris	University of Nebraska, Lincoln	402-472-6461	<a href="mailto:dharris@huskers.com">dharris@huskers.com</a>
	Jim Bevan	Rice University	713-348-8869	<a href="mailto:jbevan@rice.edu">jbevan@rice.edu</a>
	Elvis Forde	Illinois State University	309-438-3812	<a href="mailto:eaforde@ilstu.edu">eaforde@ilstu.edu</a>
	James Kluckhohn	Benedictine University	630-829-6163	<a href="mailto:jkluckhohn@ben.edu">jkluckhohn@ben.edu</a>
	Doug Watts	Edinboro University	814-732-1864	<a href="mailto:dwatts@edinboro.edu">dwatts@edinboro.edu</a>



# **U.S. Track & Field and Cross Country Coaches Association**

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## Purpose of the USTFCCCA

The USTFCCCA exists for and is dedicated to the following purposes:

- A. To provide an organization that represents the interests of coaches of Track and Field and Cross Country at all levels of competition;
- B. To promote and foster Track and Field and Cross Country as an integral part of the education and athletic environment at all levels;
- C. To develop increased student-athlete participation in the sports of Track and Field and Cross Country;
- D. To endeavor to achieve and maintain the highest possible standards in Track and Field and Cross Country;
- E. To promote leadership and support to coaches and their programs in the attempt to enhance coaching as a profession and provide opportunity for professional growth;
- F. To recognize and award outstanding achievement of coaches, student-athletes, and support personnel.
- G. To endeavor good public relations and communications in order to publicize and promote the sports of Track and Field and Cross Country; and
- H. To provide assistance to the body of people who make up the athletic community of Track and Field and Cross Country.

## Governance of the USTFCCCA

### Board of Directors

The control of the USTFCCCA shall be vested in a Board of Directors, composed of fourteen (14) voting members and two (2) non-voting members, who shall govern and manage the affairs of the USTFCCCA in accordance with the purposes and principles and other requirements of the USTFCCCA Bylaws and in conformity with the laws governing its incorporation.

**Officers:** Three (3) elected officers of the USTFCCCA (President, Treasurer, and Secretary), elected by the full Membership of the USTFCCCA;

**NCAA Division I:** Four (4) members comprised of the NCAA Division I Track and Field President, NCAA Division I Cross Country President, and two (2) at large members elected by the Division I Program Membership Division;

**NCAA Division II:** Three (3) members comprised of the NCAA Division II Track and Field President, NCAA Division II Cross Country President, and one (1) at large member elected by the Division II Program Membership Division;

**NCAA Division III:** Three (3) members comprised of the NCAA Division III Track and Field President, NCAA Division III Cross Country President, and one (1) at large member elected by the Division III Program Membership Division;

**At Large:** One (1) member at large from the USTFCCCA Membership elected by all eligible voting Members who are not members of a Program Membership Division of the USTFCCCA;

**Non-voting:** Two (2) non-voting members; the CEO and the past president of the USTFCCCA.

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## USTFCCCA Membership

### Types of Membership

#### *Program Membership*

1. Open to all active Cross Country and/or Track and Field coaches (“Qualified Staff”) at all NCAA institutions and a maximum of one (1) administrative assistant per Program.
2. Membership is determined on a program basis with six (6) categories of membership within each NCAA Division: men’s program, women’s program, combined program, men’s Cross Country only, women’s Cross Country only, or combined Cross Country only.
3. Staff members within a member program in good standing with the USTFCCCA are eligible for Association privileges and benefits. Administrative assistants shall not be entitled to vote on USTFCCCA matters.

#### *Individual Membership*

1. Individual membership is available to any individual Cross Country or Track and Field coach, who has on-field coaching responsibilities for developing student-athletes for Track and Field or Cross Country, whose school or club is not already a member of a Program Membership Division.
2. Individual members will receive membership privileges and individual voting rights as described in the USTFCCCA Bylaws. Individual members do not have voting privileges in Program Membership Division business.

#### *Group or Association Membership*

1. Group or association membership is open to any Non-Program Membership Division supporting Indoor or Outdoor Track and Field or Cross Country who would otherwise meet the general requirements of program membership except has not met the participation requirements to become a program member.
2. A qualifying group or associations’ members will receive membership privileges and voting rights as individuals.
3. Currently open to all active Cross Country and/or Track and Field coaches at all NAIA and NJCAA institutions. Membership dues are paid by individual programs within these divisions.
  - a. Membership for NAIA and NJCAA programs is determined on a program basis with six (6) categories of membership: men’s program, women’s program, combined program, men’s Cross Country only, women’s Cross Country only, or combined Cross Country only.
4. Currently open to state high school Cross Country and/or Track & Field associations who join as an association. Membership dues are paid by the association as a whole.
  - a. Membership is determined on an individual basis, with each recognized individual member of the state high school association automatically receiving recognition as a member of the USTFCCCA.

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## ***Affiliated Membership***

1. Affiliated membership is available to any duly certified nonprofit groups or associations (e.g. local sports authorities, conference offices, etc.) recognized by Section 501 *et seq.* of the Internal Revenue Service Code whose function and purpose are related to at least one of the sports of Cross Country, Indoor Track and Field, or Outdoor Track and Field.
2. Affiliated members shall not be entitled to vote on USTFCCCA matters.

## ***Retired Coaches Membership***

1. Retired membership status is available to any retired Track and Field or Cross Country coach. To be eligible for retired coaches' membership, applicants must be retired and have been a coach or assistant coach in high school, junior college, or the collegiate level for at least twenty (20) years.
2. Retired members shall not be entitled to vote on USTFCCCA matters.

## ***Honorary Membership***

1. Honorary membership is bestowed by Board of Directors or upon the recommendation of the CEO, in recognition of individuals who have demonstrated extraordinary support for Track and Field and/or Cross Country.
2. Honorary members shall not be entitled to vote on USTFCCCA matters.
3. There are no dues associated with honorary membership, and honorary membership does not expire.

## **Dues**

1. Dues are assessed on the basis of a calendar (fiscal) year, January through December.
2. Dues and membership applications are collected by the USTFCCCA national office.
3. Annual membership dues are due to the national office by December 31 prior to the calendar year beginning on January 1.
4. Dues are established by a majority vote of the USTFCCCA Board of Directors.
5. Current dues are as follows:
  - a. Program Membership:
    - i. NCAA Division I Men's or Women's Program: \$300
    - ii. NCAA Division I Combined Program: \$600
    - iii. NCAA Division I Men's or Women's Cross Country Only: \$200
    - iv. NCAA Division I Combined Cross Country Only: \$400
    - v. NCAA Division II Men's or Women's Program: \$200
    - vi. NCAA Division II Combined Program: \$400
    - vii. NCAA Division II Men's or Women's Cross Country Only: \$150
    - viii. NCAA Division II Combined Cross Country Only: \$300
    - ix. NCAA Division III Men's or Women's Program: \$150
    - x. NCAA Division III Combined Program: \$300
    - xi. NCAA Division III Men's or Women's Cross Country Only: \$100
    - xii. NCAA Division III Combined Cross Country Only: \$200
  - b. Individual Membership: \$60

## USTFCCCA BOARD OF DIRECTORS HANDBOOK

- c. Group or Association Membership: Determined on an individual basis from a recommendation from the CEO and approved by the Board of Directors.
  - i. NAIA Men's or Women's Program: \$150
  - ii. NAIA Combined Program: \$300
  - iii. NAIA Men's or Women's Cross Country Only: \$100
  - iv. NAIA Combined Cross Country Only: \$200
  - v. NJCAA Men's or Women's Program: \$100
  - vi. NJCAA Combined Program: \$200
  - vii. NJCAA Men's or Women's Cross Country Only: \$100
  - viii. NJCAA Combined Cross Country Only: \$200
- d. Affiliated Membership: \$300
- e. Retired Coaches Membership: \$30
- f. Honorary Membership: No dues assessed.

### **Late Fees**

Any individual Program Division member who has not paid dues in full by the assessment date shall be assessed a \$50 late membership charge. The USTFCCCA CEO in his/her sole discretion may waive any late membership fee on the determination of good cause. Any such determination by the CEO shall be final.

### **Benefits**

1. Coaches and student-athletes within each Program Membership Division are eligible for USTFCCCA awards.
2. Qualified Staff of Program Division Members are eligible to vote on USTFCCCA business and on the business of their respective NCAA Division and sport(s), as specified by Divisional Operating Bylaws.
3. Qualified Staff within each program membership are eligible to serve on Executive Committee(s) and on working or standing committees within their NCAA Division and sport(s), as specified by Divisional Operating Bylaws.
4. Each member shall receive the quarterly publication *techniques* for the duration of their membership.



## **USTFCCCA Board of Directors**

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## General Duties of the Board of Directors

The duties of the Board of Directors shall include but not be limited to the following:

1. Respond to the needs of the membership
2. Be empowered to hire and supervise the CEO
3. Evaluate the performance of the CEO
4. Terminate or renew the contract of the CEO
5. Replace Board of Directors position(s) that become vacant during a term
6. Propose, amend, or establish the Bylaws of the USTFCCCA

## USTFCCCA Board of Directors Officers

**General Eligibility Requirements:** Only current USTFCCCA members may be nominated for, or elected or appointed to, any office of the Association.

### Number of In-Person Meetings per Year:

USTFCCCA Board of Directors Officers meet in-person two (2) times per year, including an annual meeting at the USTFCCCA annual convention.

### Number of Conference Calls per Year:

USTFCCCA Board of Directors Officers may participate in conference calls during the year.

## President

1. Selection: Elected by slate at the USTFCCCA National Convention.
2. Term: Two (2) year term, with a maximum of three (3) consecutive terms.
3. Duties:
  - a. Preside over all USTFCCCA Board of Directors and Executive Committee meetings.
  - b. Preside at all USTFCCCA association-wide business meetings.
  - c. Ensure all meetings of the Board of Directors are called in a timely manner to conduct USTFCCCA business.
  - d. Establish all committees of the USTFCCCA and select committee members.
  - e. Serve as an ad hoc member on all committees.
  - f. Serve as chair of the Executive Committee.
  - g. Serve as the USTFCCCA Representative before the NCAA.
  - h. Establish the agenda for and conduct periodic conference calls of the Board of Directors regarding Associational business.
  - i. Write a quarterly column, "A Letter from the President" for the official USTFCCCA magazine *techniques*
    - i. Due dates for the column (Note: These are **firm** deadlines):
      1. **January 1**
      2. **March 25**
      3. **June 25**
      4. **September 25**
    - ii. Column should have a minimum of 400 words and no more than 500 words.

## USTFCCCA BOARD OF DIRECTORS HANDBOOK

- iii. Column should be written with the understanding that coaches will read this report approximately six (6) weeks later.
- iv. Column should be submitted to Mike Corn in the USTFCCCA national office ([Mike@ustfccca.org](mailto:Mike@ustfccca.org))
- j. Perform any other duty as may be necessary to carry out the directives of the Articles of Incorporation and Bylaws of the USTFCCCA.

### Treasurer

1. Selection: Elected by slate at the USTFCCCA National Convention.
2. Term: Four (4) year term, with a maximum of three (3) consecutive terms.
3. Duties:
  - a. Supervise and exercise general control over all monetary funds and/or securities of the USTFCCCA in accordance with generally accepted accounting practices (GAAP).
  - b. Supervise an outside audit, the type and frequency of which shall be determined by the Board of Directors.
  - c. Attend the Board of Directors scheduled meetings and any other special Board of Directors meetings.
  - d. Participate in Board of Directors conference calls, as established by the President.
  - e. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Directors may deem appropriate.
  - f. Perform any duty that may be necessary fulfill the responsibilities of the office of the Treasurer, including any duty the President, the Board of Directors, or the Executive Committee may from time to time assign.

### Secretary

1. Selection: Elected by slate at the USTFCCCA National Convention.
2. Term: Two (2) year term, with a maximum of three (3) consecutive terms.
3. Duties:
  - a. Keep a true record of the proceedings of the meetings of the USTFCCCA.
  - b. Keep a register of the membership of the USTFCCCA with the date of admission and the place of residence of each member.
  - c. Send proper notice of all meetings to all members in accordance with these Bylaws
  - d. Notify all Board members of any committee appointments or duties assigned to them.
  - e. Be knowledgeable in matters of parliamentary procedure and advise the other Officers or members in such matters.
  - f. Attend the Board of Directors scheduled meetings and any other special Board of Directors meetings.
  - g. Participate in Board of Directors conference calls, as established by the President.
  - h. Serve on a Committee of the Board of Directors.
  - i. Carry out any other duties the President, the Board of Directors, or the Executive Committee may from time to time assign.

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## Other Members of the USTFCCCA Board of Directors

**General Eligibility Requirements:** Only dues-paid members may be nominated for, or elected or appointed to, any office of the Association.

### Number of In-Person Meetings per Year:

USTFCCCA Board of Directors members meet in-person two (2) times per year, including an annual meeting at the USTFCCCA annual convention.

### Number of Conference Calls per Year:

USTFCCCA Board of Directors members may participate in conference calls during the year.

### Divisional Presidents

1. Number: Six (6): The Cross Country Presidents and Track & Field Presidents of USTFCCCA Program Membership NCAA Divisions I, II, and III
2. Selection: Elected at the USTFCCCA National Convention according to rules and regulations established by the Bylaws of the Association and the appropriate Operating Bylaws of the Division and Sport that each individual represents.
3. Term: Established by the appropriate bylaws of the Division and Sport that each individual represents.
4. Duties:
  - a. Serve on the Board of Directors.
  - b. Represent the concerns and interests of his/her Division and Sport.
  - c. Attend the Board of Directors scheduled meetings and any other special Board of Directors meetings.
  - d. Participate in Board of Directors conference calls, as established by the President.
  - e. Serve on a Committee of the Board of Directors.
  - f. Carry out any other duties the President, the Board of Directors, or the Executive Committee may from time to time assign.

### Divisional At-Large Representatives

1. Number: Four (4): Two (2) from NCAA Division I, one (1) from NCAA Division II, and one (1) from NCAA Division III
2. Selection: Elected at the USTFCCCA National Convention according to rules and regulations established by the Bylaws of the Association and the appropriate Operating Bylaws of the Division and/or Sport that each individual represents.
3. Term: Established by the appropriate bylaws of the Division and/or Sport that each individual represents.
4. Duties:
  - a. Serve on the Board of Directors.
  - b. Represent the concerns and interests of his/her Division.
  - c. Attend the Board of Directors scheduled meetings and any other special Board of Directors meetings.
  - d. Participate in Board of Directors conference calls, as established by the President.

## USTFCCCA BOARD OF DIRECTORS HANDBOOK

- e. Serve on a Committee of the Board of Directors.
- f. Carry out any other duties the President, the Board of Directors, or the Executive Committee may from time to time assign.

### **USTFCCCA At-Large Representative**

1. Number: One (1)
2. Selection: Elected by non-Program Membership Division members at the USTFCCCA National Convention.
3. Term: Two (2) year term, with a maximum of three (3) consecutive terms.
4. Duties:
  - a. Represent the concerns and interests of non-Program Membership Division members.
  - b. Serve on the Board of Directors.
  - c. Attend the Board of Directors scheduled meetings and any other special Board of Directors meetings.
  - d. Participate in Board of Directors conference calls, as established by the President.
  - e. Serve on a Committee of the Board of Directors.
  - f. Carry out any other duties the President, the Board of Directors, or the Executive Committee may from time to time assign.

### **Past President**

1. Number: One (1)
2. Selection: The most recent outgoing President serves in the role of Past President.
3. Term: Two (2) year term, with a maximum of three (3) consecutive terms.
4. Duties:
  - a. Serve as a non-voting member of the Board of Directors.
  - b. Attend the Board of Directors scheduled meetings and any other special Board of Directors meetings.
  - c. Participate in Board of Directors conference calls, as established by the President.
  - d. Serve on a Committee of the Board of Directors.
  - e. Carry out any other duties the President, the Board of Directors, or the Executive Committee may from time to time assign.

### **Chief Executive Officer (CEO)**

1. Number: One (1)
2. Selection: Contracted by the Board of Directors.
3. Term: Contracted by the Board of Directors.
4. Duties include but are not limited to:
  - a. Serve as a non-voting member of the Board of Directors.
  - b. Attend the Board of Directors scheduled meetings and any other special Board of Directors meetings.
  - c. Participate in Board of Directors conference calls, as established by the President.

## USTFCCCA BOARD OF DIRECTORS HANDBOOK

- d. Develop for Board approval an annual financial plan, which is fiscally sound, meets the yearly expectations of member services, increases the national visibility of USTFCCCA, and maintains the operations of a national office.
- e. Serve as an agent of USTFCCCA with the NCAA, USATF, the IAAF, and the USOC as well as other organizations, which have governance over or influence public opinion related to the sport of Track and Field, Cross Country, both nationally and internationally.
- f. Prepare and deliver to the Board of Directors a proposed budget for each fiscal year for its approval at the annual meeting of the Board of Directors.
- g. Carry out any other duties the President, the Board of Directors, or the Executive Committee may from time to time assign.

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## Terms of Office

<b>Officer</b>	<b>Name</b>	<b>Institution</b>	<b>Election</b>	<b>Term Ends</b>
<b>President</b>	Ted Bulling	Nebraska Wesleyan University	2012	2013
<b>Secretary</b>	Gary Gardner	University of Massachusetts at Lowell	2012	2013
<b>Treasurer</b>			2012	2013

<b>Division I Cross Country President</b>	Barry Harwick	Dartmouth College	2012	2013
<b>Division I Track and Field President</b>	Ron Mann	University of Louisville	2012	2013
<b>Division I At-Large</b>	Beth Alford-Sullivan	Penn State University	2012	2013
<b>Division I At-Large</b>	John Gartland	Indiana State University	2012	2013
<b>Division II Cross Country President</b>	Marlon Brink	Wayne State College	2012	2013
<b>Division II Track and Field President</b>	Steve Guymon	Harding University	2012	2013
<b>Division II At-Large</b>	Aaron Russell	Lock Haven University	2011	2012
<b>Division III Cross Country President</b>	Greg Huffaker	Illinois Wesleyan University	2011	2012
<b>Division III Track and Field President</b>	Chris Hall	University of Chicago	2011	2012
<b>Division III At-Large</b>	Kari Kluckhohn	North Central College	2011	2012
<b>At-Large</b>	Kent Allshouse	Bethel College (Kansas)	2012	2013

<b>Past President</b>	Curtis Frye	University of South Carolina	2012	2013
<b>CEO</b>	Sam Seemes	USTFCCCA	N/A	N/A



## Committees

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## Board of Directors Committees

- ◇ Executive Committee
- ◇ Awards Committee
- ◇ Budget and Audit Committee
- ◇ Convention Committee
- ◇ Law and Legislation Committee
- ◇ Membership Committee
- ◇ Nominations and Election Committee

### Executive Committee

1. Chair: USTFCCCA President.
2. Members: Five (5), including the President. Remaining members are appointed by the President. Members shall include two (2) members of the Division I Program Membership Division and one (1) member each from the Division II and III Program Membership Divisions. No Program Membership Division may have more than two (2) representatives on the Executive Committee.
3. Duties:
  - a. Transact any and all business of the USTFCCCA between regular meetings of the Board of Directors, making decisions which cannot wait for regular board meetings; provided, however that the Executive Committee shall have no powers with regard to the following matters:
    - i. Filling of vacancies on the Board of Directors
    - ii. Amendment or repeal of the USTFCCCA's Bylaws or the adoption of any new Bylaws
    - iii. Fixing or determination of compensation of the CEO
    - iv. Merger or dissolution of the USTFCCCA
4. Meetings:
  - a. The committee meets at the direction of the President and/or the Board of Directors.
  - b. Conference call and/or e-mail communication may be necessary throughout the year.

### Awards Committee

1. Chair: Appointed by the President.
2. Members: Appointed by the President.
3. Duties:
  - a. Assume the responsibility for items which may include, but are not limited to, awards and recognition for the Program Membership Division members or any other Member of the USTFCCCA.
  - b. Issue a report of USTFCCCA awards to the Board of Directors at each scheduled meeting.
4. Meetings:
  - a. The committee meets at the direction of the committee Chair, the President, and/or the Board of Directors.
  - b. Additional conference call and/or e-mail communication may be necessary throughout the year.

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## **Budget and Audit Committee**

1. Chair: Appointed by the President.
2. Members: Appointed by the President. The CEO shall serve as an ex-officio member of this committee without the right to vote.
3. Duties:
  - a. Inspect the general books and financial records of the USTFCCCA.
  - b. See to it that an annual audit of the USTFCCCA directed by the Treasurer and an outside entity is completed in a timely fashion.
  - c. Submit an annual budget with line item expenditures to the Board of Directors for approval. All proposed budgetary requests for an upcoming year must be submitted in writing to the CEO by the summer Board of Directors meeting or within thirty (30) days of the conclusion of that meeting.
4. Meetings:
  - a. The committee meets at the direction of the committee Chair, the President, and/or the Board of Directors.
  - b. Additional conference call and/or e-mail communication may be necessary throughout the year.

## **Convention Committee**

1. Chair: Appointed by the President.
2. Members: Appointed by the President.
3. Duties:
  - a. Serve as the disseminator of information and coordinator of operations as they pertain to the efficient running of the annual convention, which is to take place at the annual meeting each year.
  - b. Review all aspects of the annual convention and make appropriate recommendations to the Board of Directors.
4. Meetings:
  - a. The committee meets at the direction of the committee Chair, the President, and/or the Board of Directors.
  - b. Additional conference call and/or e-mail communication may be necessary throughout the year.

## **Law and Legislation Committee**

1. Chair: Appointed by the President.
2. Members: Appointed by the President.
3. Duties:
  - a. Review, interpret, and maintain the Bylaws of the Corporation.
4. Meetings:
  - a. The committee meets the direction of the committee Chair, the President, and/or the Board of Directors.

## USTFCCCA BOARD OF DIRECTORS HANDBOOK

- b. Additional conference call and/or e-mail communication may be necessary throughout the year.

### Membership Committee

1. Chair: Appointed by the President.
2. Members: Appointed by the President.
3. Duties:
  - a. Review membership and fee structure and explore guidelines for future program membership.
4. Meetings:
  - a. The committee meets at the direction of the committee Chair, the President, and/or the Board of Directors.
  - b. Additional conference call and/or e-mail communication may be necessary throughout the year.

### Nominations and Election Committee

1. Chair: Appointed by the President.
2. Members: Appointed by the President. This committee shall be comprised of at least one (1) member from each Program Membership Division.
3. Duties:
  - a. Determine the procedure for voting and eligibility of candidates for the election of Officers and the at-large Board member.
  - b. Develop, evaluate, and bring forth a slate of Officers to present for a vote to the Membership at the annual convention.
    - i. Any one Program Membership Division shall not be permitted to exceed five (5) members of representation on the Board of Directors.
4. Meetings:
  - a. The committee meets when necessitated by the election schedule.
  - b. Additional conference call and/or e-mail communication may be necessary throughout the year in an election year.

## USTFCCCA Committees

### Hall of Fame Committee

1. Chair: Appointed by the President.
2. Members: Four (4), not including the chair. Two (2) from Division I, one (1) from Division II, one (1) from Division III, appointed by the Presidents or Chairman of those Divisions.
3. Duties:
  - a. Monitor and, as necessary, make adjustments to the Hall of Fame nomination process.
  - b. Determine the procedure for the selection of Hall of Fame inductees.
  - c. Evaluate and select a class of inductees each year for the USTFCCCA Hall of Fame.
    - i. Honorees should exemplify the qualities of dedication to the sports of Cross Country and/or Track and Field, leadership, and passion for their profession.

## USTFCCCA BOARD OF DIRECTORS HANDBOOK

- ii. Unless there are extenuating circumstances, at least one inductee each year should be selected from each Program Membership Division of the USTFCCCA (e.g., NCAA Division I, NCAA Division II, NCAA Division III).
    - iii. Best efforts should be made to include at least one female inductee and at least one ethnic minority inductee each year.
    - iv. A maximum of six (6) inductees are selected each year, except in the case of extraordinary circumstances.
    - v. The committee shall maintain records on and reconsider the nominations of coaches who are not selected for the Hall of Fame for a period of three (3) years from the original year of nomination.
  - d. Notify the USTFCCCA national office by July of each year of the new Hall of Fame class.
  - e. Forward all biographical information regarding each year's inductees to the USTFCCCA national office by July of each year.
4. Meetings:
- a. The committee meets at the USTFCCCA annual convention.
  - b. Additional conference call and/or e-mail communication may be necessary throughout the year in order to select a class of Hall of Fame inductees.



## **Board of Directors Meetings**

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## Convention Meeting

### Purpose

The USTFCCCA Convention serves as the annual business meeting for the U.S. Track & Field and Cross Country Coaches Association.

### Attendance Requirement

Attendance at the convention/annual meeting is mandatory for all Board of Directors Officers and other members of the Board of Directors.

### Quorum

At least eight (8) members of the Board of Directors must be present to constitute a quorum for the transaction of any business at any meeting of the Board of Directors.

### Business

The general policy of business shall be:

1. President's Report
2. Secretary's Report
3. Committee Reports
4. CEO Report
5. Divisional Reports
6. Old Business
7. New Business

Items of business may be brought forward to members of the Board of Directors for inclusion on the convention agenda prior to the convention.

The Board of Directors business meetings follow the Bylaws of the U.S. Track & Field and Cross Country Coaches Association. When a procedural question is not defined within the Bylaws, the Board of Directors business meetings follow *Robert's Rules of Order, Newly Revised*.

### Voting

Each Board member shall be entitled to one vote on each matter submitted to a vote by the Board of Directors. Unless a greater requirement shall be specified in the Articles of Incorporation or Bylaws, each matter shall be decided by a majority of votes cast by members of the Board of Directors participating in the vote.

### Action

The President is responsible for ensuring that appropriate action is taken following the convention meeting, particularly as necessitated by the results of Board of Directors voting. Divisional Representatives are responsible for informing the coaches in their Division and Sport(s) of any items discussed during the convention meeting that affect NCAA coaches generally or the coaches of their Division and/or Sport specifically.

# USTFCCCA BOARD OF DIRECTORS HANDBOOK

## Conference Calls

### Purpose

Board of Directors conference calls serve to inform the Board of Directors of issues affecting the USTFCCCA membership. These calls also provide a forum for discussion of USTFCCCA issues.

### Schedule

Special conference calls may be scheduled by the President at any time during the year, as needed.

### Attendance Requirement

Attendance on conference calls is mandatory for all Board of Directors Officers and other members of the Board of Directors.

### Quorum

At least eight (8) members of the Board of Directors must be present to constitute a quorum for the transaction of any business during any conference call of the Board of Directors.

### Business

Items of business may be brought forward to members of the Board of Directors for inclusion on the conference call agenda prior to the call. Participants in the conference call may propose additional agenda items while on the call during the designated time for new business.

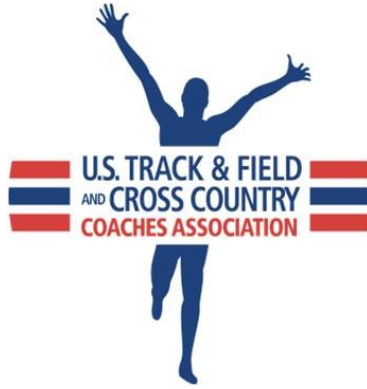
The Board of Directors conference calls follow the Bylaws of the U.S. Track & Field and Cross Country Coaches Association. When a procedural question is not defined within the Bylaws, the Board of Directors conference calls follow *Robert's Rules of Order, Newly Revised*.

### Voting

The Board of Directors may vote during or in conjunction with a regularly scheduled or special conference call, as necessary. All members of the Board of Directors should be notified in advance of the call (following the notice requirements specified in the USTFCCCA Bylaws), and a necessary quorum must be established in order for a vote to take place.

### Action

The USTFCCCA President is responsible for ensuring that appropriate action is taken following conference calls, particularly in preparing the agenda for the annual convention/business meeting. Divisional Representatives are responsible for informing the coaches in their Division and Sport(s) of any items discussed during conference calls that affect NCAA coaches generally or the coaches of their Division and/or Sport specifically.



## **USTFCCCA Awards**

## **Association Awards**

- ◇ USTFCCCA Hall of Fame
- ◇ George Dales Award
- ◇ Jimmy Carnes Distinguished Service Award
- ◇ Balfour National Championship Coaching Staff Award
- ◇ Presidential Award
- ◇ The Bowerman
- ◇ Men's Program of the Year Award
- ◇ Women's Program of the Year Award
- ◇ Retiring Coach Recognition

## **USTFCCCA Hall of Fame**

### ***Selection***

1. Honorees should exemplify the qualities of dedication to the sports of Cross Country and/or Track and Field, leadership, and passion for their profession.
2. Unless there are extenuating circumstances, at least one inductee each year should be selected from each Program Membership Division of the USTFCCCA (e.g. NCAA Division I, NCAA Division II, NCAA Division III).
3. Best efforts should be made to include at least one female inductee and one ethnic minority inductee each year.
4. A maximum of six (6) inductees are selected each year, except in the case of extraordinary circumstances.

### ***Eligibility***

1. Individuals must be nominated by a current member of the USTFCCCA in order to be eligible for this award.
2. Nominees not selected to the Hall of Fame will stay in the pool of nominees for a total of three years, after which time they must be re-nominated in order to be considered.

### ***Award Distribution***

Hall of Fame medals and awards are presented during an induction ceremony at the USTFCCCA Convention.

## **George Dales Award**

### ***Selection***

The George Dales Award is presented annually to an individual who has enhanced the coaching profession of the sports of Cross Country and Track and Field.

### ***Eligibility***

Individuals must be current or former members of the USTFCCCA in order to be eligible for this award.

### ***Award Distribution***

The George Dales award is presented at the USTFCCCA Convention.

## **Jimmy Carnes Distinguished Service Award**

### ***Selection***

The Jimmy Carnes Distinguished Service Award is presented to an individual or individuals who have gone above and beyond the call of duty in their service to the Association and to the sport(s) of Cross Country and/or Track and Field.

### ***Eligibility***

Individuals must be current or former members of the USTFCCCA in order to be eligible for this award.

### ***Award Distribution***

The Jimmy Carnes Distinguished Service Award is presented at the USTFCCCA Convention.

## **Balfour National Championship Coaching Staff Award**

### ***Selection***

Awarded annually to the coaching staffs of the NCAA Division I, II, and III men's and women's national championship Cross Country, Indoor Track and Field, and Outdoor Track and Field teams.

### ***Eligibility***

Programs must be members of a Program Membership Division who are in good standing with the USTFCCCA in order for their coaches to be eligible for this award.

### ***Award Distribution***

Awards are distributed by the USTFCCCA national office.

## **Presidential Award**

### ***Selection***

Not applicable.

### ***Eligibility***

Must be an outgoing President of a Program Membership Division or of the USTFCCCA.

### ***Award Distribution***

The USTFCCCA national office distributes the Presidential Award at the last Convention at which the President will serve in that office.

## **The Bowerman**

### ***Selection***

1. The Bowerman Advisory Board maintains The Bowerman Women's Watch List and The Bowerman Men's Watch List throughout the NCAA collegiate Track and Field seasons, updated

from January to June. Placement on the Watch List is based on the top performers in NCAA Track and Field.

2. In June, the Bowerman Advisory Board selects three (3) Finalists in each gender for The Bowerman. Finalists are the top performers in NCAA Track and Field for that year.
3. From the list of Finalists, The Bowerman Voters vote to determine the men's and women's winners of The Bowerman.
4. Finalists are invited to The Bowerman Announcement and Presentation Ceremony.

### ***Eligibility***

Programs must be members of a Program Membership Division who are in good standing with the USTFCCCA in order for their student-athletes to be eligible for this award.

### ***Award Distribution***

The winner of The Bowerman is announced and presented at The Bowerman Ceremony.

## **Men's Program of the Year Award**

### ***Selection***

Award winners are selected annually as follows:

1. Awarded to one (1) men's Cross Country and Track and Field program in each NCAA Division each year.
2. Each qualifying men's program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The men's program with the fewest total points in each NCAA Division receives the award.

### ***Eligibility***

1. The men's programs must have competed and compiled a team score at the NCAA Cross Country, NCAA Indoor Track and Field, and NCAA Outdoor Track and Field National Championships in the same academic year.
2. Programs must be members of the appropriate Program Membership Division who are in good standing with the USTFCCCA in order to be eligible for this award.

### ***Award Distribution***

Award is presented by the USTFCCCA national office following the conclusion of the NCAA Outdoor Track and Field season.

## **Women's Program of the Year Award**

### ***Selection***

Award winners are selected annually as follows:

1. Awarded to one (1) women's Cross Country and Track and Field program in each NCAA Division each year.
2. Each qualifying women's program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The women's program with the fewest total points in each NCAA Division receives the award.

### ***Eligibility***

1. The women's programs must have competed and compiled a team score at the NCAA Cross Country, NCAA Indoor Track and Field, and NCAA Outdoor Track and Field National Championships in the same academic year.
2. Programs must be members of the appropriate Program Membership Division who are in good standing with the USTFCCA in order to be eligible for this award.

### ***Award Distribution***

Award is presented by the USTFCCA national office following the conclusion of the NCAA Outdoor Track and Field season.

## **Retiring Coach Recognition**

### ***Selection***

Awarded annually to retiring coaches in NCAA Division I, II, and III Cross Country and Track and Field.

### ***Eligibility***

Programs must be members of a Program Membership Division who are in good standing with the USTFCCA in order for their coaches to be eligible for this award.

### ***Award Distribution***

Awards are distributed by the USTFCCA national office.