

# COACHES ADVISORY COMMITTEE OPERATING PROCEDURES

## SECTION 1

### NAME

The name of this committee shall be the Coaches Advisory Committee of USA Track & Field Georgia, hereinafter referred to as “CAC”.

## SECTION 2

### DEFINITIONS

As used in these Operating Procedures:

- A. CAC** means the Coaches Advisory Committee of USA Track & Field Georgia.
- B. Coach** means an individual who is actively engaged in the training of athletes within the sport of athletics within the preceding ten (10) years, the coaching of school/college community athletics, the coaching of club athletes, the coaching of international athletes or who are USATF-certified coaches.
- C. Athletics** means inclusively, track and field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.
- D. International Athletic Competition** means any Athletic competition involving athletics from two (2) or more countries.
- E. IAAF** means the International Association of Athletics Federations.
- F. IOC** means International Olympic Committee.
- G. USOC** means United States Olympic Committee.
- H. USATF** means USA Track & Field, Inc.
- I. USATF-GA** means USA Track & Field Georgia, Inc.
- J. Club** means a local or national organization whose programs involve competitive member, events, and/or education in Athletics.

## SECTION 3

### PURPOSES

The purposes of the CAC shall be:

- A. Resource:** To serve as a source of reference, opinion, and advice to the President, Executive Committee, and the Board of Directors of USATF-GA with regard to current or contemplated policies of USATF-GA and in all matters relating to coaches and coaches’ rights;
- B. Representation:** To appoint, elect, or oversee the appointment or election of coaches representatives, including, without limitation, Representatives and Delegates of Article 5, Article 7-F, Article 10-A and Article 11 A and to USATF-GA committees or sub-committees when empowered to do so by USATF-GA Bylaws or USATF Operating Regulations;

- C. Participation:** To encourage and foster the representation and active participation of coaches at USATF-GA annual meetings, Board of Directors Meetings, Committee meetings, and all other levels of decision making within USATF-GA and in Athletics;
- D. Meetings:** To conduct meetings of the active coaches delegates and other active coaches who attend the USATF-GA annual meeting and to administer the election and appointments which such groups of active coaches are authorized to hold and make;
- E. Performance:** To assist coaches in achieving maximum performance in Athletics for themselves, their athletes, and their programs;
- F. Rights and Responsibilities:** To educate coaches about their rights and responsibilities in Athletics and to assist coaches in preserving and protecting their rights;
- G. Advice:** To advise coaches on all matters pertaining to the general structure and operation of Athletics;
- H. Procedures:** To adopt operating procedures that assists the committee in carrying out its duties and responsibilities.

## SECTION 4 COMPOSITION AND SELECTION

- A. Makeup:** The committee shall consist of sixteen (16) members reflecting the gender diversity within their delegations. Members shall be appointed by their respective delegations, excluding club coaches, who shall be appointed by the President of USATF-GA, including the following numbers of coach delegates:

1. NCAA Div I	(2)
2. NCAA Div II	(1)
3. NCAA Div III	(1)
4. NAIA Coaches	(1)
5. GHSCA	(1)
6. NJCAA	(1)
7. Club Coaches	(1)
8. Youth Coaches	(3)
9. AAC	(1)
10. HS Coaches	(1)
11. Officers	(3)

- B. Election:** The CAC, except for the at-large members, shall be elected at the annual meeting of USATF-GA in the post Summer Olympic year by the Coaches Representatives at the USATF-GA annual meeting.
- C. Additional Members:** The chair of the CAC, with the advice of the executive committee, shall have the authority to appoint additional ex officio members it deems necessary to carry out its representative functions.

## SECTION 5 MEETINGS OF THE CAC

- A. Annual Meeting:** The CAC shall hold its annual meeting in conjunction with the annual meeting of USATF-GA.
- B. Special Meetings:** Additional special meetings may be called by the chair or upon the written request of eight (8) members of the CAC.
- C. Notice:** Written notice of all CAC meetings shall be given by the secretary at least thirty (30) days in advance, and specify date, time, and place of the meeting, mailed and/or emailed to the last known address of each CAC member.
- D. Voting:** A quorum for meetings of the CAC shall consist of forty percent (40) of the voting members of the CAC. Except as otherwise provided, all matters shall be decided by majority vote of those present and voting. There shall be no voting by proxy. Upon majority vote at a duly convened meeting, the CAC may authorize the conduct of a vote through the distribution and/or collection of ballots using the U.S. postal service, or any other service that may be capable, with the procedure and subject matter for such vote to be set forth in the authorizing resolution.
- E. Procedure:** Questions of order shall be decided by the chair in accordance with Robert's Rules of Order (Newly Revised), unless otherwise provided in these Operating Procedures. Decisions of the chair may be appealed to the membership of CAC.
- F. Agenda:** At all meetings of the CAC an agenda shall be published and available to the membership prior to the meeting.
- G. Open Meetings:** All meetings shall be open to the public unless closed by a majority vote.

## SECTION 6 OFFICERS

- A. Positions:** The officers of the CAC shall be:
  - 1. Chair
  - 2. Vice Chair
  - 3. Secretary
- B. Elections:** The officers of the CAC shall be elected by the members of the CAC for two-year (2) terms at the annual meeting of USATF-GA in the post Summer Olympic year immediately following the election of the CAC. The officers need not be voting members of the CAC. Non-CAC members elected as officers shall become ex-officio members of the CAC, with voice and vote.
- C. Removal:** Any officers of the CAC may be removed for good cause by a two-third vote of those CAC members present and voting at an annual or special meeting called for that purpose, and provided the requisite notice for such meeting shall properly set forth on its agenda the removal vote, and provided that a quorum is present at the time of the vote.
- D. Succession:** The order of succession to the position of chair, in the event the chair is unable to serve a full term for any reason, shall be: (1) vice chair, (2) secretary, (3) financial officer. This order of succession shall also be used to designate a temporary chair during the chair's absence from any CAC meeting in the event any other officer is unable to serve a full term for any reason (including succession to the position of chair), the chair shall appoint a replacement for the remaining portion of the term as soon as is practicable.
- E. Multiple Roles:** No person may hold more than one office in CAC at the same time.

## SECTION 7 DUTIES OF THE OFFICERS

The officers shall perform the following duties and any other duties prescribed by these Operating Procedures, the Bylaws of USATF Georgia, and by the membership of CAC.

- A. **Chair:** The Chair shall:
  - 1. **Preside** at all meetings of the CAC and of the meetings of active coaches at the USATF-GA annual meeting;
  - 2. Be a non-voting **ex-officio member** of all CAC committees;
  - 3. **Manage and supervise** the affairs of the CAC, subject to the direction of the CAC membership; and
  - 4. **Select** subcommittee chairs and members as well as other coaches' representative appointments authorized by these Operating Procedures and the Bylaws of USATF-GA after consultation with the vice-chair, with the chair reserving the right to terminate such appointments for good cause upon written notice to such appointees.
- B. **Vice-chair:** The vice-chair shall be a non-voting ex-officio member of all CAC committees, and in case the chair is unable for any reason to serve a full term in office, shall assume the position of chair for the remainder of such term.
- C. **Secretary:** The secretary shall:
  - 1. **Keep or cause to be kept** all records of the CAC including minutes of all meetings;
  - 2. **Send notices** of the annual and special meetings of the CAC;
  - 3. **Post notice** of the time and place of all elections conducted by CAC; and
  - 4. In general **perform all duties** normally pertaining to the office of secretary.

## SECTION 8 EXECUTIVE COMMITTEE

- A. **Makeup:** The executive committee shall consist of the officers of the CAC, as well as three (3) voting members of the CAC appointed by the chair of CAC to serve two (2) year terms to reflect the ethnicity and gender diversity of the coaching community.

## SECTION 9 ELECTION PROCEDURES

- A. **Subcommittee:** The chair shall appoint an Election Subcommittee to oversee all nominations and elections by the CAC and by active coaches at the USATF-GA annual meeting.
- B. **Ballots:** Voting in contested elections shall be by written secret ballot. When only one (1) candidate is nominated, a voice or hand vote shall be permitted. No proxy votes shall be permitted.
- C. **Posting:** The time and place of all elections shall be posted by the secretary at least 24 hours prior to such election.

- D. Nominations:** The Elections Subcommittee shall nominate candidates for the various elected positions. Additional nominees shall be taken from the floor immediately prior to the election for each elected position.
- E. Parameters:** Each voter shall be permitted to vote for as many candidates as there are positions to be filled. Positions shall be filled when a candidate has received votes from a majority of the votes cast. Remaining positions shall be filled by a second vote in which there be a choice of candidates numbering one (1) more than the number of remaining positions. The candidates in the second vote shall be those candidates who received the highest numbers of votes in the first vote without being elected.
- F. Alternates:** Those candidates not elected shall be designated as alternates for the positions for which they ran, ranked according to number of votes received.
- G. Other Elections:** The CAC shall conduct and supervise any elections that require coaches' representation in USATF-GA, USATF, etc.
- H. Voting Eligibility:** Regardless of internal committee rules, only those members of a committee set forth by the Bylaws of USATF-GA as bona fide members or their properly registered alternates shall be eligible to vote (see Article 7-C-4 of the USATF-GA Bylaws). Such members must be credentialed by the Association Membership Chair prior to the nominations, and again prior to the actual election if held in a different session.

## **SECTION 10 APPOINTMENT PROCEDURES**

- A. Subcommittee:** The chair shall establish a Subcommittee for Appointments of coaches representatives, consisting of at least (3) active coach members. The Subcommittee for Appointments shall recommend prospective appointees to the chair for appointed coaches' representatives' positions authorized by the Bylaws of USATF-GA, or any other body on which USATF-GA is authorized to appoint coaches representatives.
- B. Factors:** The Subcommittee for Appointment shall weigh the following factors (all to be considered equally) in recommending prospective appointees to the chair:
  - 1. Prior service and attendance record in fulfilling duties of position;
  - 2. Special expertise suited to position;
  - 3. Participation at all levels of USATF;
  - 4. National and international team experience; and
  - 5. Other factors to be determined by the Committee.
- C. Committees:** The chair of the CAC shall appoint, for two-year (2) terms at the annual meeting in the post Summer Olympic year, active coach representatives and alternates to the following USATF-GA present and voting at a duly convened meeting:
  - 1. Membership
  - 2. Officials
  - 3. Developmental Committees:
    - a. Coaches Education
    - b. Men's Development
    - c. Women's Development

d. Sports Medicine

- D. Groups:** The chair of CAC shall, after consulting with the vice-chair, make recommendations to the President of USATF-GA for all coaches' representatives and alternates to temporary groups.
- E. Other:** The chair of the CAC shall, after consulting with the vice-chair, appoint all active coaches representatives to positions not otherwise covered by these Operating Procedures.

## **SECTION 11 SAVING CLAUSE**

Failure of literal or complete compliance with provisions of these Operating Procedures in respect to dates and time of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which, in the judgment of the members at meetings held, do not cause substantial injury to the rights of any coach, shall not invalidate the actions or proceedings of the CAC at any meeting.

## **SECTION 12 PREEMPTION BY USATF-GA BYLAWS**

If any provision of these Operating Procedures conflict with any Bylaw or Operating Regulation of USATF-GA, the USATF-GA Bylaws or Operating Regulation shall prevail.

## **SECTION 13 AMENDMENTS**

- A. Consideration:** These Operating Procedures may be amended by a two-thirds vote at any duly convened CAC meeting.
- B. Submissions:** Proposed amendments shall be submitted in writing by a member of the CAC to the secretary at least thirty (30) days in advance of the meeting at which they are to be considered.
- C. Waiver of Time Frame:** The time and notice requirements above may be waived under the following circumstances:
  - 1. To act on a tabled amendment proposal;
  - 2. To make these Operating Procedures conform with the USATF-GA Bylaws and Operating Regulations; or
  - 3. In emergency circumstances, upon eighty percent (80%) vote at any meeting of the CAC.
- D. Effective Date:** Unless otherwise specified at the time of adoption, amendments to these Operating Procedures take effect immediately.

*Amended September 10, 2010*