DIVERSITY INFORMATION ON THE USATF WEB SITE FOR ASSOCIATIONS

Most of our Associations' learning material is in the...

ASSOCIATIONS RESOURCES CENTER

The Associations Resource Center (ARC) provides Association leaders (Presidents, Secretaries, Membership Chairs, Committee Chairs, etc.) with a variety of information to help them fulfill their duties and responsibilities. I
ncluded in the ARC:

- Latest News
- Associations Manual
- Forms
- Policies/Guidelines/Memos
- Marketing & Event Support Resources

To receive access to the ARC send an email to membership@usatf.org. In your e-mail indicate you would like access to the ARC and include your role within your Association.

Much of it is structured within the revised...

ASSOCIATIONS MANUAL

This manual has been designed for you, the Association officer, executive director, board member or interested USATF member who wants to know how things work at the Association level. The goal was to provide you a tool that would give you the background information necessary to allow you to handle the everyday nuts and bolts issues involved in the operation of an active USA Track & Field Association.

The information contained in this manual is based on two main items: the "legal" documents of USA Track & Field – Articles, Bylaws, and Operating Regulations - which define many of the requirements for Associations; and the "working knowledge" of past and present Association officers and national staff as to what the key issues for any Association are, how the various programs like "sanctions" and insurance are designed, and how best to handle them at the Association level.

The manual is, without a doubt, a work in progress and will always be so. Updates to the manual will be posted on an ongoing basis at https://www.usatf.org/mgmt/assoc/forms/AssociationManual.asp. Our programs and systems continue to evolve and get better as with membership processing. For this reason, your comments and feedback are crucial to the success of this manual as a helpful tool for Associations.

There may be questions that remain unanswered in this edition, or items that will arise in the future that are of importance and/or interest to all Associations.

Here is the specific information from the Manual on diversity...

CHAPTER 1.9 – DIVERSITY

Introduction

Diversity is an important issue for all Associations. Part of our "mission" as the local voice and face for USA Track & Field is to ensure that our sport is available to all individuals equally, and that there is equal opportunity for all individuals to participate at all levels and in all roles – whether as officials, athletes, or Association officers, or in any other manner or position.

Each Association should consider adopting a "Statement on Diversity" similar to the one set forth below to confirm and communicate to its members and the community the Association's commitment to this aspect of our mission.

Suggested "Statement on Diversity" for Associations

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Diversity in our Association means the set of distinctive racial, ethnic, spiritual, material, intellectual, and emotional factors that make up our community and our membership. This diversity is embodied in the uniqueness and plurality of the identities of the groups and societies we bring together to accomplish our mission.

This Association is committed to the pursuit of diversity in all of our activities, as well as in standard-setting, awareness-raising, and capacity-building. Our actions and words will reflect this commitment to the safeguarding and promotion of diversity.

This Association recognizes our individual and organizational responsibility to work for equality of opportunity, and will initiate and support actions which move us toward the elimination of institutional discrimination in all arenas, including participation, communication, and leadership recruitment, training, and selection.

This Association recognizes our responsibility to protect the rights of, and support opportunities and equity for, all members of USA Track & Field. We will initiate and support actions to enable anyone to become a full participant in and beneficiary of the life of this organization, regardless of race, ethnicity, gender, disability status, gender identity, sexual orientation, or religion and beliefs.

Checklist for the Promotion of Diversity for Associations

This checklist provides guidelines to Associations looking to promote diversity, to deal with issues of equal opportunity, and to recognize problems of racial and ethnic discrimination and harassment.

- Has the Association defined what represents a diverse organization in its population environment?
- Has the Association communicated its commitment to diversity by issuing a diversity policy statement?
- Has the Association implemented a review of its policies and the outcome of these policies and practices to better understand their consequence as related to diversity?
- Has the Association assessed its achievement of diversity as well as levels of potential or actual barriers to equal opportunity and diversity?
- Does the Association ensure that annual reports of committees include a paragraph on diversity and equal opportunity considerations?
- Has the Association defined what constitutes behaviour that results in discrimination or harassment for the purpose of reporting and recording such incidents and as a starting point for investigating such incidents?
- Does the Association have an action plan with specific and measurable targets and timescales and details about how and by whom diversity progress will be measured and assessed?
- Are diversity issues explicitly integrated into service delivery, planning and reviews?
- Does the Association have a formal mechanism for consulting with local racial and ethnic minority people?
- Does the Association have a diverse population in its planning process and the management of activities in proportion to the diversity of the local population?
- If yes, does the Association evaluate the effectiveness of this diverse group by checking for example the extent to which views expressed by minority members have guided policy decisions?
- Does the Association have guidelines for ensuring that effective and appropriate translation and interpreting facilities are provided for participants with poor English skills or for the hearing impaired?
- Is all key publicity about services published in community languages and appropriate media?
- Does the Association monitor the degree to which there have been complaints based on race, gender, ethnicity, etc.?
- Does the Association monitor the degree to which those individuals or groups are satisfied with the handling of those complaints?

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- To what extent does the Association leadership actively encourage diversity in all aspects of participation?
- Do Association leaders have skills and experience in promoting diversity?
- Does the Association have any arrangements for working with key local partners to promote diversity?
- Does the Association's code of conduct for its participants include discriminatory or racist language or behaviour a disciplinary matter?
- Does the Association regularly examine its volunteer recruitment and selection policies, procedures and outcomes to ensure that the process promotes diversity?
- Does the Association promote its programs in appropriate locations such as community organizations, community centers and schools?
- Has the Association reviewed all of its training and development opportunities to ensure that there is a consistent strategy to incorporate diversity issues and equal opportunity principles through its training programs?
- Are Association leaders aware of their role and responsibilities in implementing diversity policies and procedures, and addressing any barriers to the achievement of these policies?
- Do the Association leaders encourage and support the development of a diverse pool of candidates for leadership positions?