



# United States Corporate Athletics Association

*A nonprofit organization dedicated to the pursuit of Corporate Track and Road Racing events*

25 November 1986

Kay Donnelly  
SRI International  
333 Ravenswood Avenue, EL247  
Menlo Park, CA 94025

RECEIVED

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OFFICE OF THE  
PRESIDENT

Dear Kay:

Digital Equipment Corp. has agreed to support our track efforts in 1987. Dick Joseph of the New England group pulled this off; a fine job. In support of that input, and to put our corporate house in order, I ask that your region follow up on several items. These items are listed here in order of importance administratively. Please refer to the attachments which describe each item more fully.

- 1) Formal affiliation of regions with the USCAA. (Att. A)
- 2) Membership dues and numbering system for 1987. (Att. B & C)
- 3) Coordinating activities with Digital Equipment Corporation on the 1987 track series. (Att. D)
- 4) '87 regional track championships dates. (Att. E)

Deadlines are indicated for each attachments. Thank you in advance for responding in the time requested. Your legal status and the question of tax liabilities represent two very major items which you need to deal with now in order to develop and remain a viable organization.

Please don't hesitate to call me at 714/752-4466 if you have any questions. I look forward to working out the details of these opportunities with you.

Sincerely yours,

James Kanagy  
Secretary USCAA

8006G/8007G

## FORMALIZATION OF USCAA AFFILIATION

Deadline: January 1, 1987

Introduction. The USCAA is a formal legal non-profit corporation. It has been given a 501(c)(3) status by the IRS. That means not only are we a non-profit organization but that contributions to the organization are tax deductible to the contributor.

Legal Status of Regional Organizations. Unless you have incorporated, you have the legal status on an unincorporated association. Whatever your legal status, you are liable for state and Federal taxes on all 1986 income, regardless of whether you made any profit or what you did with it. In other words, the money you took in this year to put on events is taxable, and April 15th is coming. If you have 501(c)(3) status or have been afforded some other tax-exempt status by the IRS, you will not have to pay taxes though tax returns may have to be filed.

Regions can piggy-back on the corporate status and tax status of the national body, if a formal request for recognition as the regional affiliate has been made and that request accepted by the national board. To date the USCAA has given tacit recognition to eleven regions, but that informality does not meet the requirements of state or federal law. This is to invite you to change that.

To obtain the corporate and/or tax status of the USCAA, each regional organization must formally apply to the national board for recognition as the governing body for that area, and have the board formally accept and recognize that organization as such. Then, the corporate status and tax-exempt status of the USCAA can be conferred on such group on the basis of the authority vested in the USCAA.

If you are not already incorporated, you can become a regional affiliate and derive your corporate status from the USCAA. Some registration of that fact will have to be made with the state or local governing body where you are headquartered.

Those already incorporated, or new affiliates, can also piggy-back on the USCAA's tax status, provided their purpose is the same as that of the national body. That will be no problem as USCAA bylaws require regional governing bodies to have constitutions which are not inconsistent with the national bylaws.

IMPORTANT: Local groups must be formally recognized as regional affiliates from here on out, otherwise the national body could lose its corporate and tax status. Unless a group is recognized as a regional governing body, the USCAA can not include it in any USCAA activities.

To get on board, please prepare a formal request to have your group recognized by the national board as the governing body in your region, as per the following instructions.

## Application for Affiliation with the USCAA

If you wish to become the USCAA governing body and affiliate for your region, please submit a formal request in writing addressed to the USCAA Board of Directors in care of James Kanagy, 11 Rainbow Ridge, Irvine, CA 92715.

Your request for affiliation should contain the following:

- 1) An introductory paragraph requesting that your named organization be recognized by the board of directors of the United States Corporate Athletics Association as the governing body for corporate athletics in your region. Give the general geographic scope of your region. A statement that if your request is granted, that your organization will abide by the rules and standards of the USCAA set out in its bylaws as amended from time-to-time and such rules and standards as are now in effect and which may be instituted in the future.
- 2) Give the exact name of your organization. If you are not incorporated, your name will need to be that of XYZ, division of the United States Corporate Athletics Association. For example, the "Southern California Corporate Athletics Association, a division of the USCAA."
- 3) Please state whether you are incorporated and if so, in what state. Appropriate corporate identification should be included. If not incorporated, please request that your group and its officers be given the authority to carry out business in your region as a division (if unincorporated) or affiliate (if incorporated) of the USCAA.
- 4) A copy of your bylaws or other organic document or a statement to the effect that you are adopting the bylaws of the National Organization. Please note, this document may not be inconsistent with the national bylaws. (A copy of the national bylaws will be forwarded under separate cover in about 10 days.)
- 5) Give the geographic scope of your region. If not defined by state boundaries, please recite the political sub-units comprising your region.
- 6) List your Board of Directors and Officers and their membership affiliation. USCAA bylaws require at least three board members/officers. Only persons from member organizations can serve as board members. Only one person per membership can serve on the governing body.
- 6) A statement of the number of memberships for 1986. A minimum of eight (8) members is required by the USCAA bylaws in order to be officially recognized as a regional affiliate.
- 7) The mailing address and telephone number of your groups' office. If your chief executive has a different mailing address and phone number, please so indicate.

Requests will be acted on at the January Board meeting.

ATTACHMENT B

1987 Memberships and Membership Fees

Corporate membership resides in the regional organizations, not the national body. Any teams participating in your events must be a member of your region. Only groups with a facility in your region can be a member of your region. Memberships are renewed annually.

The Board has decided to drop its minimum regional fee structure of last year in favor of a minimum reimbursement system. Each regional is free to set its own membership dues from which it will then reimburse the national organization \$15 for each 1987 membership.

The National Board will invoice each region twice, once in July and again in December. The July invoice will cover memberships as of July 1st and the December invoice will cover any groups joining after July 1st 1987.

No action is needed at this time on this item.

ATTACHMENT C

1986 Membership Numbering System

Introduction. The Board has voted to institute a regional numbering system based on zip code and a randomly assigned a four digit number. The zip code will identify the region and the four digit number will identify a particular membership. A fuller explanation of the system is attached along with your pre-assigned regional number and the random number tables needed for individual members.

Application. Please assign each corporate member a number using the enclosed system. Remember, one corporate membership may field any number of teams in any given event except a national championship. All 1987 entry forms should provide for recitation of this membership number. The national group will use this numbering system to confirm that teams participating in national championships have at least one regional membership.

Record Keeping. Once a member has been assigned a number, three groups need to be made aware of that number, the member, the national group, with one copy for your file. For your convenience, a suggested membership form is attached which can be filled out once, then copied twice, to meet these record keeping requirements. Once you have entered the pertinent information and made your copies, simply check the appropriate box and send that copy to the indicated group. Mailings to the national group should be mailed to the USCAA secretary, Jim Kanagy, 11 Rainbow Ridge, Irvine, CA 92715. Good Luck.

(Make the header your region's name and logo.)

1987 MEMBERSHIP APPLICATION FORM

Membership in the (name your region) is open to any corporation, partnership, joint venture, or governmental body or the military which is physically located in (state the area covered by your region).

Please type or print the requested information.

1987 Membership Fee: (State 1987 Fee) Please include your fee with this application.

Organization Name \_\_\_\_\_

Team Representative \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone: Work ( ) \_\_\_\_\_, Home ( ) \_\_\_\_\_

Number of Employees: Regionally \_\_\_\_\_, Nationally \_\_\_\_\_

IN CONSIDERATION for accepting this application, the undersigned team representative states he or she has or will inform all team members of the Rules and Standards of this organization and the United States Corporate Athletics Association and obtain the assurance of all team members that they will abide by these Rules and Standards when participating in events sanctioned by either of these organizations.

\_\_\_\_\_  
Team Representative, Date

1987 Membership Number: \_/\_/\_/\_/\_/ - \_/\_/\_/\_/\_/

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Official Use Only

\_/\_/ Member, \_/\_/ Region, \_/\_/ USCAA

Mail Application to: (State name and address of person to whom the membership form should be sent.)

Please fill out this Membership Application Form as follows:

1. State the name of your organization. If you are a division of a larger organization, please so indicate or otherwise identify yourself in a manner which distinguishes you from this other organization.
2. Enter the team representative name. All correspondence will be routed through this person. NOTE. Notify us immediately upon changing your team representative.
3. Enter the team representative's mailing address and work and home phone numbers in the spaces provided.
4. Under Number of Employees, by the word "Regionally," give the number employees in your organization in this particular region. By the word "Nationally," state the number of employees in your organization nation-wide.
5. A membership number will be assigned and this original Form returned to your team representative. This number must be entered on all entry form for regional and USCAA meets you enter during the 1987 calendar year. Team entries will not be accepted without a 1987 membership number.

If you have any questions, please contact \_\_\_\_\_.

## Region Identification Numbers

For use with the Membership Numbering system

<u>Region</u>	<u>Region Number</u>
New England Corporate Athletics Association	02205
New York Region	10001
Atlanta Region	30301
Michigan/Detroit Region	48226
Des Moines Region	50318
Houston Corporate Athletics Association	77001
Colorado Region	80201
Southern California Region	90001
BACAA	94101
Pacific Northwest Region	98101

These numbers, with 2 exceptions, are the General Delivery zip code for the major city in each region. The random numbers needed for individual memberships are on the back of this page. Use them from left to right, crossing out each as used. A different set of random numbers will be used in 1988. If you use all these random numbers, let me know. I will be more than happy to generate more.



NUMBER

521	898	244	103	330	680	791	704	414	812	873	270	122	458
605	497	816	325	156	625	233	649	584	867	304	850	337	5
520	549	760	702	117	340	318	931	10	100	988	204	903	37
637	995	539	996	913	630	344	496	147	173	971	662	735	607
824	105	471	311	703	640	559	509	564	532	466	815	373	921
158	905	576	164	154	89	339	661	24	720	669	91	557	716
911	145	596	45	126	19	832	279	849	319	451	343	116	259
143	805	883	946	772	177	301	606	632	611	44	863	834	569
363	783	811	357	141	34	595	79	284	129	707	094	586	604
802	919	278	753	33	220	363	547	741	494	280	418	36	26
670	405	946	524	503	799	13	514	774	536	234	294	371	555
967	638	163	274	792	43	512	125	580	77	768	980	708	653
707	648	877	624	990	174	371	403	372	423	712	211	269	0
966	690	23	206	483	298	463	979	479	302	541	901	996	950
447	646	844	314	302	376	433	920	563	560	904	409	440	511
146	955	367	440	214	896	434	103	785	246	28	769	935	345
538	347	818	81	87	54	464	013	575	840	135	568	300	110
230	936	725	561	666	651	738	726	958	42	3	808	724	476
286	461	800	153	759	373	688	346	933	899	698	957	756	72
517	92	258	500	00	454	796	900	492	793	186	270	104	327
399	534	65	680	426	959	417	427	473	836	291	994	929	653
445	22	253	682	927	267	326	888	328	144	254	226	650	540
354	256	809	754	938	475	238	944	132	960	652	493	657	790
21	410	491	495	939	843	456	591	221	912	965	674	239	170
736	528	467	150	398	766	114	603	842	553	986	400	588	829
730	404	543	850	353	421	891	582	118	107	922	972	235	520
571	250	312	915	306	558	743	663	889	325	46	439	12	481
643	693	332	854	201	392	404	501	894	835	477	878	620	213
120	879	296	277	813	32	165	695	565	58	626	255	973	628
323	443	199	757	544	394	132	326	982	371	778	57	692	773
836	261	897	139	562	593	678	167	474	266	984	94	987	676
03	66	705	450	486	13	671	355	764	608	932	789	160	962
242	338	655	706	975	406	753	182	761	71	572	713	771	714
4	592	178	224	88	133	578	196	992	655	252	504	75	722
305	119	435	127	240	336	937	918	163	861	273	226	431	364
941	266	101	858	369	8	734	792	952	585	366	271	508	385
223	420	709	522	779	264	906	115	642	437	633	699	202	438
290	349	465	949	129	151	208	245	942	710	713	243	73	991
841	874	375	910	851	198	203	248	570	389	36	390	762	366
600	365	530	983	740	329	55	381	567	109	661	550	487	957
379	587	408	134	113	184	795	906	152	303	35	357	208	797
1	90	7	806	500	862	943	872	969	819	194	313	236	352
455	34	866	33	322	679	302	817	320	667	499	529	559	639
112	721	139	786	727	590	621	533	175	25	465	747	947	599
531	999	275	745	241	660	472	864	579	133	360	140	281	123
534	516	907	672	171	610	441	968	448	130	827	48	93	554
02	887	222	135	696	934	101	540	288	1000	442	677	534	397
402	556	257	794	675	597	57	583	539	892	300	545	356	377
979	74	701	639	660	604	917	828	976	619	384	765	240	209

ATTACHMENT D

Digital Sponsorship of 1987 USCAA Track Series

Deadline - January 1, 1987

Introduction. The knight in shining armor has appeared and, behold, he has a VAX system with which to slay the dragon. Digital Equipment Corporation, DEC, is sponsoring the 1987 National Track Championships through a cash donation and advertising. It will support the National Track Championship and the regional activities through an extensive advertising program. A designate from you region to work with Digital is needed.

DEC Advertising. DEC will advertise in national magazines such as Forbes and Fortune. Such ads and/or articles will focus on the national and regional track activities. DEC will also place ads in local newspapers and magazines for each regional championship under the present plan. DEC is covering these expenses. A lot of money is involved in this advertising. In essence, they are using the USCAA's 1987 track series as a focal point for advertising their new products. Presently we are responsible for advertising in running magazines, but that is being discussed with DEC to see whether they will pick up the tab.

Regional Sponsorship. Each region will have the opportunity to contact the DEC regional sales manager in its area and request cash support for its regional track championship. We must designate a person in each region to work with DEC on advertising and sponsorship. Dick Joseph will then put your designate in touch with DEC personnel and turn things over to your group for follow-up. Please note, region are not prohibited from seeking money from other sponsors under this arrangement, but DEC will still have the right to advertise your event under its name.

I trust our activities will support and warrant DEC's investment of this amount of time and money in our organization.

ACTION ITEMS

The following action items and responses are needed from your organization.

- Designation of contact for DEC. Deadline: January 1, 1987.

Please designate one person to be the sole contact with DEC. This will reduce confusion and misdirection. Responsibilities will cover all interactions with the DEC home office and the DEC regional personnel to coordinate your advertising and develop sponsorship and such other matter as need to be taken care of with Digital.

ATTACHMENT E

Regional Tract Championships: Date and Contact

Deadline: January 1, 1987

EVENT DATE. Advertising lead-time in national magazines is approximately three (3) months. To make May issues, we must reserve space and have materials available by the first week of January. Please, immediately set a date for your regional championship so advertising copy may be prepared.

CONTACT PERSON. Please designate one person as the regional contact for your track championship. I recommend this be someone other than the DEC contact, if possible, but leave that to your discretion. A name, address and telephone number are required. This data will be placed in national and local ads and articles prepared by DEC and the USCAA.

Deadline: January 1, 1987