Title: USA Powerlifting State Chair

Administrative Oversight and Communication:

The Executive Director provides administrative oversight and support to State Chairs in carrying out their duties and responsibilities. When needed, the Chair of the State Chair Committee may serve as a liaison between State Chairs and the Executive Director. Nothing in this administrative relationship supersedes the authority, responsibilities, or governance structure established by the USA Powerlifting Bylaws.

Summary of Position:

The State Chairs oversee and coordinate the primary mission of cultivating and growing USA Powerlifting membership and mission statement within their state.
State Chairs are responsible for growing the referee pool in their state and cultivating meet directors that will offer their members high-quality events.

Procedure for the Election of all State Chairs

1. The pool of nominees running for the vacant office shall include those who designate their interest in writing to the National Office, those appointed or nominated by any member of the NGB, those appointed or nominated by the Executive Committee, or those appointed or nominated by any member of the Association.
2. There may be 2 candidates nominated together as co-chairs to run for the position of State Chair. The co-chair candidates will run together for the position.
3. The National Office shall advertise such an election 30 days prior to the date of the election. Resumes and Letter of Intent-to-Serve are due no later than 20 days prior and are to be submitted using the form that will be provided in the election notice. Accepted advertisement shall include: stating the vacancy, requesting nominations and the deadline for accepting nominations or a notice sent to the members of the NGB stating the vacancy, requesting nomination and indicating the deadline for accepting nominations.
4. Elections for the State Chair position will take place from November 1 to December 30 of the year in which the current term ends. The newly elected or appointed State Chair shall take the position on January 1 of the next year. Reimbursement for the State Chair will go to the Chair holding that position as of December 31st the previous year. An electronic balloting system will be used as the method by which members may cast their vote.
5. Elections shall be held every three years and will be conducted by the National Office. All other state business shall be conducted at the State Meeting. The State Meeting shall be announced by the National Office to all members of the State Association within 30 days of the meeting.
6. All candidates running for state chair must be at minimum a state referee, if an adequate candidate cannot be found this requirement may be waived only by the Executive Committee.
7. The President reserves the right to appoint a state chair when they believe that person may uphold the mission of USA Powerlifting or if no viable candidates are available.

Process for Bringing on a Co-Chair;

1. If during the course of serving their 3-year term a State Chair wishes to bring on a co-chair the following must be done.
2. The State Chair will inform the Chair of the State Chair Committee and Executive Director of the nominee's name.
3. The named candidate will provide a letter of intent and resume to the Chair of the State Chair Committee.
4. The Chair of the State Chair Committee will forward the request with the candidate's letter of intent and resume to the National Secretary.
5. Within 2 business days of receiving the documents from the chair of the State Chair Committee, the Secretary will forward the documents to the EC.

Notification of Executive Committee decision regarding the addition of the co-chair will be sent to the Chair of the State Chair Committee

6. The Chair of the State Chair Committee will notify the State Chair making the request and the Co-chair nominee.

Duties and Responsibilities:

- Approve all meet sanction applications within the state prior to sending them to the National Office. State chairs should develop a calendar within the state that benefits the mission of USA Powerlifting. When considering sanction applications, the proximity of meets, as well as the resources of the state, must all be taken into consideration.
- State Chairs should attend all meets held within the state or designate a state member to act as their representative.
- State Chairs should assist meet directors with securing meet personnel, officials, and drug-testing personnel.
- Encourage the membership to participate in helping to run meets and to become involved with the USAPL refereeing program. Direct them to the procedure and process to become a referee.
- Attempt to settle disputes within the state that are not a conflict of interest for that State Chair. To maintain transparency, the Executive Director and/or the Chair of Chairs should be notified of any dispute(s).
- Provide a follow-up service for the National Office by encouraging meet directors to fulfill their responsibilities to the National Office.
- State Records are maintained at https://usapl.liftingdatabase.com/ It is the responsibility of the State Chair to make sure updates are timely and accurate. A state record keeper may be appointed by the state chair.
- Attend the annual National Governing Board meeting which takes place at USA Powerlifting Nationals or designate a state member as proxy using the provided form no later than the Monday prior to the commencement of the meeting. The National Governing Board meeting is an important part of USA Powerlifting's structure. Chairs are highly encouraged to attend this annual meeting to make sure their constituents' voices are heard.

Drug Testing:

The State Chair should help facilitate drug testing. There are two types of drug testing that State Chairs are responsible for helping to ensure a clean platform – In Meet Testing (IMT) and Out of Meet Testing (OMT). For IMT tests, state chairs should offer advice on doping selection of athletes. The State Chair should help coordinate with the Anti-Doping Coordinator to help facilitate any OMTs which may need to be completed in their state. This could be the State Chair or may involve the State Chair recommending a referee to the Anti-Doping Coordinator.

Communicating with Members:

The State Chair shall use the assigned USA Powerlifting Gmail and Google Suite for all things pertaining to official business regarding USA Powerlifting within their state. Establishing an online and social media presence is important for the growth of the state and the State Chair should facilitate the most effective growth in that area. State Chairs must ensure rules around branding and marketing established by the Executive Director are followed. All State Chairs are representatives of USA Powerlifting and are bound to the social media policy.

State Chair stipends include:

· $1.50 per registered USAPL member within the state, providing that the state hosts a minimum of one sanctioned meet per year.
· $10.00 per registered team in the state.
· $15.00 per sanctioned meet within the state.

Every State Chair will receive a stipend for the year based on the number of members in their state. In January, State Chairs will receive an email reminder about the procedures for requesting the stipend. States that are being served by co-chairs will have the stipend split evenly between the 2 co-chairs unless a written agreement signed by each co-chair is included with the stipend form.
There are several items which must be done to be eligible to receive the stipend.

- State Chair Reimbursement Request form must be submitted no later than specified date in the email.
- Records must be up to date within usapl.liftingdatabase.com
- Paperwork for all meets sanctioned in the previous year must be received by the National Office.
- Social Media/Websites must be up-to-date with the current USA Powerlifting logo. (Note - Social media can have photos from USA Powerlifting events, etc. as your banner, it is not required that the USA Powerlifting logo be used, but any logo usage must be the current logo.)

Note - Eligibility for the State Chair reimbursement requires at least one [1] sanctioned USA Powerlifting competition in the state during the calendar year.

USA Powerlifting Representative

State Chairs are elected to serve the organization and the members in their respective state. State Chairs must act in the best interest of USA Powerlifting. Cronyism or serving one's self interest is not to be tolerated. State chairs who violate this responsibility may be censured and/or removed by the Executive Committee.

Referees

Recruiting and maintaining a pool of referees across the state or nation is important for the growth of USA Powerlifting. The State Chair shall facilitate in helping direct candidates to the procedures to their respective rank for testing. Please see the requirements for referees and check with the Technical Committee when questions arise.

Approving Sanctions

When a meet director wants to host an event in the state, they must get approval from the State Chair. Approving a sanction is an electronic Jotform process. When a meet director completes a sanction form an email will be sent to the state chair stating that they have a task to complete.
Open the email and click on the blue link. This will take you to the page to sign and type your name, verifying approval of the sanction. Once you submit, you will go back to the sent email and click on the tab that states “View Task.” Select “Complete” in the dropdown menu and click submit. That will finalize your approval of a sanction.

The Meet Director Resource Center page on the National Website is a valuable resource and contains the links to the necessary forms and other information.

There are only a few reasons to deny a sanction in a state.

- There are too many events in close proximity, location or date, in which case the State Chair can work with the meet director to choose a better location or date.
- The meet director has not shown he/she can comply with sanction rules related to running an event (paying National Office for drug tests, submitting paperwork by deadline, providing a safe environment during an event, etc.).