

2017

Governance Handbook

BYLAWS

SECTION II

ARTICLE 1

NAME

The name of this corporation shall be USA Track & Field, Inc., also referred to as "this national governing body," "this corporation," or "USATF."

ARTICLE 2

DEFINITIONS

As used in these Bylaws and the Operating Regulations:

- A. Association** (when capitalized) means the local organization that administers a geographically defined area, and bears a name that shall include its geographic description.
- B. Athletes:**
- 1. International Athlete** means an athlete who has represented the United States in international competition held under IAAF jurisdiction in Athletics (not including World Youth or World Masters events) within the preceding ten (10) years or who has placed in the top half of specifically designated national open championship events within the preceding twenty-four (24) months. The Athletes Advisory Committee shall designate qualifying competitions; and
 - 2. Active Athlete** means any individual who is actively engaged in Athletics or who is an International Athlete.
- C. Athletics** (when capitalized) means, inclusively, track & field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.
- D. Athletics competition** means a contest, game, meet, match, tournament, or other Athletics event in which Athletes compete.
- E. Board** (when capitalized) means USATF's Board of Directors.
- F. CEO** means USATF's chief executive officer, who shall function as executive director.
- G. Club** means an organization of athletes and others who participate in USATF programs as a team. There shall be various types of USATF clubs, based on the types of programs and purposes they serve. Clubs may have more than one purpose.
- H. Coach** means an individual who is currently a USATF-certified coach, or who is or was within the preceding ten (10) years actively engaged in training athletes, coaching school/college community Athletics, coaching club athletes, or coaching International Athletes.
- I. IAAF** means the International Association of Athletics Federations.
- J. International Athletics Competition** means any Athletics competition involving athletes representing two (2) or more countries.
- K. IOC** means the International Olympic Committee.
- L. National Office Management** means USATF's paid managerial staff.
- M. Past chair or past officer** means the person (other than the current holder of the position) who served immediately prior to the present holder.
- N. Sanction** means the document which evidences the authority granted by USATF to conduct a competition, and which also evidences that the recipient has complied with the requirements of Article 15 and Regulation 23.
- O. Sports Act** means the Olympic and Amateur Sports Act (see exhibits section of this handbook), as amended.
- P. Sports organization** means a non-profit corporation, club, federation, union, association, or other group organized in the United States that sponsors or arranges any Athletics competition.
- Q. USOC** means the United States Olympic Committee.

ARTICLE 3

PURPOSES AND DUTIES

This non-profit corporation shall act as the national governing body for Athletics in the United States under the Sports Act, as authorized by the USOC, and act as the IAAF member organization for the United States.

A. Purposes: *This corporation shall have the following purposes:*

- 1. Development:** *Developing interest and participation in Athletics in the United States at all levels and developing the highest possible performance level for the United States in international competition;*
- 2. Management:** *Promoting Athletics and athletes by conducting competitions and other events, and cooperating with and encouraging other organizations that may do so;*
- 3. Performance:** *Fielding the most competent United States individuals and teams for international competition in Athletics and providing support and conditions that ensure optimal performance to Athletes at all levels;*
- 4. Marketing:** *Generating public awareness, appreciation, and support for Athletics and for USATF, creating opportunities for athletes and Athletics events, and generating sponsorships to help fulfill its purposes and duties; and*
- 5. Diversity:** *Promoting diversity of representation at all levels of participation in its activities.*

B. Duties: *This corporation shall have the following duties:*

- 1. Responsibility to constituency:** *Being responsible to persons and sports organizations active in Athletics;*
- 2. Coordination of scheduling:** *Minimizing, by coordinating with other sports organizations, conflicts in schedules for Athletics practices and competitions;*
- 3. Communication with Active Athletes:** *Keeping Athletes informed of policy matters and reasonably reflecting the views of Athletes in policy decisions;*
- 4. Sanctioning of events:** *Sanctioning Athletics competition under these Bylaws and the Operating Regulations;*
- 5. Participation in competition:** *Providing for participation by Athletes, coaches, trainers, managers, administrators, and officials in Athletics competition, under the provisions of these Bylaws and the Operating Regulations, and provide for protections guaranteed by the Sports Act, and in Article 16;*
- 6. Support of women in Athletics:** *Providing equitable support and encouragement for participation by Women in Athletics;*
- 7. Support of the disabled in Athletics:** *Encouraging and supporting sports programs in Athletics for disabled individuals;*
- 8. Coordination of technical information:** *Coordinating and providing technical information on physical training, equipment design, coaching, and performance analysis in Athletics;*
- 9. Research:** *Encouraging and supporting research, development, and dissemination of information in the areas of sports medicine and sports safety in Athletics;*
- 10. Coordination of certification and education:** *Providing the means to certify coaches and officials throughout the United States in all disciplines and at all levels of Athletics;*
- 11. Registration and certification of athletes:** *Registering athletes as members and certifying athletes as eligible for international competition;*
- 12. Maintaining athlete eligibility requirements:** *Establishing eligibility criteria for participating or competing in Athletics, or in the Olympic, Pan American, or Paralympic Games that are not more restrictive than the IAAF's criteria; and*
- 13. Administration of Athletics:** *Performing all other duties necessary for administering Athletics in the United States and for achieving this corporation's purposes.*
- 14. Compliance with IAAF Requirements:** *USATF is affiliated to the IAAF (and through the IAAF to the North American, Central American and Caribbean Athletic Association). USATF shall recognize, accept, apply, observe and abide by the Constitution, Rules and Regulations of the IAAF and the North American, Central American and Caribbean Athletic Association, as amended from time to time, unless any of these documents conflict with federal or state law, or USOC requirements. This includes, but is not limited to, anti-doping rules, the handling of disputes, and relations with Athletes' Representatives. Any citizen of*

the United States of America elected to the IAAF Council shall be a voting member of the Board.

15. Compliance with USOC Requirements: *USATF is a member national governing body (NGB) of the USOC. USATF shall recognize, accept, apply, observe and abide by the policies and procedures of the USOC, as amended from time to time, including, but not limited to, its safe sport rules and regulations. Additionally, USATF shall abide by the policies and procedures of the independent safe sport organization designated by the USOC to investigate and resolve safe sport violations. The USOC has designated the U.S. Center for Safe Sport as that organization.*

ARTICLE 4

AUTHORITY

This corporation shall be the national governing body for Athletics in the United States, and shall exercise the following powers:

- A. IAAF representation:** *Representing the United States in the IAAF, meeting the obligations of its membership, and having criteria relating to eligibility for competitions or to participate in the Olympic, Pan American, or Paralympic Games that are not more restrictive than those of the IAAF.*
- B. Establishment of national goals:** *Establishing national goals and encouraging the attainment of those goals in Athletics.*
- C. Coordination of Athletics:** *Serving as the coordinating body for activity in Athletics in the United States.*
- D. Jurisdiction:**
 - 1. Over Athletics competition:**
 - a. International:** *Exercising jurisdiction over international activities and sanctioning international competition held in the United States and sanctioning the sponsorship of international competition held outside the United States, under these Bylaws and the Operating Regulations; and*
 - b. Domestic:** *Conducting competition, including national championships and international competition in the United States, and establishing procedures for determining eligibility standards for participating in these competitions, except for restricted competition referred to in subparagraph 3, below;*
 - 2. Over USA Athletics teams:**
 - a. IOC events:** *Recommending to the USOC individuals and teams to represent the United States in the Olympic Games and Pan American Games; and*
 - b. IAAF events:** *Designating individuals and teams to represent the United States in international competition (other than the Olympic and Pan American Games) and certifying, under IAAF rules, these individuals' and teams' eligibility; and*
 - 3. Exception:** *Any sports organization that conducts Athletics competition, participation in which is restricted to a specific class of athletes (such as high school students, college students, members of the Armed Forces, or similar groups or categories), shall have exclusive jurisdiction over that competition. If such a sports organization wishes to conduct international Athletics competition to be held in the United States or sponsor international Athletics competition to be held outside the United States, it shall obtain a sanction from USATF.*
- E. Autonomy:** *USATF shall be autonomous in governing Athletics. It shall independently determine and control all matters central to governing; shall not delegate its decisions or control; and shall be free from outside restraint. This provision shall not prevent USATF from contracting with third parties for administrative assistance and support in connection with its purposes and authority, nor negate the USOC's membership requirements for national governing bodies.*

ARTICLE 5

CONSTITUENCY

Membership in USATF shall be open to any eligible individual, club, organization, national sports organization, and other constituencies defined in these bylaws and regulations. The process for applying for membership shall be stated in the regulations.

- A. Individuals:** *Athletes, Elite Athletes, disabled athletes, coaches, officials, trainers, managers, administrators, or any other individual may join USATF, provided that s/he is not ineligible under applicable IOC, USOC, IAAF, or USATF rules and regulations.*
- B. Clubs/organizations:** *Any club or organization may join USATF, provided that it is not ineligible under applicable IOC, USOC, IAAF, or USATF rules and regulations, or is not prohibited by law from joining USATF.*
- C. National sports organizations:** *Sports organizations that conduct a national program or regular national competition in Athletics, on a level of proficiency appropriate for the selection of athletes to represent the United States in international Athletics competition, and have the managerial and financial capability of conducting a national championship. (See list in Exhibits.)*
- D. Other constituencies:**

The constituency of USATF shall also include the following organizations. (See list in Exhibits):

- 1. National Athletics organizations:** *Other non-club sports organizations, which have purposes or activities involving or related to Athletics, and Athletics-oriented membership and programs national in scope;*
- 2. National coaching organizations:** *Organizations whose membership consists of coaches in Athletics and which have membership national in scope;*
- 3. Sports for the Disabled:** *Any organization under the "Sports for the Disabled" category defined by the USOC, which directly conducts a national program in Athletics or regular national Athletics competition on a level of proficiency appropriate for the selection of athletes to represent the United States in international competition, which is designed for individuals possessing physical or mental limitations that preclude participation in unrestricted Athletics competition.*
- 4. Affiliated organizations:** *Other non-club sports organizations that have purposes or activities involving or related to Athletics, and a mission that is national in scope.*

ARTICLE 6
ASSOCIATIONS

- A. Associations:** *The basic constituency of USATF shall be Associations, divided into mutually exclusive geographic areas of the United States. Two Associations may share jurisdiction over territory that is smaller in area and population than the exclusive territory of either. In these instances, one of the associations shall be designated as having primary jurisdiction and shall be allocated any members who do not indicate a preference. All Associations shall be separately incorporated entities, in good corporate standing, and must be recognized by the Internal Revenue Service (either by group or individual exemption) as 501(c)(3) non-profit entities that are not private foundations. (See Exhibits for Associations list and geographic descriptions.)*
- B. Association accreditation:** *All Associations shall be accredited biennially by the Organizational Services Committee under Regulation 7.*
- C. Association elections:** *Association election procedures for officers, sport committee chairs, and other elected chairs shall be defined in their bylaws and comply with Regulation 7. The procedures shall include the notice of elections to be held, the process by which nominations are made, the voting constituency, the conduct of balloting, and election protests.*
- D. Association authority:** *Associations shall not exceed the authority granted to them under these Bylaws and the Operating Regulations.*

ARTICLE 7

DELEGATES AND THEIR SELECTION TO MEETINGS

The following persons shall be entitled to participate as voting delegates at USATF meetings. All delegates must be at least 18 years of age, current USATF members, and, during the annual meeting, must be registered:

A. Officers and Board members: The officers and the members of the USATF Board, including non-voting Board members and the Counsel to the Board.

B. Nominating and Governance Panel Members.

C. Committee chairs: The chairs of all committees listed in Article 13.

D. Past presidents: The past presidents of USATF

E. Association delegates: Twelve (12) delegates from each accredited Association recognized by USATF. Any accredited Association with more than one thousand (1,000) individual members shall be entitled to name one (1) additional delegate for each one thousand (1,000) individual members. Total Association individual members shall be determined based on the twelve (12) month registration period ending on October 31 of the current calendar year. However, an Association whose membership has increased since then may petition the Organizational Services Committee seeking credentials for additional delegates. Each Association's delegation shall meet the following requirements:

1. **Membership:** Each of the Association's delegates shall be a member of the Association;
2. **Athletes:** At least twenty percent (20%) of the delegates in each delegation shall be Active Athletes. (See Exhibits.) If available, at least one (1) of the Active Athlete delegates shall be an International Athlete. National Office Management shall provide the following during the month of August each year:
 - a. **Athlete notice:** Notice to all athlete members meeting the definition of International Athlete of the address and telephone number of their Association;
 - b. **Association notice:** Notice to each Association of those athlete members meeting the definition of International Athlete who belong to that Association; and
 - c. An Association's International athletes who are current USATF members shall be considered and/or have a vote (where voting occurs) in selecting athlete delegates. Associations shall offer their athlete delegates no less funding than any other member of the Association's delegation other than the head of delegation.
3. **Coaches:** The number of delegates who shall be coaches is stated in the Exhibits. If available, at least one (1) of the coaches shall be a high school coach;
4. **Dual roles:** For purposes of determining compliance with these requirements, an individual from an Association may be treated as both a Coach and an Athlete if the individual satisfies the qualifications of both. (See exhibits section of this handbook for further explanation); and
5. **Sport committees:** Each Association shall select among its delegates at least one (1) individual to represent each of its sport committees that holds an Association championship.

F. Sports organizations: Ten (10) delegates named by each sports organization referred to in Article 5-C, and recognized by USATF.

G. Other constituencies: One (1) delegate named by each organization referred to in Article 5-D, other than Affiliated organizations, unless USATF votes to grant an organization a greater number of delegates. Affiliated organizations shall have delegates only if the Board authorizes them.

H. International Athletes: The members of the Athletes Advisory Committee and additional International Athlete delegates so that the number shall be at least twenty percent (20%) of the total number of delegates. The International Athletes registered as attendees at the annual meeting shall select these additional delegates under procedures approved and administered by the Athletes Advisory Committee.

I. Alternates: Alternates may be named for all delegates except the officers and directors of USATF. An alternate may vote in the place of an absent delegate provided the alternate meets all of the required qualifications of the absent delegate.

ARTICLE 8
MEETINGS OF USATF

- A. Annual meeting:** *The USATF annual meeting shall be held in the last quarter of each year, at a date, time, and place recommended by National Office Management and approved by the Board, and announced by requisite notice.*
- B. Special meetings:** *Special meetings of USATF shall be held upon call by the Board.*
- C. Quorum:** *A quorum shall consist of at least one delegate or alternate from at least fifty percent (50%) of USATF's accredited Associations; at least one (1) delegate or alternate from one Article 5-C member, and at least ten (10) International Athletes who also may be Association delegates or alternates.*
- D. Meeting notices:** *National Office Management shall give each certified delegate, and each of the organizations or individuals referred to in Articles 7-A through 7-F, at least three (3) weeks written notice of all USATF national meetings. The notice shall specify the meeting's time and place of the meeting and, for a special meeting, the purpose.*
- E. Panel on the Order of Business:** *The President shall appoint a Panel on the Order of Business, not exceeding five (5) members. The chair of the panel shall be a qualified parliamentarian and, where possible, serve at all USATF meetings.*
- F. Rules of order:** *Questions of order shall be decided by the chair under Roberts Rules of Order (Newly Revised), unless otherwise provided in these Bylaws. Decisions by the chair may be appealed to the Panel on the Order of Business chair.*

ARTICLE 9

VOTING

- A. Membership requirement:** *Only USATF members may participate as voting delegates of USATF or vote in USATF committees, subcommittees, or councils.*
- B. Voter privileges:** *Each delegate shall have one (1) vote. There shall be no voting by proxy. No delegate may vote in more than one (1) capacity in the same election. Unless otherwise provided in these Bylaws or in the amending provisions of a committee's operating procedures, all matters shall be decided by majority vote of those present and voting.*
- C. Motions and resolutions:** *Motions and resolutions shall generally be by voice vote. If the voice vote is inconclusive to the chair or, if the chair's determination is challenged, there shall then be a vote by show of hands. A roll call vote or, if specifically requested, a written ballot shall be taken instead of a voice vote upon oral or written petition of at least one (1) delegate that is seconded by a delegate from another delegation.*

ARTICLE 10 [THIS VERSION OF ARTICLE 10 SHALL BE IN EFFECT UNTIL THE 2018 ANNUAL MEETING.]

OFFICERS AND THEIR DUTIES

- A. Positions:** USATF's officers shall be a Board Chair, President, Vice Chair, Secretary, and Treasurer. No individual may be an officer of USATF who is also an officer of another national governing body.
- B. Duties:** The officers shall perform the following duties as well as any other duties prescribed by these Bylaws USATF, or the Board:
1. **Board Chair:** The Board Chair, who may also be the President, shall preside at all Board meetings. The duties of the Board Chair shall be:
 - a. Set meetings and meeting agendas for the Board;
 - b. Preside at all meetings of the Board;
 - c. See that the Board commitments, resolutions, and oversight are carried into effect;
 - d. On behalf of the Board, serve as the immediate supervisor of the CEO;
 - e. Appoint, with final Board approval, the chair and other members of the Ethics Committee as provided in Regulation 16-G. The Board may likewise terminate appointments to this committee for good cause upon written notice to the appointees and their chair;
 - f. Be an ex-officio non-voting member of all committees;
 - g. Perform such other duties as may be assigned by the Board.
 2. **President:** The President shall:
 - a. Preside at all meetings of USATF's membership;
 - b. Be an ex-officio non-voting member of all committees;
 - c. Except as noted in 1.e above, select committee chairs and other members that he or she is entitled to appoint, as well as other appointments authorized by these Bylaws and the Operating Regulations after consulting with the Vice Chair. He or she may likewise terminate appointments for good cause upon written notice to the appointees and the other officers.
 3. **Vice Chair:** In the temporary absence of the President or Board Chair from a meeting at which either presides, the Vice Chair shall serve as acting chair;
 4. **Secretary:** The Secretary shall keep or cause to be kept all records of USATF, and all minutes of meetings of USATF and its Board, and, in general shall perform all duties normally pertaining to the office of Secretary. In addition, the Secretary shall serve as liaison to the Administrative Division.
 5. **Treasurer:** The Treasurer shall:
 - a. Keep or cause to be kept a correct and complete record of account, showing accurately at all times USATF's financial condition;
 - b. Serve on the Budget Committee and the Audit Committee;
 - c. Serve as the Board liaison to National Office Management on financial matters; and
 - d. In general perform all duties pertaining to the office of Treasurer.
- C. Selection:** The President shall be elected for four (4) years at each annual meeting of USATF following the Summer Olympic Games. The Board shall select the Board Chair, Vice Chair, Secretary, and Treasurer, who shall serve two (2) year terms. If the Board does not select the President to be the Board Chair, the President shall serve as Vice Chair.
- D. Core Requirements for President:** The President shall be required to clear an annual background screen, comply with the USATF SafeSport Program, and be able to obtain and maintain a passport for international travel. Candidates for President shall be required to have registered for and attended at least one prior annual meeting or have served as an Association officer for at least one year prior to being elected as a Board member.
- E. Limitation on terms:** No person shall serve as President for more than eight consecutive years without a period of at least two years away from that position. However, an individual who fills a vacancy or otherwise serves a term as President of two years or less may then serve for up to eight more consecutive years.
- F. Succession and vacancies:** There shall be no order of succession to any office. If the Board determines that the President is temporarily unable to serve, it may, in its sole discretion, name another individual to fill the vacancy temporarily. The Board shall fill temporary or permanent

vacancies for Board Chair, Vice Chair, Secretary, or Treasurer. If the President resigns or is permanently unable to serve, the Board shall name a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term.

G. Removal from office: *The President may be removed for good cause by a two-thirds vote of those delegates of USATF present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for the meeting (see Article 8) properly states the removal vote on its agenda. The Board may remove the Board Chair, Vice Chair, Secretary, or Treasurer for good cause by a two-thirds vote of those Board members present and voting, who are not conflicted, at a regular meeting or special meeting called for that purpose. If the Board removes the President as Board Chair, the Vice Chair shall become the Board Chair, and the President shall become the Vice Chair. The Board may not remove the President as Vice Chair.*

ARTICLE 10 [THIS VERSION OF ARTICLE 10 SHALL TAKE EFFECT FOLLOWING THE 2018 ANNUAL MEETING.]

OFFICERS AND THEIR DUTIES

- A. Positions:** USATF's officers shall be a President, Vice Chair, Secretary, and Treasurer. No individual may be an officer of USATF who is also an officer of another national governing body.
- B. Duties:** The officers shall perform the following duties as well as any other duties prescribed by these Bylaws USATF, or the Board:
1. **President:** The President shall:
 - a. Preside at all meetings of USATF's membership;
 - b. Be an ex-officio non-voting member of all committees;
 - c. Except as noted in 1.g below, select committee chairs and other members that he or she is entitled to appoint, as well as other appointments authorized by these Bylaws and the Operating Regulations after consulting with the Vice Chair. He or she may likewise terminate appointments for good cause upon written notice to the appointees and the other officers;
 - d. Serve as Board Chair, set meetings and meeting agendas for the Board, and preside at all meetings of the Board;
 - e. See that the Board commitments, resolutions, and oversight are carried into effect;
 - f. On behalf of the Board, serve as the immediate supervisor of the CEO;
 - g. Appoint, with final Board approval, the chair and other members of the Ethics Committee as provided in Regulation 16-G. The Board may likewise terminate appointments to this committee for good cause upon written notice to the appointees and their chair;
 - h. Perform other duties as Board Chair that the Board assigns.
 2. **Vice Chair:** If the President is temporarily absent from a Board meeting, the Vice Chair shall serve as acting chair.
 3. **Secretary:** The Secretary shall keep or cause to be kept all records of USATF, and all minutes of meetings of USATF and its Board, and, in general shall perform all duties normally pertaining to the office of Secretary. In addition, the Secretary shall serve as liaison to the Administrative Division.
 4. **Treasurer:** The Treasurer shall:
 - a. Keep or cause to be kept a correct and complete record of account, showing accurately at all times USATF's financial condition;
 - b. Serve on the Budget Committee and the Audit Committee;
 - c. Serve as the Board liaison to National Office Management on financial matters; and
 - d. In general perform all duties pertaining to the office of Treasurer.
- C. Selection:** The President shall be elected for four (4) years at each annual meeting of USATF following the Summer Olympic Games. The Board shall select the Vice Chair, Secretary, and Treasurer, who shall serve two (2) year terms.
- D. Core Requirements for President:** The President shall be required to clear an annual background screen, comply with the USATF SafeSport Program, and be able to obtain and maintain a passport for international travel. Candidates for President shall be required to have registered for and attended at least one prior annual meeting or have served as an Association officer for at least one year prior to being elected as a Board member.
- E. Limitation on terms:** No person shall serve as President for more than eight consecutive years without a period of at least two years away from that position. However, an individual who fills a vacancy or otherwise serves a term as President of two years or less may then serve for up to eight more consecutive years.
- F. Succession and vacancies:** There shall be no order of succession to any office. If the Board determines that the President is temporarily unable to serve, it may, in its sole discretion, name another individual to fill the vacancy temporarily. The Board shall fill temporary or permanent vacancies for Vice Chair, Secretary, or Treasurer. If the President resigns or is permanently unable to serve, the Board shall name a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term.
- G. Removal from office:** The President may be removed for good cause by a two-thirds vote of those delegates of USATF present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for the meeting (see Article 8) properly states the

removal vote on its agenda. The Board may remove the Vice Chair, Secretary, or Treasurer for good cause by a two-thirds vote of those Board members present and voting, who are not conflicted, at a regular meeting or special meeting called for that purpose. The Board may remove the President as Board Chair by a two-thirds vote of its total members who are not personally conflicted if it finds that good cause exists to disqualify the President from serving as Board Chair. The President may appeal an adverse decision to arbitration before the Court of Arbitration for Sport under its rules. USATF shall pay the costs of arbitration. The arbitration panel shall hear the matter de novo, and shall uphold the Board's decision if it finds that good cause exists to disqualify the President from serving as Board Chair. The arbitral decision shall be final and binding on all parties. All proceedings under this paragraph shall be confidential, with the exception of the final arbitral decision, unless all parties waive confidentiality. If the President is removed as Board Chair, the Board shall elect another of its members to serve as Chair.

- H. President's discretion to serve as Board Chair:** *The President may choose in his or her sole discretion not to serve as Board Chair. If the President chooses not to serve, the Board shall elect another of its members to serve as Chair.*

ARTICLE 11

BOARD OF DIRECTORS

USATF shall be governed by a Board whose members are elected or selected without any unlawful consideration of gender, age, race, color, religion, or national origin.

A. Role: The Board shall:

1. Establish policies to enable USATF to achieve its purposes and perform its duties;
2. Govern and supervise USATF's affairs and perform those duties specified in these Bylaws and the Operating Regulations;
3. Recommend, approve, and oversee all USATF committee programs;
4. Select a CEO to lead National Office Management and conduct annual performance evaluations and, if necessary, determine whether to retain or dismiss the CEO. Any such decision will be made by a two-thirds vote of a quorum consisting of members of the Board who are not personally conflicted;
5. Provide and oversee the strategic guidance to the USATF organization. In this capacity, the Board approves strategic goals for USATF following review and discussions with the CEO;
6. Protect assets and provide financial oversight of USATF, including the approval of USATF's annual budgets as recommended by the CEO and providing for annual independent audits of USATF and its committees; and
7. Ensure adequate financial resources necessary for USATF to fulfill its mission.

B. Composition: The Board shall be composed as follows:

1. The IAAF Council member from the U.S.A.;
2. The USATF President;
3. An individual with experience and expertise in High Performance, elected by the High Performance Division under the election procedures in Regulation 9;
4. An individual with experience and expertise in Long Distance Running, elected by the Long Distance Running Division under the election procedures in Regulation 9;
5. An individual with experience and expertise in General Competition, elected by the General Competition Division under the election procedures in Regulation 9;
6. An individual with experience and expertise in Youth Athletics, elected by the Youth Athletics Division under the election procedures in Regulation 9;
7. An individual with experience and expertise in officiating, elected by the Officials Committee under the election procedures in Regulation 9;
8. An individual with experience and expertise in coaching, elected by the Coaches Advisory Committee under the election procedures in Regulation 9;
9. One representative elected at the annual meeting following the Summer Olympic Games by the representatives of the sports organizations, which conduct a national program or a regular national competition in Athletics on a level of proficiency appropriate for the selection of athletes to represent the United States in international Athletics competition, as described in Article 5-C. Each of these sports organizations shall have the right and opportunity to have an individual non-voting representative attend all Board meetings. Current members are listed in the administration section of this handbook;
10. Three independent members selected by the Nominating and Governance Panel; and
11. Three International Athletes, including at least one male and one female, elected by the International Athlete delegates at the annual meeting. The International Athlete delegates shall also elect an alternate International Athlete member and who may vote if one or more of the three International Athlete Board members is not present when a vote is conducted. The alternate International Athlete member shall otherwise have all the rights and privileges of all other Board members, including but not limited to access to all information provided to other Board members, notice of all meetings, the right to attend all meetings, including meetings held in executive session, and expense reimbursements for attending meetings and performing other duties as a Board member.

C. Terms: The President and IAAF Council member shall serve on the Board during their terms of office. All other Board members shall serve four (4)-year terms that shall commence with the annual meetings of even-numbered years as follows:

1. *The following members shall serve four (4) year terms commencing at the Annual Meeting following the Summer Olympic Games:*
 - a. *The individuals with experience and expertise in High Performance, Long Distance Running, and Officiating;*
 - b. *The individual designated by the sports organizations described in Article 5-C;*
 - c. *One (1) of the three independent members; and*
 - d. *Two (2) of the three (3) International Athlete members, including one male and one female.*
 2. *The following members shall serve four (4)-year terms commencing at the Annual Meeting two years following the Summer Olympic Games:*
 - a. *The individuals with experience and expertise pertaining to General Competition, Youth Athletics, and Coaching;*
 - b. *Two (2) of the three independent members; and*
 - c. *One (1) of the three International Athlete members.*
- D. Term limits:** *No individual may serve on the Board for more than eight (8) consecutive years, except the President, IAAF Council Member, and International Athletes. However, an individual who fills a vacancy or otherwise serves a Board term of two (2) years or less may then serve for up to eight (8) more consecutive years.*
- E. Core Qualifications:** *Each Board member shall be required to clear an annual background screen and comply with the USATF SafeSport Program. Each individual elected by the six divisions or committees specified in paragraph B-3 through B-8, above, shall be required to have registered for and attended at least one prior annual meeting or have served as an Association officer for at least one year prior to being elected as a Board member. Each of the six divisions and committees specified in paragraphs B-3 through B-8, above, shall develop and publish in its operating procedures additional qualifications particular to the division or committee for prospective Board members.*
- F. Nominating and Governance Panel:** *The Nominating and Governance Panel shall consist of seven members:*
1. *Selection of Nominating and Governance Panel: Members shall be selected by:*
 - a. *The High Performance Division and the Coaches Advisory Committee (two members of opposite gender);*
 - b. *The chair of the Athletes Advisory Committee (two International Athlete members of opposite gender, subject to approval by the Athletes Advisory Committee);*
 - c. *The Long Distance Running Division (one member);*
 - d. *The General Competition Division and Officials Committee (one member); and*
 - e. *The Youth Athletics Division (one member).*
 2. *Procedures to select Nominating and Governance Panel: The groups that select Nominating and Governance Panel members shall adopt and publish selection procedures. The groups shall submit their nominees to the Diversity and Leadership Development Committee, which shall evaluate the overall diversity of the nominees. The Diversity and Leadership Committee, if it deems necessary, may request the chairs of the respective groups to meet and confer to reconstitute the Nominating and Governance Panel to achieve greater diversity.*
 3. *Nominating and Governance Panel terms: Nominating and Governance Panel members shall serve four (4)- year terms. The terms of one member selected by the High Performance Division and Coaches Advisory Committee, one member selected by the chair of the Athletes Advisory Committee, and each of the members selected by the Long Distance Running and the Youth Divisions shall commence at the end of annual meetings after the Summer Olympic Games. The terms of the second member selected by the High Performance Division and Coaches Advisory Committee, the second member selected by the chair of the Athletes Advisory Committee, and the member selected by the General Competition Division shall commence at the end of the annual meeting two years after the Summer Olympic Games. The groups responsible for appointing members shall fill any vacancies. No individual may serve on the Nominating and Governance Panel for more than eight (8) consecutive years. However, an individual who fills a vacancy or otherwise serves a term of two years or less may then serve for up to eight more consecutive years. The*

members shall select their chair. No member may serve as a voting member of the Board during the term of office.

G. Nominating process: *Each group responsible for nominating Board members shall establish its nominating process and include the process in its operating procedures. The process shall include provisions for submitting replacement nominees if the previous nominees are not seated on the Board.*

H. Selection of Independent Board members: *The following procedures shall apply for selecting independent Board members that the Nominating and Governance Panel is responsible to select:*

- 1. The Nominating and Governance Panel shall solicit applications for the independent Board member positions. All applications for independent Board members shall be submitted to the USATF General Counsel.*
- 2. If an independent Board member is eligible to serve a subsequent term, the panel may select that individual without soliciting applications for the position.*
- 3. The Panel shall select the independent members of the Board to ensure competence, and reasonable ethnic and gender diversity.*
- 4. The Panel shall establish in advance of the Annual Meeting a schedule of in-person meetings and conference calls, and internal policies for selecting Board members. The Panel's policies should include a concise statement of the Panel's directives and a method to narrow the list of nominees under consideration while maintaining diversity.*
- 5. The Panel's considerations shall include, but not be limited to the following qualifications of the nominees: diversity, personal histories, personal statements, sports organization involvement, unique abilities, level of interest, continuity (including past service on the Board), experience in finances, interpersonal skills, and knowledge of the sport.*
- 6. The Panel shall maintain confidentiality throughout its deliberations to select Board members. Panel members shall restrict their communications to other Panel members and the USATF General Counsel on matters pertaining to the nominees and the Panel's deliberations.*
- 7. The Panel shall elect independent Board members from the pool of applicants. The Panel should endeavor to approve the independent members by unanimous vote. The Panel shall forward its selection of members to the President and CEO.*
- 8. The Board may, by a two-thirds (2/3) vote of its total membership, reject any selection made by the Panel and instruct the Panel to make a substitute selection.*

I. Vacancies: *The Nominating and Governance Panel shall fill all vacancies for unexpired Board terms for independent members. The constituent groups responsible for electing Board members with expertise in their particular fields shall fill all vacancies for unexpired Board terms for those Board members.*

The Article 5-C Sports Organizations shall elect a replacement to fill its member vacancy for the remainder of the term. The Athletes Advisory Committee shall fill any International Athlete member vacancy until the next annual meeting, when the International Athlete delegates shall elect a replacement to serve the remainder of the term.

J. Board Meetings: *The Board may conduct its affairs at in-person meetings or by conference call. It shall hold meetings at least quarterly, called by the Board Chair. The Board Chair, or five (5) Board members by written request, may call additional meetings. Board members intending to call a meeting must give at least five (5) days notice to the Board Chair of their intent by facsimile or electronic mail. After the Board members have called for a meeting, the Board Chair shall have twenty-four (24) hours to determine the venue and give appropriate notice to the Board. All Board members shall receive at least fourteen (14) days notice of any in-person meeting and at least forty-eight (48) hours notice of any conference call. Written notice shall include the minutes of the previous meeting. Notice for any meeting may be waived by unanimous consent. Individuals who cannot attend in-person meetings may participate fully by conference call. All committee chairs, past presidents and board chairs, and IAAF delegates and committee members shall receive both notice and minutes of every meeting, and may attend at their own expense. These persons shall receive reimbursement when the agenda requires that they attend. The Board shall give USATF members the opportunity at the beginning of its meetings to give input or make brief statements.*

K. Quorum: *A quorum for meetings of the Board shall consist of a majority of the members of the Board.*

- L. Voting:** *Except as otherwise provided, all matters shall be decided by majority vote of those present and voting. There shall be no voting by proxy.*
- M. Mail balloting:** *The Board Chair on his or her own initiative or the Board by a majority vote, may authorize a vote by mail, facsimile, or electronic mail. The resolution or motion shall specify the procedure and subject matter.*
- N. Board committees:** *The Board may have committees including, but not limited to, audit, budget and finance, business development, competition, operations, and personnel and compensation. The Board committees shall consist of Board members and non-members with expertise in the committees' subject areas. All committees shall include at least twenty percent (20%) Active Athletes. The Board Chair shall appoint the committee members, subject to Board approval, after first consulting with the Vice Chair regarding all appointments and the three Athlete Board members regarding athlete appointments*
- O. Attendance:** *The Board may reprimand or censure any member who fails to participate in two (2) consecutive meetings by a two-thirds (2/3) vote of those members attending.*

ARTICLE 12

NATIONAL OFFICE MANAGEMENT

A. Chief Executive Officer: USATF's chief paid executive shall be the Chief Executive Officer (CEO), who shall be selected by and shall serve at the Board's direction. The CEO shall conduct USATF programs and enforce USATF policies under these Bylaws and the Operating Regulations. The CEO shall also hold the title of General Secretary. The CEO shall also have the following authority and duties:

1. **Management:** Manage and supervise USATF's day-to-day affairs under specific policies and directives established by the Board;
2. **Employment and supervision of staff:** Employ and supervise USATF's staff and consultants, including sole discretion over employee hiring and retention;
3. **Chief Operating Officer:** Appoint a Chief Operating Officer, who shall act in the CEO's stead if the CEO's position becomes vacant or the CEO is unable to act;
4. **Succession plan:** Present a succession plan to the Board annually;
5. **International communications:** Supervise correspondence and communications regarding United States' teams and regarding competition by United States' athletes abroad or foreign athletes in the United State, to comply with IAAF rules;
6. **Team staffs:** Supervise and oversee United States' team coaches and staffs;
7. **Legal documents and commitments:** Ensure that all contracts and other legal commitments of USATF are signed by the authorized USATF officers after approval by established procedures. Consistent with Article 18-I Contracts, unless the Board otherwise directs, the CEO or another USATF staff member the CEO designates and the Chair (where appropriate) shall sign all contracts and commercial agreements;
8. **Commercial aspects:** The CEO shall be responsible for managing all commercial aspects of USATF;
9. **Protect USATF interests:** Take actions, under the Board's direction, reasonably necessary to protect USATF from liability to third parties or to protect USATF's and the sport's integrity. The CEO may act under this paragraph without first consulting the Board only under extraordinary, time-sensitive circumstances, and shall consult with the President, Board Chair and other appropriate individuals in connection with the action.
10. **Ex-officio membership:** Serve as a non-voting member of the Board, and all committees and subcommittees, and have the authority to appoint a staff member as a liaison to each USATF and Board committee;
11. **Exclusive employment:** Devote his or her full time to the affairs of USATF without engaging in any other profession or employment;
12. **Budgetary limitation:** Operate within the annual budget;
13. **Strategic planning:** Create strategic plans for USATF with the Board;
14. **Yearly report:** At the annual meeting, present to USATF a report on the state of the sport, including a review of the progress since the last annual meeting and suggested plans for implementing the strategic plans for the following year;
15. **Disbursements:** Approve and oversee all disbursements by USATF, subject to review only by the Board; and
16. **Other duties:** Carry out other responsibilities under resolutions adopted by the Board or by the membership at the Annual Meeting.

B. Restricted activities: No USATF employee may participate in any of the following activities:

1. **Electioneering:** Campaigning for or against any candidate for any elected office or position at any level (Association, committee, national, or international), except that in the state of the sport address at the first general session, the CEO may comment on the performance to date of any IAAF incumbent and/or describe the qualifications appropriate for any IAAF or USOC position; and
2. **Voting:** Serving as voting members of USATF or any of its committees.

ARTICLE 13
COMMITTEES

The following committees of USATF are established with duties, responsibilities, and make-up specified in the regulations.

HIGH PERFORMANCE DIVISION

Sport committees:
Men's Track & Field
Women's Track & Field
Race Walking
Joint Development Group (see below)

LONG DISTANCE RUNNING DIVISION

Sport committees or councils:
Men's Long Distance Running
Women's Long Distance Running
Masters Long Distance Running
Cross-Country Running (Council)
Mountain-Ultra-Trail Running (Council)
Road Running Technical (Council)
Joint Development Group (see below)

JOINT DEVELOPMENT GROUP

Development committees:
Coaching Education
Men's Development
Sports Medicine & Science
Women's Development

GENERAL COMPETITION DIVISION

Operating committee:
Associations
Masters Track & Field

YOUTH ATHLETICS DIVISION

Sport committee:
Youth Athletics
Division council:
Youth Advisory (Council)

ADMINISTRATIVE DIVISION

Operating committees:
Athletes Advisory
Athletics for the Disabled
Coaches Advisory
Diversity and Leadership Development
Ethics
Law & Legislation
Organizational Services
Officials
Records
Rules
Volunteer (Council)

ARTICLE 14

DISCIPLINARY AUTHORITY AND GRIEVANCES

- A. Disciplinary authority:** USATF shall have the authority to discipline any member, delegate, athlete, coach, manager, official, trainer, member of any committee, and any other person or entity participating in Athletics who, by neglect or by conduct, (i) acts in a manner detrimental to the purposes of USATF or Athletics, (ii) has violated any of the Bylaws, Operating Regulations, USATF SafeSport Policies, or Rules of Competition of USATF, U.S. Center for Safe Sport policies and procedures, IAAF rules, or the Sports Act, (iii) has violated any provision of the USATF Code of Ethics and their related Codes of Conduct, (iv) has violated a commitment as a national team member, or (v) has violated the rules of eligibility.
- B. Association recommendations:** Any Association may recommend to the Board that USATF discipline a member, delegate, athlete, coach, manager, official, trainer, member of any committee, or any other person or entity participating in Athletics.
- C. Redress of grievances:** A grievance may be any matter within the cognizance of USATF other than doping offenses.
- D. Opportunity to participate:** Any athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to participate in Athletics competition shall be entitled to fair notice and opportunity for a hearing. Hearings for these matters, other than for doping offenses, shall be conducted under Regulation 21.
- E. Hearing Rights of persons or entities charged:** USATF and its Associations shall provide any athlete, coach, trainer, manager, administrator, official, other individual, or entity subject to a Grievance or Disciplinary proceeding with fair notice and an opportunity for a hearing prior to deciding the matter or imposing any penalty. All parties may have representatives, who may be attorneys, and shall have the right to present evidence and witness testimony and to cross-examine adverse witnesses. Hearings for all matters other than doping offenses shall be conducted under Regulation 21.
- F. Disciplinary authority for Safe Sport Matters:** Each person defined as a "Covered Individual" shall be (i) subject to the jurisdiction of USATF and/or the U.S. Center for Safe Sport with respect to the investigation and resolution of any allegations that such Covered Individual may have violated (a) the sexual abuse and misconduct policies as referenced in the USATF SafeSport Handbook and defined by the U.S. Center for Safe Sport, (b) allegations of violations of USATF's SafeSport Policies that are reasonably related to and accompany a report or allegation of sexual abuse or misconduct, and (ii) subject to any action taken by the U.S. Center for Safe Sport as a result of such allegations, including without limitation, suspension, permanent suspension, and/or referral to law enforcement authorities, all as set forth in the U.S. Center for Safe Sport Policies and Procedures.

"Covered Individual" shall mean (i) those persons who are registered members of USATF, including but not limited to all registered coaches, youth coaches and volunteers, certified officials, and authorized agents, (ii) all National Office staff of USATF, (iii) all persons serving as a member of USATF's Board of Directors, (iv) all members of any national or international team staff, and (v) all contractors engaged on behalf of USATF at an Olympic training center.

ARTICLE 15

SANCTIONS

Sanctions shall be governed by this Article and Regulation 23.

A. International Competition Defined: *In this article and the corresponding Regulation 23, International competition means an Athletics competition between one or more athletes representing the United States, individually or as a team, and one or more athletes representing a foreign country (i.e., competitions between national teams).*

B. International sanctions: *USATF, as the national governing body for Athletics, shall grant sanctions to:*

- 1. Sports organizations or persons wishing to hold an International Athletics competition in the United States, or*
- 2. Sports organizations or persons wishing to sponsor American athletes competing in Athletics competition outside the United States, or*
- 3. Sports organizations that conduct Athletics competition restricted to specific classes of amateur athletes (high school, college, Armed Forces) wishing to hold an International Athletics competition in the United States, or wishing to sponsor its American athletes in Athletics competition outside the United States.*

C. Domestic sanctions: *USATF shall have authority to grant sanctions to sports organizations or persons otherwise wishing to host Athletic competitions that are not international in nature, in the United States.*

D. Sanctioning policy: *Unless USATF determines by clear and convincing evidence that holding or sponsoring an Athletics competition (international or domestic) would be detrimental to the best interests of the sport, USATF shall promptly grant a sanction requested by a sports organization or person, provided all the requirements of Regulation 23 have been satisfied. The decision whether a proposed competition would be detrimental to the best interests of the sport shall be made in the first instance by either USATF or the president or executive director/CEO of an Association, as appropriate, taking into consideration the requirements of Regulation 23. Approval of sanctions shall not be unreasonably denied or delayed. The decision to deny a sanction may be appealed:*

- 1. In the case of an Association's denial, to USATF, or*
- 2. In the case of USATF's denial, to the NABR.*

E. Sanction requirements: *Sanctions are issued, withheld, or withdrawn under the authority granted to USATF by, and subject to the requirements of, the Sports Act.*

ARTICLE 16

OPPORTUNITY TO PARTICIPATE IN CERTAIN INTERNATIONAL ATHLETIC COMPETITIONS

- A. Opportunity to participate:** *USATF, its Associations and sports organizations recognized by USATF may not deny or threaten to deny any athlete, coach, trainer and other medical support staff, manager, administrator, or official the opportunity to participate in the Olympic Games, the Pan American Games, world championship competition, or other protected competitions defined in the USOC Constitution, nor may USATF, its Associations, or sports organization members, subsequent to those competitions, censure or otherwise penalize (1) any person who participates in those competitions, or (2) any organization that the person represents. USATF shall, by all lawful means at its disposal, protect the right of a person representing the United States in any of those competitions. Any athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to participate in Athletics competition shall be entitled to fair notice and opportunity for a hearing under Article 14 and Regulation 21.*
- B. Investigations:** *Any athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied by an Association or sports organization a right established in paragraph A above shall immediately inform the CEO, who shall cause an investigation to be made and steps to be taken to settle the controversy without delay. If the CEO is unable to settle the controversy, he or she shall refer the matter promptly to the CEO of the USOC for action under Article 9 of the USOC Constitution. By maintaining membership in USATF, each recognized Association and sports organization agrees to the process in this article.*
- C. Protection of rights:** *Any athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to compete in any Athletics competition (whether or not by an Association or sports organization, and other than restricted competition referred to in Article 4-D-3) shall immediately inform the CEO, who shall consult with USATF's General Counsel to determine whether the situation appears to be of sufficient seriousness and relevance to USATF's obligations and responsibilities to warrant action by USATF in support of the claim. If action by USATF appears to be warranted, the matter will be promptly referred to the Board, which will decide the nature and extent of the action to be taken in each case. An expedited hearing shall be conducted when time is of the essence to preserve the individual's right to participate, if the individual prevails.*

ARTICLE 17

IAAF AND USOC REPRESENTATION

- A. IAAF delegates and alternates:** USATF shall be represented in the IAAF Congress by the President, the CEO, and one (1) other delegate who shall be selected quadrennially by the Board at the annual meeting of USATF immediately preceding the IAAF Congress held in conjunction with the World Championships held prior to the Summer Olympic Games. The Board shall name alternates for any of these three members who are unable to attend an IAAF Congress. If the Board is unable to name an alternate, the remaining delegates shall name the alternate.
- B. IAAF Council, officers, and committees:** The membership shall elect USATF's candidate for positions on the IAAF Council, including IAAF officers, at the annual meeting prior to the IAAF election under the election procedures in Regulation 9. USATF shall forward the name of the candidate to the IAAF as USATF's nominee. The Athletes Advisory Committee may make a recommendation for one or more candidates prior to the election for the IAAF Council nominee. The membership shall elect candidates to be placed in nomination by USATF for positions for chairs and members of all other IAAF committees under the procedures in Regulation 9 at the annual meeting prior to the elections for those committees as set forth below. If, prior to the IAAF's deadline for making nominations, the candidate for IAAF Council or committee elected by the membership ceases to be a candidate, the Board shall elect a substitute candidate for nomination by USATF.
1. **Cross-Country Committee:** The Long Distance Running Division shall elect a candidate for the Cross-Country Committee;
 2. **Race Walking Committee:** The USATF Race Walking Committee shall elect a candidate for the Race Walking Committee;
 3. **Technical Committee:** The voting delegates at the annual meeting shall elect a candidate for the Technical Committee. The Rules Committee may make a recommendation for one or more candidates prior to the election; and
 4. **Women's Committee:** The Women's Track & Field Committee shall elect a candidate for the Women's Committee.
- C. Board oversight:** The Board may reject a nominee elected for the IAAF Council or an IAAF committee by a two-thirds vote of its total members who are not personally conflicted if it finds that good cause exists to disqualify the individual from being nominated to the position. The nominee may appeal an adverse decision to arbitration before the Court of Arbitration for Sport under its rules. USATF shall pay the costs of arbitration. The arbitration panel shall hear the matter de novo, and shall uphold the Board's decision if it finds that good cause exists to disqualify the nominee. The arbitral decision shall be final and binding on all parties. All proceedings under this paragraph, with the exception of the final arbitral decision, shall be confidential unless all parties waive confidentiality. If a nominee is disqualified, the Board shall elect a replacement nominee.
- D. IAAF expenses:** USATF shall provide a budget for its reasonable share of expenses for attending meetings of its representatives to the IAAF Congress, and of its nominees selected to serve on the IAAF Council and committees.
- E. Early IAAF nominations:** Where USATF has no member on an IAAF Committee or on the Council, the Board may move the elections process up by one (1) full year, to afford the nominee a greater opportunity to build name awareness prior to the next IAAF election
- F. USOC representation:** The CEO and the Board Chair, or their designees, shall represent USATF at the USOC Assembly. The CEO or the CEO's designee shall represent USATF on the USOC National Governing Bodies Council (NGBC).
- G. USOC Athletes Advisory Council:** The Athletes Advisory Committee shall elect one (1) Active Athlete representative and one (1) alternate (of opposite gender from the representative) from this committee to the USOC Athletes Advisory Council. The representative and an alternate shall be elected at each annual meeting following the Summer Olympic Games and shall have represented the United States in international Athletics competition under IAAF or IOC jurisdiction within the preceding ten (10) years. No individual shall serve on the USOC Athletes Advisory Council for more than two (2) full quadrennial periods.

H. Expenses of USOC representatives: *USATF shall pay the reasonable expenses for its representatives to attend meetings of the USOC and Athletes Advisory Council.*

ARTICLE 18

FISCAL AND LEGAL MATTERS

A. Fiscal year: The fiscal year of USATF is January 1 through December 31.

B. Depositories: The Board shall, from time to time as necessary, designate depositories for funds, property, and assets belonging to or under the control of USATF.

C. Bonding: USATF shall obtain corporate fidelity bonds in a form and amount approved by the Board, indemnifying USATF against losses resulting from infidelity, defalcation, or misappropriation by officers, employees, or agents of funds, property, or assets owned or controlled by USATF.

D. Indemnification: USATF shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, administrative, or investigative, by reason of the fact that he or she is or was a director, officer, employee, or official representative of USATF against expenses, including attorney's fees, judgments, fines, and amounts actually and reasonably incurred by him or her in connection with the action, suit, or proceeding. To qualify for indemnity, he or she must have acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, USATF's best interests. In any criminal action or proceedings, the indemnitee must have had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of USATF.

1. **Standards of conduct:** Any indemnification under this article shall be made by USATF after the Board determines that the officer, director, employee, or official representative has met the applicable standard of conduct. The Board shall make its decision by a majority vote of a quorum consisting of members of the Board who are not parties to the action, suit, or proceeding. If such a quorum is not obtainable, the CEO shall make the decision, after consulting with independent legal counsel;

2. **Expenses:** Expenses, including attorney's fees, incurred in defending a civil action, suit, or proceeding may be paid by USATF in advance of the final disposition of the action, suit, or proceeding as authorized in the manner provided above upon receipt of an undertaking by or on behalf of the director, officer, employee, or official representative to repay the amount unless it is ultimately determined that he or she is entitled to be indemnified by USATF; and

3. **Applicability:** The indemnification provided by this section shall not be deemed exclusive of any other rights to which the director, officer, employee, or official representative may be entitled under bylaw, agreement, vote of the membership, or disinterested directors or otherwise. The indemnification provided by this section shall continue for a person who has ceased to be a director, officer, employee, or official representative and shall inure to the benefit of the heirs, executors, and administrators of such a person.

E. Liability insurance: USATF shall secure comprehensive liability insurance coverage, including insurance for athlete/participant injury liability.

F. Audit schedule: The Board, effective at the beginning of each fiscal year, shall select a Certified Public Accountant to audit the books and financial records of USATF for the ensuing year. After completing the audit, the auditor shall submit his or her report to the Board, and as soon after as reasonably possible, copies of the audit report shall be available for USATF members before the next annual meeting.

G. Legal counsel:

1. **Counsel to the Board:** The President shall appoint the Counsel to the Board, with the Board's approval. The Counsel to the Board shall be responsible for overseeing the legal affairs of USATF and shall be available to advise and consult with the officers, the CEO, and other agents of USATF, render legal advice and assistance, and perform other duties the President or the Board may request. The Counsel to the Board shall have the right to the floor at any meeting of USATF, its Board, and its committees to comment on legal matters. The files, records, and documents created by the Counsel to the Board during the course of duties for USATF shall belong to USATF;

2. **Assistant Counsel to the Board:** The President, in consultation with the Counsel to the Board and with the Board's approval, may also appoint an Assistant Counsel to the Board who shall have similar duties, responsibilities, and entitlements, but only as the President or the Counsel to the Board may specifically designate;
 3. **Expenses:** Except as may be voted by the Board, neither the Counsel to the Board nor the Assistant Counsel to the Board shall receive any fee or other compensation for legal services, but necessary expenses shall be reimbursed; and
 4. **Special Legal Counsel:** If a matter cannot be adequately dealt with in the ordinary course by the General Counsel, Counsel to the Board, or the Assistant Counsel, and it appears to be in the best interests of USATF, the Board may authorize the President, in consultation with the Counsel to the Board and CEO, to retain Special Legal Counsel. Where prior authorization by the Board is impractical, the President, in consultation with the Counsel to the Board and CEO, may in the best interests of USATF retain Special Legal Counsel. All agreements with Special Legal Counsel about legal services to be rendered and the fees and compensation to be paid shall be in writing and executed under this paragraph.
- H. Athlete Advocate:** An athlete advocate shall be appointed by the chair of the AAC with the AAC executive committee's approval. The athlete advocate shall advise and counsel the AAC on USATF-related legal matters and shall be available to advise and consult with athlete members of USATF by telephone. The athlete advocate's role shall not include representing individual athletes in specific matters. USATF shall pay the athlete advocate's reasonable expenses to attend USATF and AAC meetings, and to attend other meetings or hearings necessary to perform his or her duties. The athlete advocate shall not receive any fee or other compensation for services unless approved by the Board.
- I. Contracts:** Contracts not in USATF's ordinary course of affairs shall be examined and approved for form by the Counsel to the Board or by USATF's Special Legal Counsel prior to execution. The contents of all contracts affecting sport committees shall, during their negotiation phase, be communicated to the appropriate committee(s) and the Athletes Advisory Committee. The CEO, and the Chair (or another officer the Chair designates) shall sign, on behalf of USATF, all contracts of one year or less exceeding \$250,000 in cash value, and all multi-year contracts valued at more than \$100,000, cash value for any contract year. If required, the Secretary shall attest to those contracts. Unless the Board otherwise directs, the CEO or another USATF staff member the CEO designates shall sign all other contracts.
- J. Arbitration:** USATF agrees to submit to binding arbitration conducted under the commercial rules of the American Arbitration Association, in any controversy involving its recognition as a national governing body, as provided in the Sports Act, or in any controversy involving the opportunity of any athlete, coach, trainer, manager, administrator, or official to participate in Athletics competition, as provided for in the constitution and bylaws of the USOC.
- K. Conflict of interest:** Any individual representing USATF, or who has a financial arrangement with USATF, or who is an employee of USATF or of its Associations, or who is a member of any of its committees or Associations, shall not participate in evaluating or approving any contract with a supplier to furnish goods or provide services to USATF, if that individual directly or indirectly benefits financially, or otherwise receives any form of compensation from, or has any interest in, any supplier under consideration. The Board may require that individuals disclose all financial interests that may influence the performance of their duties for USATF. Each individual referred to in the first sentence of this paragraph shall, upon learning that USATF is proposing to enter into an arrangement in which he or she has financial interest, promptly notify the CEO in writing of the existence of the interest, and the CEO shall, in turn, promptly disclose the interest to those bodies of USATF involved in considering entry into the arrangement. If this provision is violated, USATF shall have the right to recover the benefit or payment and to void the contract or transaction. The Board may waive this requirement in specific instances if it feels that it is in the best interest of USATF by a vote of at least 60%. Members must recuse themselves if the waiver is about them. The waiver shall include language identifying the best interest being served by the waiver. The Board may authorize USATF to enter into a contract with a person described in the first sentence of this paragraph if the Board finds that special circumstances exist under which USATF's

interests would best be served by entering into the contract, and the Board adopts a resolution by an affirmative vote by at least 60 % of its members identifying those special circumstances. All persons directly or indirectly interested in the proposed contract shall recuse themselves from deliberations related to the contract.

ARTICLE19**DISSOLUTION**

Upon the dissolution of the corporation, the Board shall, after paying or making provisions for paying all of the corporation's liabilities, dispose of all the corporation's assets exclusively in a manner to carry out the corporation's purposes, or transfer the assets to an organization or organizations, organized and operated exclusively for charitable, educational, religious, or scientific purposes, which at the time qualify as exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board determines.

ARTICLE 20**SAVING CLAUSE**

At any meeting, any failure to literally or completely comply with Bylaw provisions regarding dates, times, sending, or receipt of notice, or errors in phraseology of notice of proposals shall not invalidate the proceedings, if the failure or error, in the judgment of the members present, has not substantially prejudiced members' rights.

ARTICLE 21

AMENDMENTS

A. General provisions: Amendments shall be considered by USATF as follows:

1. **Bylaws and Operating Regulations:** Amendments to the Bylaws and Operating Regulations shall be considered at the annual meeting of USATF in every odd-numbered year;
2. **Rules of Competition:** Amendments to the Rules of Competition shall be considered at the annual meeting of USATF in every even-numbered year;
3. **Bylaws and Operating Regulations:** Amendments to the Bylaws and Operating Regulations shall require for passage a two-thirds vote of those delegates present and voting.
4. **Competition Rules:** Amendments to the Rules of Competition shall require a majority vote of delegates present and voting.
5. **Notice:** National Office Management shall give notice to the membership through an email blast, and to the Board, committee chairs, members of the Law & Legislation and Rules Committees, and Association Presidents, via individual emails June 1, requesting proposed amendments to the Bylaws, Operating Regulations, and Rules of Competition (whichever is appropriate) noting the date on which the proposed changes are due.
6. **Posting:** Proposed amendments to the Bylaws, Operating Regulations, and Rules of Competition shall be posted on the USATF website at least 30 days prior to the annual meeting. National Office Management shall electronically notify members of the posting of the proposed amendments.

B. Exceptions: Notwithstanding Paragraph A, above, amendments may be considered at any USATF meeting in any of the following circumstances:

1. **Tabled amendments:** To act on a tabled amendment proposal;
2. **Conformity with the law:** To make the Bylaws, Operating Regulations, or Rules of Competition conform with federal or local law or regulation;
3. **Conformity with IAAF/IOC/USOC:** To make the Bylaws, Operating Regulations, or Rules of Competition conform with IAAF, IOC, USOC, or WMA rules or requirements;
4. **Uniformity:** To make the Bylaws, Operating Regulations, and Competition Rules conform with each other;
5. **Doping controls:** To consider doping control legislation, which may be considered at any annual meeting;
6. **Associations:** To act upon a recommendation concerning an Association under review under Article 6 and Regulation 7. These items need not meet the time requirement of subparagraphs A-3 or A-4 above and E-1 below.

C. Emergency circumstances: In emergency circumstances, USATF may adopt changes upon a ninety percent (90%) vote at any meeting of USATF.

D. Amendments by the Board: The Board may, at any meeting, amend the Bylaws or Operating Regulations by a two-thirds (2/3) vote of its total membership. The Board shall submit all proposed amendments to the Law & Legislation Committee for a recommendation before voting on adoption. Amendments passed by the Board shall remain in effect until the next annual meeting, where the membership shall vote on permanent adoption.

E. Submissions: The following provisions shall govern submissions of amending legislation:

1. **Deadline to submit:** Amendments shall be submitted at least ninety (90) days prior to the meeting at which they are to be considered, to allow proper review and submission to USATF members. This ninety (90) day requirement may be waived at the Law & Legislation Chair's discretion if proper notice of the item may still be submitted to USATF's members as required by subparagraph A-6 above, or in emergency circumstances, upon a ninety percent (90%) vote at any meeting of USATF.
2. **Submitters:** Amendments may be submitted only by USATF members.
3. **Persons receiving submissions:** Amendments to the Bylaws and Operating Regulations shall be submitted to the chair of the Law & Legislation Committee (with a copy submitted to the office of the General Counsel at the National Office for USATF), and amendments to the Rules of Competition shall be submitted to the chair of the Rules Committee.

4. **Form of submission:** The Law & Legislation Chair may request, but not require, that the amendments be submitted in a particular electronic form. The proposed amendment shall be submitted in the form and format set forth in the Appendices.
- a. **Action requested:** Each submission shall contain a section titled "Action Requested."
 - b. **Proposed amendment:** Each submission shall include the proposed amendment in a form showing the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined or shaded, and all proposed deleted language containing a line striking thorough the deleted language.
 - c. **Rationale:** Each submission shall also contain a section titled "Rationale" in which the submitter shall explain the proposed improvement or identify the problem the proposed amendment would correct, why the problem exists, and how the proposed amendment will correct the problem identified. The submitter shall also provide an analysis of whether the proposed amendment will conflict with any other provisions of the Bylaws or Regulations.
 - d. **Constituencies affected:** Each submission shall also contain a section titled "Constituencies Affected" in which the submitter shall state which constituencies of USATF will be affected by the proposed changes and how they will be affected. Finally, the submitter shall explain how the change advances the mission or operation of USATF.
 - e. **Estimated budget impact:** Each submission shall also contain a section titled "Estimated Budget Impact." If there is a budgetary impact, it shall be estimated with the submission. The submitter shall consult with the Chief Financial Officer who, in conjunction with the Treasurer and/or the chair of the Budget Committee of the Board, shall assist with developing the estimated budget impact. National Office Management shall be provided with the legislative proposals in a timely manner.
5. **Approval of submissions:** All proposed amendments must first be recommended for approval at the time of submission by someone other than the submitter who shall be either a Board member, the chair of any sport, development, or operating committee, any member of the Law & Legislation Committee (for bylaws and Operating Regulations) or Rules Committee (for Rules of Competition), the president of any Association, or any officer or the executive director of a national member organization authorized by Article 5-C. The approval must be in writing, dated, and placed on the proposal when submitted. These listed approval parties may submit proposed amendments directly without such an approval.
6. **Board recommendations:** The Law & Legislation Committee shall submit proposed amendments it considers, along with its recommendations, to the Board. The Board may make its own recommendations on proposed amendments to the membership
- F. **Effective date:** Unless otherwise specified at the time of adoption, amendments to the Bylaws and Operating Regulations shall be effective immediately, and amendments to the Rules of Competition shall be effective January 1 of the following year.
- G. **Non-substantive corrections:** The Law & Legislation Committee or its designee(s) may edit and make non-substantive corrections, such as grammar and punctuation, in the Governance Handbook before publication.

OPERATING REGULATIONS

Please note that highlighted areas are the substantive changes made in 2016.

SECTION III

REGULATION 1

PURPOSE OF REGULATIONS

These Operating Regulations supplement USATF's Bylaws. If a regulation conflicts with a bylaw, the bylaw shall control.

REGULATION 2

DEFINITIONS

As used in these Operating Regulations:

- A. Armed Forces** means the United States Air Force, the United States Army, the United States Marine Corps, and the United States Navy.
- B. NABR** means the National Athletics Board of Review, as established in Regulation 21.
- C. NAIA** means the National Association of Intercollegiate Athletics.
- D. NCAA** means the National Collegiate Athletic Association.
- E. NFSHSA** means the National Federation of State High School Associations.
- F. NJCAA** means the National Junior College Athletic Association.
- G. RRCA** means the Road Runners Club of America.
- H. Running USA** means an organization in long distance running that represents road race organizations and directors.
- I. USTFCCCA** means the United States Track and Field and Cross-Country Coaches Association.
- J. WMA** means World Masters Athletics.

REGULATION 3

ATHLETE ELIGIBILITY

Athlete eligibility shall be governed by IAAF and IOC rules, except when those rules conflict with United States Law.

A. General:

- 1. **Domestic championships:** Athletes who compete in a national, regional or Association championships must be USATF members and eligible to compete. Associations may require USATF membership to participate in other events they conduct.*
- 2. **International eligibility:** Athletes representing the United States in international events must be a USATF member and eligible to compete.*

B. Membership: *All athletes competing in events conducted by USATF must be USATF members.*

C. Collegiate and Armed Forces eligibility: *At open Association Championships, Associations may accept, in lieu of individual member entries, rosters of athletes signed by coaches or designated officials of recognized educational institutions or branches of the armed forces certifying that the athletes are eligible to compete for the institution or branch under USATF and IAAF rules. The rosters shall only be in effect for the date(s) of the championship, although the Association may at its discretion accept the same certified rosters in other championships. The certified rosters shall subject any certified collegiate or armed forces athlete to all of the anti-doping rules, regulations, and protocols of USATF, the IAAF, the USOC, USADA, and/or the IOC.*

REGULATION 4

REPRESENTATION

A. General: An athlete shall be considered a member of the Association in which the athlete is a bona fide resident except as otherwise provided in Regulation 4-B:

- 1 **Athlete Affiliation:** An athlete may compete as a representative of a local club, educational institution, or other organization, and additionally may be listed as competing for the club and/or a sponsor, subject to USOC regulations. The club and athlete must be USATF members in good standing.
- 2 **Unattached athletes:** An unattached competitor is an athlete member who represents no club, educational institution, or other organization. An unattached athlete may compete in the Association in which the athlete is a member.
- 3 **Notification of changes:** Only an athlete, or his/her legal guardian, may give notice of a change of representation. An athlete member who wishes to change representation shall notify the Association, in writing or online, prior to the effective date of the change.
- 4 **Fees for changes:** All applications for changes of representation must be accompanied by a fee, if any, to be determined by the local membership committee and/or local Sport Committee.

B. Residency exceptions:

1. **Residency exceptions:** Except as provided in the USATF Competition Rules governing Youth Athletics, USATF shall permit an athlete to transfer membership to an Association other than the one in which the athlete resides.
2. **Team scoring:** Sport Committees and Councils may establish athlete eligibility and residency requirements for team scoring at their respective championships. These requirements shall be reflected in the competition rules.

C. Transfers:

- 1 **Between Associations:** In order to transfer membership from one Association to another, an adult athlete age 19 years and older shall send a request in writing or by email to membership@usatf.org. USATF shall notify the affected associations and the athlete.
2. **Between clubs/organizations:** To transfer representation from one club /organization to another, an athlete must not have competed for the first club in sanctioned competition for the previous ninety (90) days regardless of residency, unless the athlete falls within one of the exceptions below.

3. Exceptions:

- a. **Student:** An athlete who is a member of a club or organization who wishes to compete as an undergraduate student for a college or university (two- or four-year institution) shall be automatically released without notice by the club or organization when the college season begins, to compete for that college or university in open competition, if the collegiate team is a member of USATF. The athlete shall similarly be automatically released without notice to the school immediately after the academic eligibility period ends, to represent the club or organization of the athlete's choice. The athlete must verify the college's academic eligibility period start and end dates if requested by either the local committee or Association membership committee involved.
- b.. **Armed forces:** An athlete member on active duty in the United States Armed Forces may, upon receiving permission from the local membership committee, represent in open competition the military organization or the Athletics club to which the athlete belongs, or both. Any points scored by that athlete shall count for the Athletics club, except where a point trophy is advertised to be contested by a military organization;
- c. **Race walker:** An athlete may compete as a member of a club or organization in race walking and for another club or organization in another Athletics discipline, provided the two clubs or organizations involved do not both participate in race walking. For example, an athlete may race walk for one club which may or may not have a running program, and run for another club that has no race walking program.
- d. **Waiver:** The local or national membership committee may waive the ninety (90) day unattached period required by paragraph C-2 if it determines that the change in

organization was caused by events outside the athlete's control and is in the best interests of Athletics or the athlete.

D. Resolution of disputes: *The athlete shall have responsibility for giving proper notice of a change of representation. In the event of a dispute among clubs, educational institutions, organizations, and an athlete regarding a transfer of representation, the athlete's written designation of representation shall be determinative.*

REGULATION 5

CONSTITUENT MEMBERSHIP

Qualifications, application procedures, and fees for membership shall be as follows:

- A. Individual membership:** Individuals may apply for membership in USATF through an Association or the USATF website – www.usatf.org. Unless otherwise provided, a member may only belong to a single Association as an athlete at any one time. Otherwise, a member may belong to more than one Association, provided the member is registered as an athlete in no more than one of the Associations. A member belonging to multiple Associations must pay a full membership fee to each of the Associations. Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.
- B. Club/organization membership:** Clubs or organizations may apply for membership by submitting the appropriate application to the Association in their geographic area.
- C. Association membership:** Associations defined by Article 6 shall have no dues or fixed membership term.
- D. National sports organizations membership:** An organization seeking to become a member of USATF as a national sports organization under Article 5-C shall apply in writing to the Organizational Service Committee chair for recognition by USATF. The application shall state the applicant's qualifications for membership. The Organizational Services Committee shall promptly review the application and forward it to the Board, together with its assessment of the applicant's qualifications and the committee's recommendation. The Board shall decide membership applications. The Organizational Services Committee shall review all national sports organization memberships biennially.
- E. Other constituencies' membership:** National Athletics organizations, national coaching organizations, sports for the disabled organizations, and other organizations seeking membership under Article 5-D shall send a letter requesting membership to National Office Management. The application shall state the applicant's qualifications for membership. The application shall be referred to the Organizational Services Committee, which shall promptly review it and make a recommendation for action to the Board. The Board shall decide membership applications. Applications for all other classes of national organization membership shall be made to National Office Management, or, if permitted, to the membership chair in the Association where the applicant resides or has its headquarters. The Organizational Services Committee shall review all memberships under this regulation biennially.
- F. Dues and fees:** The Board shall set dues and fees for all membership categories. National Office Management shall propose dues and fees after soliciting input from USATF's committees and Associations regarding individual members and club organizations, and from the Organizational Services Committee regarding national sports organizations.
- G. Compliance with policies:** All members, whether an individual, club, Association, organization, national sports organization, or other constituency defined in these bylaws and regulations, shall abide by any and all USATF policies and procedures and agree to comply with and be bound by the safe sport rules, policies and procedures of USATF and the U.S. Center for Safe Sport and to submit, without reservation or condition, to the jurisdiction of USATF and the U.S. Center for Safe Sport for the resolution of any alleged violations of those rules, policies and procedures, as may be amended from time to time.
- H. Suspension and expulsion:** USATF may suspend or expel any Association or member sports organization that violates any Bylaw or Operating Regulation, or any Board-approved USATF operating policy, or whose officers are not current members, in good standing, of USATF, or which by definition or practice no longer fulfills the criteria of its membership category, after notice and an opportunity to be heard by a three (3) person panel of the Board, appointed by the Board Chair, including a least one (1) Active Athlete. The Board shall vote on the panel's recommendation at its next meeting. An Association or sports organization may be expelled only upon a two-thirds vote of the Board. If an Association is expelled, its geographic area shall be reorganized or assigned to one or more USATF Association, consistent with the Bylaws and Operating Regulations. This paragraph shall operate in addition to and independently of the accreditation process in Regulation 7.

I. Delinquency: Any USATF member listed in Article 5 failing to pay its fees or dues on time shall forfeit the right to representation and to vote, upon thirty (30) days' written notice. The member must successfully reapply for membership to regain its voice or vote in USATF's affairs.

REGULATION 6

CLUBS

A. Definition: Clubs are organizations of athletes and others who participate in USATF programs as teams or individuals representing clubs. There shall be various types of USATF clubs, based on the types of programs and purposes they serve. Clubs may have more than one purpose. All clubs shall be considered Association clubs and shall become members by joining the Association in which they are located.

B. Club classifications: Clubs are classified as follows:

1. **Competitive:** Clubs that primarily prepare athletes for competitive opportunities shall be referred to as competitive clubs.
2. **Affiliated:** Clubs that primarily stage events or provide competitive opportunities to the public shall be referred to as affiliated clubs.
3. **Training:** Clubs that exist to provide non-collegiate athletes insurance coverage when training at an educational institution's facilities shall be referred to as training clubs.
4. **Elite development clubs:** USATF may designate member clubs as Elite Development Clubs. These clubs may provide coaching, training groups, facilities, travel to events, financial assistance, stipends, or other forms of assistance. Elite development clubs shall receive additional benefits and information from USATF to assist them with elite development and may be charged additional dues and fees for the additional benefits.

C. Club names: Disputes over club names shall be resolved through USATF's grievance process. USATF or involved parties may institute these proceedings when:

1. **Duplication:** Two (2) clubs choose the same or confusingly similar names (except if both clubs concur);
2. **National team:** A club uses a name that could reasonably be interpreted to refer to a national team;
3. **Sponsorship:** A club uses a name that causes public confusion with USATF-related sponsorship or advertising; or
4. **Trademark:** A club uses a trademark or service mark of USATF or the USOC.

D. Conflicts of interest: No club shall represent a member athlete in any transaction if it is a conflict of interest.

REGULATION 7

ASSOCIATION MATTERS

A. Association documents: Each Association shall submit to National Office Management a copy of its Articles of Incorporation, charter, constitution, bylaws, any other organic documents, and its annual filings with the Internal Revenue Service, or equivalent financial information if the Association does not file with the Internal Revenue Service. These documents shall demonstrate by their contents:

1. **USATF authority:** The Association agreeing to abide by USATF's bylaws and operating regulations;
2. **Members:** Membership qualifications consistent with USATF's bylaws and operating regulations, and which secure the right of any individual who is an athlete, coach, trainer, manager, administrator, or official active in the sport of Athletics to join the Association;
3. **Consistency:** Statements of Association purposes, powers, and autonomy consistent with USATF's bylaws and operating regulations;
4. **Open governance:** Provisions for democratically electing the Association's directors and officers, consistent with this regulation;
5. **Non-profit status:** Proof that the Association is covered under the USATF 501(c)(3) group tax exemption or has its own 501(c)(3) tax exemption from the IRS;
6. **Bylaws:** Association bylaws that comply with this regulation's minimum content requirements; and
7. **Other:** Other provisions prescribed by the USATF Board. Each Association shall promptly notify National Office Management of any changes in its organic documents by submitting a copy of the revised document. All changes shall be consistent with this paragraph's requirements.

Any Association failing to comply with this paragraph shall not be entitled to participate in USATF's affairs until the failure is remedied. The Accreditation Subcommittee and the USATF Secretary and National Office Management will exchange information and work with Associations relative to any failure to comply.

B. Association finances: The chief financial officer of each Association shall maintain custody and control of the bank accounts and other financial assets of the Association, its committees, and its subcommittees. Associations shall have specific responsibilities for collecting dues and fees from members:

1. **Collection of dues by Associations:** Associations that collect dues during a given month shall, by the 15th day of the following month, send to National Office Management a transmittal report and USATF's national share of annual dues collected for each sports organization and individual member. National Office Management shall submit approved benefits to each member.
2. **Offsets:** No Association may take any offsets, credits, or other deduction against any dues collected by it and due to USATF for any reason.

C. Association boundaries: An Association shall submit any proposal to change its boundaries to the Accreditation Subcommittee, which shall make a recommendation to the Board after affording the affected Associations an opportunity to be heard.

D. New Associations: Any group that wishes to be recognized by USATF as a new Association shall submit its proposal to the Accreditation Subcommittee, which shall make a recommendation to the Board after affording any affected Associations an opportunity to be heard.

E. Association accreditation: All Associations shall be accredited biennially by the Accreditation Subcommittee. The standards and process shall be:

1. **Standards:** In order to maintain good standing, an Association shall be required to meet the following standards:
 - a. **Individual Memberships:** at least 20 dues-paying individual members per 100,000 population, but in all cases, at least 400 individual members;
 - b. **Club Memberships:** at least 0.5 organizational members per 100,000 population;
 - c. **Sanctions:** at least 1 sanction per 100,000 population;
 - d. **Championships:** at least 15 championships (some of which may be combined) including the following: three in outdoor track and field (youth, open, masters); three in

- cross –country (youth, open, masters); three in race walking (youth, open, masters); two in road running for distances of five kilometers or longer (open, masters); and any four other championships. Championships shall include Association, Regional, or National Championships hosted by the Association. Each championship must be offered to both male and female athletes in the category..
- e. **Officials:** at least 50 certified officials, except for Associations with a population under 1 million which shall have at least 30 certified officials;
- f. **Fiscal Solvency:** Associations shall be fiscally solvent - i.e., they shall have a positive net worth;
- g. **Communications:** Associations shall maintain a current and viable web site, and shall send at least two emails to the membership (at least 90 days apart) and provide other emails to differing membership segments such that it conducts e-mail activity in each calendar quarter. It shall also send via U.S. Postal Service a hard copy notice of its annual meeting, election, and selection of USATF annual meeting delegates to members making a written request of such notices in the past year.
- h. **Representation:** Associations shall have (i) at least one representative at Association Committee meetings at the USATF annual meeting; (ii) at least one representative at the annual USATF Association Workshop; and (iii) shall also have a minimum of eight delegates at the USATF annual meeting unless there is financial hardship in which case the Accreditation Subcommittee shall have the discretion to reduce the standard;
- i. **Documents:** Associations shall submit (i) copies of the organic documents and filings required pursuant to paragraph A; (ii) a copy of the completed first page of the 990 or 990 EZ, or equivalent tax form (and if the IRS does not require such a form, the Association shall nevertheless submit a completed first page of a 990 EZ to the National Office); (iii) a copy of the Association's bylaws in compliance with paragraph G; and (iv) a copy of minutes of the Association's annual meeting.
- j. **Dispute Resolution:** **Associations shall conduct grievance and disciplinary hearings in a timely manner and in compliance with USATF and Association governing documents;**
- k. **Revision to categories:** The Organizational Services Committee or the Associations Committee, with notice to the other committee, may propose adding and removing categories and minimum standards, subject to Board approval.
- l. All Association submissions must be accurate and timely.
2. **Timeline:** The accreditation process shall commence in each odd-numbered year, and shall follow the following one-year cycle to the extent practical as set forth below:
- a. **Collection of statistics and other information:** During January through April of the accreditation year, National Office Management shall collect and provide to the Accreditation Subcommittee the previous year's statistical and other information for each Association, necessary for evaluating accreditation standards.
- b. **Analysis:** During May and June of the year, the Accreditation Subcommittee shall analyze the statistical and other information provided for each Association by National Office Management current through March and April of the first year.
- c. **Notification:** During June and July of the year, each Association shall be notified by the Accreditation Subcommittee of the results of its analysis of the Association's statistical and other information. Associations shall also be notified whether they meet requirements for: (i) accreditation, (ii) special recognition, or (iii) if they have any deficiencies.
- d. **Plans for improvement:** During the months of July through October of the year, Associations that are deficient in any accreditation requirement shall prepare and submit a plan for improvement with assistance from the Associations Committee.
- e. **Approval of plans:** By the end of December of the year, all Association plans for improvement shall be subject to approval by the Accreditation Subcommittee. If an Association fails to present a plan or is not fiscally solvent, the timeline may be accelerated and the Accreditation Subcommittee shall take one of the actions outlined in Regulation 7-E-2-h.

- f. **Implementation of improvements:** The Associations Committee shall monitor and assist deficient Associations in implementing improvement plans during the accreditation year.*
- g. **Analysis for compliance:** During the months of September through November of the year National Office Management shall further update and provide the statistical and other information stated in the requirements for accreditation to the Accreditation Subcommittee , as needed.*
- h. **Accreditation:** The Accreditation Subcommittee shall take one of the following actions for each Association by the end of December of the year:*
 - i. Full accreditation;*
 - ii. Provisional accreditation, subject to further improvement;*
 - iii. Suspension or removal of an Association's voting rights;*
 - iv. Suspension or removal of an Association's officers and/or its Board as a condition for continued accreditation;*
 - v. Decertification of an Association and recognition of a new Association in that territory; or*
 - vi. Voluntary merger of an Association with another Association or decertification of the Association and division of that territory into one or more accredited Associations.*

Each Association shall be notified in writing of the decision as soon as practical. The decision shall take effect as soon as notice has been given and the appeal period has expired or unless it is stayed during an appeal
- i. **Accreditation update:** During the accreditation process, the Accreditation Subcommittee may update an Association's established accreditation based on the Association's compliance with, or lack of compliance with, the required accreditation standards;.*
- 3. Appeals:** Adverse recommendations made by the Accreditation Subcommittee may be accepted or may be appealed by the Association as follows:
 - a. **Deadline:** All appeals shall be made in writing by an Association no later than January 15 following the end of the second (even) year, or in the case of an accelerated action under Regulation 7-E-2-e, no later than 20 days following the receipt of notice of an adverse action. If an appeal involves a boundary or merger with a neighboring Association, the other Association will also be deemed a party to the appeal, given a copy of the appeal, and permitted to file a cross appeal within thirty days of receiving notice, and otherwise participate in the appeal;*
 - b. **Appeal panels:** Appeals shall be referred to an NABR panel composed of arbitrators who are not from the same USATF Association appealing its accreditation status, as provided in Regulation 21-B.*
 - c. **Final decision:** The NABR panel's decision shall be final, unless appealed under Regulation 21;*
 - d. **Basis of appeal:** Incorrect statistical data or other incorrect information about accreditation requirements shall not form the basis of an appeal unless those objections were previously raised before the Accreditation Subcommittee.*
 - e. **Pending appeal:** The Accreditation Subcommittee's decision shall be effective on the following January 1 unless:*
 - i. Accreditation Subcommittee, as part of its decision, votes in favor of an automatic stay in case of an appeal, or*
 - ii. As part of its appeal, the Association obtains a stay under Regulation 21.*
- 4. Recognition of outstanding Associations:** The Accreditation Subcommittee, subject to Board approval, shall set standards of excellence for recognition of "Gold," "Silver," and "Bronze" Associations. The Associations Committee shall annually present awards, which shall be published in USATF's annual report and on USATF's web site.
- F. Conflict of interest:** Any individual representing an Association, or who has a financial arrangement with the Association, or who is an employee of the Association, or who is a member of any of the Association's committees, shall not participate in evaluating or approving any contract with a supplier to furnish goods or provide services to the Association, if that individual directly or indirectly benefits financially, or otherwise receives any form of compensation from, or has any interest in, any supplier under consideration.

G. Association Bylaws: All Association Bylaws must contain clear and concise provisions related to:

1. **Removal:** Removing or replacing Association Officers and Committee Chairs; and
2. **Dispute resolution:** Detailed procedures for filing and resolving Association grievances and disciplinary matters, which at a minimum provide for:
 - a. **Arbitrators:** Selecting an impartial three-person arbitration panel, to include at least one Active Athlete, to hear and decide grievance and disciplinary matters. The arbitrators shall not be members of the Association Board or Executive Committee;
 - b. **Challenge:** The opportunity for a party to a grievance or disciplinary proceeding to object to an arbitrator due to an established or apparent conflict of interest;
 - c. **Filing:** Special procedures for filing and handling grievances against an officer of the Association, which exclude the officer from the grievance administration process;
 - d. **Dates:** Grievance or disciplinary hearing to be held within ninety-five (95) days of filing the proceeding;
 - e. **Delay:** The opportunity for the arbitrators to dismiss or rule against any party who delays the proceedings, is uncooperative, or is unprepared to present evidence or a defense at the grievance or disciplinary hearing, provided that proper advance notice of the hearing has been given to the party; and
 - f. **Appeals:** The decision of the arbitrators to be appealed under USATF Regulation 21-R.
3. **Association elections:** All Association elections for officers and Sport Committee and other chairs shall follow common guidelines and procedures to ensure fairness and openness. These provisions shall include:
 - a. **Election notice:**
 - i. **Distribution:** Notice must be distributed by mail, newsletter, local Association web site, and/or the USATF web site.
 - ii. **Web site use:** If a web site is to be used to inform members of the elections, members must be informed where to find information on the web site through a mailing or newsletter. (Optional in lieu of the existing requirements effective 2012 and mandatory in 2015):
 - a. Notice must be sent by email to the Association's current membership list provided by the National Office. The Association must also comply with state law requirements for not-for-profit corporations; and
 - b. Notice must be sent by mail to any member making a written request for notice by mail within one year of an election.
 - c. **Prior arrival:** The initial meeting notice must be distributed at least thirty (30) days prior to the beginning of the election or nominations.
 - d. **Changes:** Any notice of a meeting change or a change in the election process, not previously publicized, must be distributed at least fourteen (14) days prior to the meeting.
4. **Nominating process:**
 - a. **Nominating committee option:** Use of a nominating committee is optional.
 - b. **In-person meeting nominations:** Nominations must be allowed from the floor at an in-person election meeting.
 - c. **Mail ballot nomination opportunity:** If a mail ballot is used, an opportunity to nominate candidates must be given to all members prior to the finalizing the ballot. The process must be clearly explained to the members. The nominating process must not be unduly rigorous.
 - d. **Membership and age criteria:** A candidate must be a member of the Association who is at least 18 years of age at the start of the term of office.
 - e. **Nominations and seconds:** A candidate needs one (1) nominator and one (1) seconder who are both members.
5. **Voter criteria:**
 - a. **One person-one ballot:** One (1) person shall cast only one (1) ballot worth a maximum of one vote, regardless of how many positions in the Association the person occupies.
 - b. **Proxies:** There shall be no proxy voting.
 - c. **Minimum age:** Voters must be a minimum of age eighteen (18) on the day of the election or, in the case of a mail ballot, on the day the ballots are due.

- d. **Voting membership deadline:** Except for renewals from the previous year, individuals must be members for at least thirty (30) days prior to the date of the election (e.g., if the election is held on September 15 the membership must be paid in full by August 16).
 - e. **Appointees:** An appointed committee chair or Board member may not vote in elections in that capacity, but may otherwise qualify for a vote.
 - f. **Organizations:** Each organization shall have a minimum of one (1) vote, unless the balanced-meeting ballot in Regulation 7-I-4-c is used. The Association may grant an organization additional votes based on its size. If an organization has more than one (1) vote, a different representative must cast each ballot. Organizations and any person representing an organization in Association voting matters must be USATF members in order to vote.
6. **Voting options:** There are four methods that an Association may choose to use for elections. Association bylaws must clearly state the election procedures to be used. Association bylaws concerning nominations and elections, and the methods for amending them, shall be subject to approval by the Accreditation Subcommittee:
- a. **Mail or electronic (fax or email) ballot:** An open mail or electronic ballot (fax or email) to all members of an Association:
 - i. All ballots must be distributed at the same time;
 - ii. The minimum time allowed for returning the ballot shall be thirty (30) days;
 - iii. The return address or fax number must be indicated on the ballot;
 - iv. The ballots must be held together, must remain unopened--if mail ballots--until the voting panel is assembled, and be counted together by the voting panel; and
 - v. Any mail ballot opened outside the presence of the entire voting panel shall not be counted.
 - b. **Open meeting ballot:** Open meeting ballot where all members of the Association are eligible to attend and vote:
 - i. Credential disputes must be resolved before the election process is started (i.e. before taking nominations and/or before the report of the nominating committee);
 - ii. Uncontested elections may be voted by acclamation;
 - iii. A secret ballot must be used for contested elections; and
 - iv. Any ballot opened outside the presence of the entire voting panel shall not be counted.
 - c. **Balanced meeting ballot:** A balanced meeting ballot where only designated members of the Association are eligible to vote:
 - i. The Association bylaws must state how a maximum number of available votes will be determined;
 - ii. The bylaws must explain how 100 percent of the available votes are divided among the following five constituencies: Active Athletes, coaches, officials, organizational members, and other members (which may include elected officers of the Association);
 - iii. The bylaws must guarantee that each constituency above be entitled to a minimum of ten percent (10%) of the votes, except that Active Athletes must receive a minimum of twenty percent (20%);
 - iv. Individuals who are eligible to cast a ballot in more than one constituency may only vote once and must choose one constituency in which to vote;
 - v. Constituencies with more individuals than votes allowed will be allotted time to caucus before the election to determine the voters or apportionment of votes;
 - vi. In an athlete caucus, youth (18-year old), open (non-international ages 19-39), Active Athletes, and masters (40-and-above) athletes must each be represented if member athletes are present and available. In such a case, the number of votes granted to each age division above shall be as equal as possible, regardless of the number of athletes present from a division;
 - vii. Credential disputes must be resolved before the election process is started (i.e. before taking nominations and/or before the report of the nominating committee);
 - viii. Uncontested elections may be voted by acclamation;
 - ix. A secret ballot must be used for contested elections; and

- x. Any ballot opened outside the presence of the entire voting panel shall not be counted.
- 5. Counting of ballots:**
- a. **Voting panel:** A panel of at least three (3) individuals, at least one (1) of whom must be an Active Athlete, shall count the ballots and sign the vote tally. All panel members shall be at least 18 years old. The panel shall not include any individual who is a candidate for an office.
 - b. **Consultation:** The panel may consult with the Association's president, secretary, or parliamentarian—so long as they are not candidates for offices—on procedural matters.
 - c. **Mail ballots:** Mail ballots shall only be opened in the entire panel's presence. If circumstances prevent the appointed panel from convening in a timely manner, a new panel meeting the criteria in (a) above may be convened to count the ballots. Any ballots opened outside the entire voting panel's presence shall not be counted.
- 6. Committee and council chairs:**
- a. **Age and terms:** All committee and council chairs, whether elected or appointed, must be at least 18 years old and members of the Association. Chairs shall be elected or appointed for specific terms that are determined prior to the voting for the position;
 - b. **Election:** When requested by two (2) or more member organizations of the Association, Sport Committee or council chairs shall be elected. When a sport chair is elected, the election shall take place at a meeting held separately from the general elections, either by time or location. The election shall, at a minimum, be advertised to all member organizations in the Association active in the discipline. The election may also be conducted by mail or electronic ballot using the procedures stated above.
 - c. **Format:** A convention format may be used for the Association's annual meeting, at which all elections for Sport Committee or council chairs may be held.
 - d. **Division elections:** Joint election meetings may be held by committees and councils in the same divisions delineated by USATF at the national level: high performance (men's track & field, women's track & field, and race walking), long distance running (men's, women's, masters, cross-country, and Mountain/Ultra/Trail), Youth Athletics, and general competition (masters track & field and Associations).
- 7. National delegates:**
- a. **Local option:** Delegates to the USATF Annual Meeting may be elected or appointed, according to the Association bylaws.
 - b. **Plurality:** When delegates are elected, a plurality vote (the individual receiving the most votes) may be accepted for election.
- 8. Majority requirement:**
- a. **Officers:** Regardless of whether a mail ballot is used, the president and secretary of the Association must be elected by a majority of the ballots cast. If a run-off election is necessary, the notification requirement shall be the same as stated in paragraph 7-I-1.
 - b. **Plurality:** In other mail ballot elections, a plurality vote (the individual receiving the most votes) may be accepted.
 - c. **In-person majority:** In elections conducted at meetings, a plurality vote (the individual receiving the most votes) may not be accepted in the first round, except for the election of delegates to the USATF Annual Meeting.
 - d. **Run-off candidates:** In run-off elections, candidates equal to twice the remaining positions shall be on the ballot.
- 9. Election protests:**
- a. **Regulation 21:** Except as indicated below, Regulation 21 shall apply to election disputes. Protests may only be made after the election process is concluded;
 - b. **Panel composition:** An NABR panel from a different USATF Association whose election is disputed shall be appointed to conduct the hearing. All hearings shall be by conference call. The procedures in Regulation 21 shall apply.
 - c. **Invalidation:** The NABR panel shall invalidate an election if it is found that one or more infractions occurred that were likely to have changed the outcome of an election.

*d. **Further action:** The NABR panel may recommend changes for future elections in the Association.*

- 10. **Employees and elections:** Current Association employees (working within the past ninety days) shall not participate in any part of the elections process, including nominations or campaigning, but may, at the Association's discretion, be permitted to vote if they are members and otherwise eligible. Current Association employees may, at the Association's discretion, seek election by the Association as a national delegate, or any other representative position at the national level.*

REGULATION 8

ANNUAL MEETING

A. Agenda: Prior to each USATF Annual Meeting, the Panel on the Order of Business shall consult with the President, the Secretary, and National Office Management on the agenda. The Panel shall prepare an agenda to be presented to the delegates at each general session as one of the first orders of business. The agenda items shall include, but not be limited to:

1. **Attendance:** Considering delegates' eligibility by accepting the registrar's report or by roll call (at all sessions where appropriate);
2. **Credentials:** Considering credentials and challenges (at all sessions where appropriate);
3. **Minutes:** Accepting the minutes of the previous meeting;
4. **Reports:** Reports from the President and CEO, and those committee chairs who have business to come before the delegates;
5. **Introductions:** Group introduction of officers and committee chairs (without speeches);
6. **Elections:** Nominations (without speeches except for officer positions) and elections as scheduled, including special elections;
7. **Site selections:** Report on site selections by each sport committee;
8. **Amendments:** Action on proposed amendments;
9. **Financial report:** Treasurer's report;
10. **Awards:** Appropriate awards presentations; and
11. **Other business:** New or old business as scheduled.

B. Resolutions: The following provisions govern resolutions presented at USATF annual and special meetings by its members:

1. **Written:** All resolutions shall be delivered in writing to the USATF Secretary.
2. **Submitters and deadlines:** Any USATF member may present a resolution for consideration at any USATF meeting. Officers and the CEO may present or sponsor resolutions at any time up to twenty-four (24) hours prior to their consideration. All other resolutions must be delivered to the USATF Secretary at least thirty (30) days prior to the meeting at which they are to be considered.
3. **Reasons:** Each resolution should be accompanied by a written statement of the rationale for adoption.
4. **Evaluation:** The Secretary shall promptly deliver copies of all resolutions to the President, CEO, general counsel, chair of Law & Legislation, and chair of any other committee directly affected by the resolution.
5. **Fiscal considerations:** Each resolution to be acted upon by USATF that requests funds or involves, requires, or affects expenditures shall be referred by the Secretary to the Treasurer, the chair of the Budget Committee of the Board, and the CEO for an evaluation of the cost and financial effect.

C. Credentials: The following shall govern the credentials of delegates and committee representatives to USATF meetings:

1. **Certification of delegates and committee representatives:** Not later than two (2) months prior to the meeting, each Association, organization, or body responsible for selecting delegates and alternates or committee representatives under Article 7 shall certify in writing to National Office Management the names, addresses (residence and, where available, electronic), and telephone numbers of the delegates, alternates, or committee representatives as well as information as to which delegates and alternates qualify as Coaches, Active Athletes, and/or International Athletes. The certification shall also designate one (1) delegate as the chair of the delegation and an alternate chair. The chair of each delegation shall report whether there are any changes in the certification when arriving at the meeting and picking up the registration packet. The names of certified delegates, alternates, committee representatives, and committee alternates shall be available for inspection.
2. **Challenges to delegates and alternates:** Challenges to credentials of any delegation, delegate, or alternate, or petitions to seat uncertified delegations, delegates, or alternates shall be made to the Organizational Services Committee chair prior to the beginning of each general session of the meeting. The Organizational Services Committee shall report its findings and recommendations, if any, at the beginning of each general session of the

meeting. At that time, there shall be a vote on all challenges and petitions. Each challenge or petition shall be voted on separately, except that challenges and petitions relating to the same delegation may be combined. A challenged delegate or alternate shall not vote regarding the delegate's own credentials, but until and unless a challenged delegate is voted upon unfavorably, the delegate or alternate may vote on other challenges and petitions. An uncertified delegate shall have no voting power until and unless voted upon favorably by USATF. After each general session, only duly certified and previously unchallenged alternates may replace absent delegates and all substitution of alternates must be reported by the head of the delegation before registration closes on the day before voting begins;

- 3. Challenges to committee representatives:** *Challenges to certified committee representatives and petitions by uncertified committee representatives to be seated shall be heard and voted upon by that committee. A challenged committee representative shall not vote regarding his or her own credentials, but until and unless a challenged committee representative is voted upon unfavorably, he or she may vote on other challenges and petitions. An uncertified committee representative shall have no voting power whatsoever until and unless voted upon favorably by the committee.*

- 4. Preservation of athlete delegation or committee voting power:** *In any challenge and in any change resulting from the successful challenge, the representation of Athletes within the delegation or committee must be preserved.*

- D. Registration:** *Only registered participants may take part in USATF annual meetings. Non-registered attendees will not be allowed the right to participate in discussion, voting, lobbying, or other election-related activities. Invited guests may make specific presentations at designated meetings or assemblies.*

REGULATION 9 ELECTIONS

- A. Supervision:** The Organizational Services Committee shall oversee all USATF elections and balloting.
- B. Mail balloting:** Upon majority vote at a duly convened meeting, USATF may authorize conducting a vote by distributing and/or collecting ballots by mail through the U.S. Postal Service or any other appropriate service. The authorizing resolution shall state the procedures and subject matter for the vote. No mail vote may be authorized to effect an amendment to these Bylaws, to the Operating Regulations, or to the Competition Rules.
- C. General elections:** Contested elections shall be decided by the delegates at the annual meeting of USATF in the following manner:
- 1. Terms of office; Elections for President, Division Chairs, IAAF Nominees and the Board:**
 - a. The President and elected division chairs shall be elected for four-year terms at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held;
 - b. Any vote by the membership as set forth in Article 17 regarding the nomination for IAAF Council or committees shall take place at the annual meeting of USATF prior to an IAAF Congress (or earlier if advanced by the Board) in accordance with the election procedures in this paragraph;
 - c. Special elections may be held at any annual meeting upon Board approval;
 - d. Elections for Board members under Article 11 shall be conducted in accordance with the election procedures of this paragraph.
 - 2. Method of nominations:**
 - a. **Request:** At least one hundred twenty (120) days prior to the opening general session at any USATF meeting where elections are to be held, the Petitions Subcommittee of the Organizational Services Committee shall send out a request for nominations to all Board members, all members of all USATF committees, councils, and Board committees, all USATF Association presidents and secretaries, and all officers and offices of constituent bodies listed in the exhibits section of this handbook. This mailing shall include a listing of the positions to be elected and a concise summary of any eligibility requirements.
 - b. **Nominators and seconders:** Each candidate may have up to a maximum of five (5) nominators. The nominations must be collectively seconded by at least ten (10) and no more than twenty (20) other members of those nominating constituencies listed in (a) above and include the nominee's written approval.
 - c. **Submittal:** Nominations shall be sent to the designated chair of the Nominations Subcommittee no later than sixty (60) days prior to the opening general session of the annual meeting. The subcommittee shall prepare a nomination report listing all eligible candidates in alphabetical order, without indicating preference, no fewer than thirty (30) days prior to the opening general session of the meeting. This report shall be circulated to all nominees and all nominating constituencies listed in (a) above, and shall be included in each delegate's packet. It shall contain a one-page biographical sketch prepared by each candidate, including his or her qualifications for the position.
 - d. **At the annual meeting:** Further nominations may be submitted at the registration desk prior to the scheduled start of the opening general session and must be on the standard nomination form. This requirement includes the ten (10) seconders.
 - 3. Campaigning:**
 - a. **Speeches:** Speeches shall only be permitted for the nominations for President at the opening general session. Immediately following the close of all nominations, the chair of the Nominations Subcommittee shall call upon one (1) or two (2) people to speak for each candidate for a period not to exceed three (3) minutes. If the candidate wishes to speak to his or her nomination, his or her time shall come from that allocation. All speeches for each position shall be called alphabetically.
 - b. **Forums:** Prior to the election, USATF shall, through the Associations Committee, provide adequate forums for all candidates for all USATF-wide contested offices to be heard and questioned by delegates. A notice of a general forum shall be posted twenty-four (24) hours in advance.

c. **No recommendations:** Committees shall not make recommendations for President.

4. Election procedures:

a. **First Round:** The Organizational Services Committee, assisted by National Office Management, shall open first-round balloting by 7:00 a.m. on the day prior to the second general session of the annual meeting, and allow ballots to be cast until 11 a.m. that day.

b. **Results:** First Round Results Ballots shall be counted, and held secure by the Organizational Services Committee. The first round results shall be posted by 1 p.m. or as soon as possible afterwards.

c. **Second round and results:** Run-off election balloting, if necessary, shall open in a secure voting location by 2 p.m. and casting ballots shall be allowed until 6 p.m. that day. The Organization Services Committee shall exercise its best efforts to have complete results available and posted in writing at several annual meeting locations, including the registration center by 7 p.m.

d. **Publication of voting times:** The date and time of each round of the election shall be published in the Annual Meeting schedule.

e. **Protests:** Protests may be made within one (1) hour after the results are posted. One of the three (3) Protest Panel members shall be from the Law & Legislation Committee, and at least one from a list of Active Athletes provided by the Athletes Advisory Committee Chair. The Panel on the Order of Business shall appoint Protest Panel members and alternates at least thirty (30) days prior to the elections. All candidates shall be notified of the appointments and may submit challenges to a panelist or alternate in a manner similar to challenges to NABR panelists (see Regulation 21).

5. **Majority requirement:** No candidate shall be declared to have won an election without receiving votes from a majority of the ballots cast. If no candidate receives a majority vote, a run-off election shall include the two candidates receiving the most votes, plus any candidates tying for second most votes.

6. **Record:** All vote totals shall be recorded in the minutes of the meeting. After each round of voting, all paper ballots shall be destroyed immediately after the protest period has expired; and all voting machines shall be cleared if electronic voting is used.

7. **Uncontested elections:** When only one (1) candidate or site is nominated, a voice or hand vote shall be permitted.

D. USATF divisional chairs and committee chairs' elections:

1. **Long Distance Running Division:** The members of the long distance running division, which shall include the voting members of the three committees and the three councils, shall elect its nominee for divisional chair for Board approval. This election shall be conducted by balloting at the same time as the general election. An individual shall only be eligible to be a candidate in a division if he or she is a member of one of the three committees in the division. If a candidate is a member of more than one sport committee in the division, he or she must designate one committee only on the nominating form. Nominators and seconders must be in the division. After the election of the long distance running divisional chair nominee, each of the sports committees shall meet to elect their respective nominees for chairs for Board approval.

2. **High Performance Division:** The High Performance Division's three sport committee chairs, the Athletes Advisory Committee chair, and a member of the Athletes Advisory Committee of opposite gender as the chair selected by the Athletes Advisory Committee, shall select a nominee for High Performance Division chair for Board approval. The Organizational Services Committee chair or his or her designee shall convene a meeting or conference call of these individuals to nominate the chair, after the respective committees have selected these individuals.

3. **General Competition and Administrative Divisions:** The President shall nominate a General Competition Division chair, for Board approval.

4. **Youth Athletics Division:** The Youth Athletics Committee shall elect its nominee for chair, for Board approval.

5. **Term limits:** No person shall serve as a chair of a division for more than eight (8) years without a period away from that position.

E. Committee elections: *The following are general rules for committee elections:*

- 1. In election years, except as noted in subparagraph 4 below, each committee shall conduct nominations and speeches (if provided for by a committee's operating procedures) during a committee meeting on the day after the opening session of the USATF annual meeting. Uncontested elections may be voted by acclamation at that time;*
- 2. No later than 6:00 p.m. on the day after the opening session of the annual meeting, each committee secretary shall submit to the registration desk a sample ballot for all contested committee elections and any modifications to the voting membership of the committee on the membership list on file with the registration desk.*
- 3. On the day before the final general session of the Annual Meeting, the Organizational Services Committee shall conduct and oversee balloting for all committee elections at one central location consistent with the general procedures set forth in this regulation for a general election. The first round of balloting will take place in the morning, and a second round for run-offs in the afternoon.*
- 4. The Coaches Advisory Committee may opt to conduct its elections on the day of the first general session in the afternoon. Five committees (the Athletes Advisory Committee, the Men's and Women's Track & Field Committees, the Officials Committee, and the Youth Athletics Committee may each opt to hold their elections separately on the day following the first general session in an exclusive two-hour time slot. At least ninety days prior to the annual meeting, the Organizational Services Committee shall notify the five committees of the available time slots. The Athletes Advisory Committee shall have the first choice of a time slot, and the remaining time slots shall be allotted in order of response. The above committees may conduct nominating (with or without speeches) and also the election of uncontested positions by acclamation prior to the exclusive two-hour time slot but balloting of contested positions shall take place during the exclusive two-hour time slot. Representatives of the Organizational Services Committee shall oversee and conduct the balloting of the above elections.*
- 5 Ballots:** *Written ballots shall be used for all contested elections.*
- 6 Multiple positions:** *Each voter may vote for as many candidates as there are positions to be filled.*
- 7 Majority Requirement:** *A candidate must receive votes from a majority of the votes cast to be elected.*
- 8. Runoffs:** *Run-off elections shall include twice the number of candidates as there are positions remaining to be filled, plus any ties for the last qualifying position. A committee may employ preference balloting, under which voters rank candidates, for run-off elections for multiple positions.*
- 9. Voting eligibility:** *Only bona fide committee members listed in the USATF bylaws or operating regulations, or their properly registered alternates shall be eligible to vote. The panel from the Organizational Services Committee must credential these members prior to the nominations, and again prior to the actual election if held in a different session. If possible, the Organizational Services panel shall separate the committee's voting members from other attendees during voting.*
- 10. Athlete representatives in sport committees:** *Each Athlete shall serve until an election is conducted at the following year's annual meeting. For Athlete representatives' vacancies, see Regulation 11-A-5-a*

REGULATION 10

NATIONAL OFFICE STAFF

A. Staff activities: The staff shall, under the direction of the CEO, perform the following duties:

1. **Association support from USATF:** National Office Management shall provide benefits and support to Associations and their members. National Office Management and Board shall regularly evaluate the benefits and support.
2. **Membership:**
 - a. Establish, subject to Board approval, membership categories, along with application procedures, benefits, and membership fees; and
 - b. Assist Associations in providing services to their members;
3. **National championships:** In conjunction with the appropriate sport committees, advertise, schedule, manage, and conduct national championships under Regulation 18;
4. **International competition:** Manage all aspects of international competition under applicable international rules and procedures, and under procedures adopted after consulting with the sport committees, and approved by the United States Olympic Committee, when required;
5. **Development:** Oversee a cohesive, effective development program;
6. **Public relations / media relations:** Optimize the quantity and quality of public exposure of USATF, and its sports, events, and athletes;
7. **Publications:** Coordinate the timely publication of governance documents and rules, both in print and electronically;
8. **Marketing and promotions:** Devote sufficient staff resources to ensure the successful marketing and promotion of Athletics and of USATF;
9. **Fund raising:** Assist the USATF Foundation in conducting fund raising programs to benefit Athletics;
10. **Alumni Relations:** Assist the USATF Alumni Association in keeping retired elite athletes engaged with USATF and in promoting Athletics;
11. **Doping controls:** Under policies approved by the Board, supervise and manage USATF's compliance with the doping control programs established by the IOC, IAAF and USOC;
12. **Scheduling:** Coordinate major competitions and national championships;
13. **Coordination of certification and education:** Provide necessary support for certification and education programs, especially for coaches and officials;
14. **Annual meeting:** Initiate site selections for USATF's annual meeting, in conjunction with a subcommittee of Organizational Services appointed by its chair after consulting with the President. Site selection shall follow guidelines approved by the Board;
15. **Association notification:** Notify Associations when a USATF activity requiring approval by a national committee or National Office Management, including but not limited to events, programs and clinics, will be conducted or is proposed to be conducted in that Association's territory. National Office Management shall notify the Association involved within ten business days after learning about the activity or proposed activity; and
16. **Purposes and duties of corporation:** Perform other tasks necessary to fulfill USATF's purposes and duties.

B. Complaints against staff:

1. **Staff other than CEO:** A complaint against a part- or full-time member of the national staff shall be sent to the USATF Secretary USATF and the CEO. By agreement, either shall forward the complaint to the President and Counsel to the Board within ten (10) days of receipt. The CEO shall be given not less than thirty (30) days to investigate the complaint, and shall have a written report of his or her investigation at the next appropriate Board meeting, including any action (if necessary) to be taken to remedy the situation.
2. **CEO:** A complaint against the CEO shall be delivered to the USATF Secretary. The Secretary shall deliver copies within ten (10) days to the President and Counsel to the Board. The Board shall resolve complaints against the CEO.
3. **Response:** All complaints against staff shall be acknowledged promptly. A written response shall be made within thirty (30) days after the complaint is resolved. Interim reports shall be made to the President every one hundred twenty (120) days, pending resolution. The final

report about resolving a complaint against staff shall be given to the Board at a regularly scheduled meeting.

REGULATION 11

COMMITTEES

A. General provisions: The following provisions apply to all of USATF's committees:

1. **USATF membership:** In order to participate as a USATF Committee member, an individual must be a member of USATF.
2. **Term of members:** Unless otherwise provided, the term for members of all committees shall be four (4) years and shall commence at the conclusion of the annual meeting in each year of the Summer Olympic Games;
3. **Non-Sport Committee makeup:** The makeup of each non-sport committee shall be stated in the description for the committee.
4. **Sport Committee makeup:** Sport committees shall be constituted as follows, and as outlined in the exhibits section of this handbook:
 - a. **Association members:** One (1) member appointed by each accredited Association. If two (2) Associations merge, the two (2) incumbent representatives on the committee may continue to serve. When at least one (1) incumbent no longer serves on the committee, the merged Association's representation shall revert to one committee member;
 - b. **Sports organization members:** One (1) member appointed by each sports organization listed in the exhibits section of this handbook and an additional two (2) members to be named by any sports organizations listed in the exhibits section of this handbook that conduct substantial programs or competitions in the sports discipline of the particular committee;
 - c. **Other constituent members:** One (1) member appointed by each sports organization listed in the exhibits section of this handbook, other than Affiliated organizations, that conducts programs in the sports discipline of the particular committee. Affiliated organizations shall be represented only if the Board approves a recommendation that the Organizational Services Committee makes after consulting with affected sports committees.
 - d. **Athletics for the Disabled members:** One (1) member to represent the collective disabled athletes organization members of USATF listed in the exhibits section of this handbook, selected by the Athletics for the Disabled Committee;
 - e. **Officials Committee member:** One (1) member appointed by and from the Officials Committee;
 - f. **At-large members:** Five (5) at-large members selected by the members of the committee;
 - g. **Elected officers and other positions:** Any person elected by the committee to serve as an officer. The total number may not exceed ten (10) additional members; and
 - h. **Active Athlete members:** That number of Active Athlete members at least twenty-five percent (25%) of the total authorized membership of the Men's and Women's Track and Field, Men's and Women's Long Distance Running, and the Race Walking committees, and at least twenty percent (20 %) for all other committees except Youth Athletics. The Active Athletes shall be selected by the registered attendees at the meetings of USATF who are Active Athletes engaged in the committee's particular sport discipline. For Youth Athletics, AAC shall appoint four (4) Active Athletes.
5. **Committee membership and notification:**
 - a. **Notification and vacancies:** No election, selection, or appointment to a committee shall be effective until the organization or other party entitled to make the choice notifies National Office Management. Vacancies in a committee shall be filled by the committee, individual, organization, or group entitled to appoint the vacant committee membership position. When an athlete vacancy occurs and no alternate is available, the Athletes Advisory Committee chair may appoint an Active Athlete from the applicable discipline to the vacancy and/or serve as a voting alternate on any committee except Masters Track & Field and Masters Long Distance Running. In the latter two committees, where a vacancy occurs and no alternate is available, the vacancy may be filled by the consent of the athlete representatives present.
 - b. **Elections:** Regulation 9-E applies to committee elections. The committee may adopt other rules not conflicting with Regulation 9-E.

- c. **Alternates:** The individual or group electing or selecting members of any committee or subcommittee (other than committee members elected by USATF or its Board) may designate an alternate. Appointment of alternates shall be reported to the National Office Management in a timely manner.
 - d. **Membership:** All elected and appointed members of all committees must be members of USATF.
 - e. **Termination:** Organizations or groups that appoint committee members under this section may terminate those appointments for good cause upon written notice to the appointees.
 - f. **Same Association:** No more than two (2) at-large members of any committees, other than the chair, appointed by the President may come from the same Association.
 - g. **Listings:** Under every committee member's name in the USATF Directory shall be listed (a) their Association or (b) the organization they represent.
- 6. Committee meetings:**
- a. **Time and Notice:** Each committee shall hold its annual meeting in conjunction with the USATF annual meeting. Notice of the annual meeting shall constitute notice of committee meetings at the annual meeting. Committees shall hold special meetings if called by the chair, at his or her own initiative, or by twenty percent (20%) of the committee's membership, upon thirty (30) days written notice. If the chair does not set and give notice for a meeting after 20% of the membership calls for one, the Organizational Services Committee shall verify the 20% requirement, set a meeting, and distribute the meeting notice to all committee members. The notice of a special meeting shall be in writing, stating the meeting's date, time, place, and purpose, and shall be mailed to the last known address of each committee member.
 - b. **Publication of agenda:** The proposed agenda shall be delivered to all voting members of any committee along with the meeting notice, except at meetings held in conjunction with the USATF annual meeting. At annual meetings, the agenda must be available at least 24 hours prior to the committee's first scheduled session. Additional items added to the agenda shall not include any item where action of the committee is necessary, unless seventy-five percent (75%) of the members of the group then present agree.
 - c. **Open conduct of business:** All meetings of any national committee and its executive committee, board, or task group shall be open to all USATF individual members except as otherwise provided.
 - d. **Closed or executive sessions:** No part of any meeting shall be closed unless seventy-five percent (75%) of the members of the group then present agree to close the session.
 - e. **Record of meetings:** All boards, committees, councils, and task groups shall have a recording secretary. Within thirty (30) days of the meeting, the secretary should send draft minutes recording all official actions taken by the committee to all members. All written reports or a summary of the reports shall be distributed with the draft minutes.
 - f. **Quorum:** A quorum for any committee meeting shall consist of twenty-five percent (25%) of its members;
- 7. Athlete representation:** All national or Association committees, subcommittees, or other appointed or elected bodies of USATF or any Association shall consist of at least twenty percent (20%), or twenty-five percent (25%) Active Athletes if so noted in the specified membership of that committee. At least twenty-five percent (25%) of the Active Athletes shall be International Athlete representatives to USATF. All national athlete elections and appointments must be approved by AAC, which may delegate this responsibility to a subcommittee or its chair.
- 8. Committee responsibility:** Any committee project or grant that requires applicants to file a written request form must also require a certification that the applicant's Association president and sport chair (if appropriate) have been notified of the application. Any committee awarding funding for projects or events to be held in any Association must notify the Association president in writing of the date and scope of the activity to be held in the Association.
- B. Committee chairs:** Sports Committees shall elect their chairs under USATF's voting procedures in Regulation 9, subject to Board approval. The Board shall vote on approving Sports Committee chairs within three (3) weeks of election. The chairs shall serve as acting chairs, pending Board

approval. Non-sports committees that elect their chairs, and all committees that elect other officers shall conduct their elections under Regulation 9. All elected committee chairs shall serve one-, two-, three-, or four-year terms. The committees shall determine the lengths of the terms prior to voting. Unless otherwise specified, the President shall appoint the chairs of all non-sports committees that do not elect their chairs. Chairs appointed by the President shall serve for the same term as the President's term. Non-sports committees that elect their chairs may also elect executive committees to act on their behalf between committee meetings.

1. Duties of chair: All committee chairs shall:

- a. Preside at all meetings of the committee;
- b. Ensure that all the committee's duties and responsibilities are properly and promptly carried out;
- c. Appoint subcommittees, with the committee's authorization, to fulfill the committee's duties and responsibilities. Subcommittees of administrative and developmental committees shall be appointed only from those committees' membership, except that non-members (not exceeding 50% of the subcommittee) may be appointed with the committee's authorization;
- d. Communicate with the committee members to keep them fully informed of events concerning the committee to carry out the committee's responsibilities;
- e. Keep the President and CEO informed on all committee actions and recommendations; and
- f. Cause to be kept and promptly forwarded to all committee members and the CEO copies of the minutes of all committee meetings.

2. Vacancies: When an elected committee chair is vacant, the position shall be filled by a vote of the committee as a whole by mail or e-mail ballot unless the committee has previously adopted a different procedure. Sports committees shall elect individuals to fill vacancies, for Board approval, in the same manner. A panel appointed by the Organizational Services Committee chair shall supervise the elections in a manner approved by the Board.

3. Removal of elected chairs: Subsequent to Board approval, elected chairs may be removed for good cause by a two-thirds vote of the committee at an annual meeting or at a special meeting called for that purpose. Notice of the proposed action must be given to the committee members at least thirty (30) days prior to the meeting.

C. Sport committees' general provisions: Each sport committee shall:

- 1. Executive committee:** Have the right to establish an executive committee to perform its duties between annual meetings. The executive committee's membership shall be at the discretion of the committee of the whole. An executive committee shall consist of at least twenty-five percent (25%) Active Athletes for Men's and Women's Track & Field, Men's and Women's Long Distance Running, and Race Walking, and at least twenty percent (20 %) for all other committees except Youth Athletics, selected or elected by the committee's Active Athlete members. If the Men's or Women's Track & Field Committee establishes an executive committee, at least one-third of the executive committee's membership shall be coaches;
- 2. Open meeting:** Except upon majority vote of those present, allow the attendance at its meetings of Athletics coaches, officials, or representatives of any group engaged in the sport, and allowing those individuals voice but no vote;
- 3. Additional organization members:** Upon Board approval, authorize additional committee members to ensure proper representation of national sports organizations involved in the committee's activities or sport. Organizations shall petition the committee in order to determine the number of additional members. Any organization that considers its representation inadequate may appeal to the Board;
- 4. Team staff:** Recommend coaches, managers, and other non-medical and non-media staff personnel for international team competitions under Regulation 17;
- 5. Miscellaneous:** Promote and develop activities related to its sport; and
- 6. Operating procedures:** Have a set of written operating procedures on file with National Office Management, which shall provide copies to the Law & Legislation Committee chair. These procedures shall not conflict with the provisions of the USATF Bylaws and Operating Regulations. Any modification of the committee's operating procedures shall be promptly

reported to National Office Management, which shall send a copy to the Law & Legislation Committee chair. These operating procedures shall be included in the Governance Handbook, and be made available at annual meetings. Any USATF member may request a copy of these procedures from National Office Management.

REGULATION 12

HIGH PERFORMANCE DIVISION

A. High Performance Division constituency: *This division includes:*

1. Men's Track & Field (sport committee);
2. Women's Track & Field (sport committee);
3. Race Walking (sport committee); and
4. Joint Development Group (development committees, also a part of the Long Distance Running Division)

B. Divisional responsibilities: *This division shall, in conjunction with National Office Management, develop a High Performance Plan. The Plan shall center on maximizing United States athletes' performances in international Athletics competition in Olympic events. The division shall review and ratify the Plan, as well as any proposed changes, before it is forwarded to the Board for final approval. National Office Management shall implement the Plan, and regularly report its progress in doing so to the division. National Office Management and chair shall jointly report to the Board annually about progress in implementing the Plan. The division shall also be informed of any direct athlete support programs or projects impacting elite athlete performance that are not included in the Plan.*

C. Divisional organization:

1. **Divisional Chair:** *This division shall have a chair; selected under Regulation 9,*
2. **Divisional Executive Committee:** *The members of the division's executive committee shall consist of the divisional chair, the three (3) divisional Sport Committee chairs, the two Development Chairs or their representatives, the AAC Chair or designee, and three additional Active Athletes, at least one of whom shall be an LDR athlete, who shall be appointed by the LDR Divisional Chair. The divisional chair shall also chair the executive committee, and may appoint a non-voting secretary. The divisional executive committee shall recommend policy for creating and maintaining the High Performance Plan, and establishing funding priorities, to National Office Management. The executive committee shall meet periodically in-person or by teleconference. Nothing in this section shall be construed to limit the authority of the three (3) divisional Sport Committees from carrying out their independent responsibilities defined elsewhere in these Bylaws and Operating Regulations.*
3. **International Staff Subcommittees:** *The International Staff Subcommittees shall maintain pools of qualified applicants for coaching, managerial, and other non-medical and non-media staff for the Olympic Games, IAAF World Outdoor Championships in Athletics, and Pan American Games under Regulation 17-F.*

D. Sport Committees:

1. **Duties and responsibilities:** *In addition to its other duties, each committee shall:*
 - a. **Championships:** *Have jurisdiction over the national championships and regional championships – where regional coordinators are appointed – in its discipline, and institute, conduct, and manage these championships under Regulation 18;*
 - b. **Calendar:** *Coordinate the domestic and international competition calendar in its discipline in conjunction with National Office Management;*
 - c. **Records:** *Approve records for the events within its discipline; and*
 - d. **IAAF candidates:** *Recommend candidates for nomination to serve in the IAAF under Article 17.*
2. **Committee definitions:** *The disciplines and age categories under the control of each sport committee in this division are as follows:*
 - a. **Age categories:**
 - i. *Open athletes are of any age 14 years and over for women and 16 years and over for men; and*
 - ii. *Junior athletes must be at least age 14 on the day of competition and under age 20 on December 31 in the year of the competition.*
 - b. **Jurisdiction:**
 - i. *Men's Track & Field: Indoor and outdoor track & field activity for junior and open men, not including track races of greater than 10,000 meters;*
 - ii. *Women's Track & Field:*

Indoor and outdoor track & field activity for junior and open women, not including track races of greater than 10,000 meters; and

iii. Race Walking: All race walking activity for junior and open men and women.

3. Makeup: Each sport committee shall be constituted under Regulation 11-A-4.

E. Joint Development Group: There shall be a Joint Development Group serving the High Performance and Long Distance Running Divisions. It shall consist of the four committees below. The group shall report to the High Performance and Long Distance Running divisional chairs and to the chairs of the Coaches Advisory and Athletes Advisory Committees. The two divisional chairs and the Coaches Advisory Committee and Athletes Advisory Committee chairs shall appoint a group coordinator with the approval of the President.

1. Coaching Education:

a. Duties and responsibilities: The committee shall:

- i. **Curricula:** Define and develop curricula for training and educating coaches in Athletics, and share the criteria with any educational institution authorized by the Associations Committee and National Office Management for Internet use in an on-line education program;*
- ii. **Certification:** Develop and monitor a certification program to augment the educational system;*
- iii. **Materials:** Create the appropriate materials and manuals to assist the instructors and trainees;*
- iv. **Education:** Coordinate, develop, and administer the seminars and clinics to train the necessary instructors for the educational system;*
- v. **Evaluation:** Evaluate methods of the educational system;*
- vi. **Coordination:** Coordinate the above activities with all interested committees of USATF, including, but not limited to, the Men's and Women's Development committees and the Sports Medicine & Science Committee;*
- vii. **Administration:** Have the right to create subcommittees and an executive committee to carry out its duties and responsibilities; and*
- viii. **List:** Maintain a current list of all certified coaches with their levels and distribute upon request an annual report of certified coaches living in each Association to that Association.*

b. Makeup: The committee shall consist of the following components:

- 1. National subcommittee:** This subcommittee shall consist of members who, unless otherwise specified, shall be appointed by the High Performance and Long Distance Running divisional chairs and the Athletes Advisory and Coaches Advisory Committee chairs, with the President's approval. The committee members shall be as follows:
 - a Chair;*
 - b Vice chair;*
 - c Director of Coaching School Operations;*
 - d Director of Instructional Quality;*
 - e Director of Event Specific Curriculum and Instruction, and the following event group chairs: Sprints/Hurdles Curriculum; Jumps Curriculum; Throws Curriculum; Endurance Curriculum; and Combined Events Curriculum;*
 - f Director of Special Projects;*
 - g Directory of Technology;*
 - h Director of Sports Science Curriculum and Instruction, and the following specific specialty chairs: Biomechanics Curriculum; Training Theory Curriculum; Psychology Curriculum; Physiology Curriculum; and Director of Coaching Services;*
 - i One (1) member appointed by each of the following sport committees: Men's Track & Field; Women's Track & Field; Men's Long Distance Running; Women's Long Distance Running; Race Walking; and Youth Athletics;*
 - j The following at-large representatives (or their designees): High Performance Division chair; Long Distance Running Division chair; Cross-Country Council chair;*

Men's Development Committee chair; Women's Development Committee chair; Sports Medicine & Science Committee chair; Coaches Advisory Committee chair; and Associations Committee chair; and k Eight (8) Active Athlete members selected by the active athlete delegates to USATF, at least one (1) of whom shall represent the following: Track; Field; Long Distance Running; Cross-country Running; and Race Walking;

- c. Association subcommittee:** *This subcommittee shall consist of the chair of coaching education from each Association that has a coaching education committee, plus that number of Active Athlete delegates to USATF equal to at least twenty percent (20%) of the total resulting membership. Associations shall endeavor to structure their coaching education committees to coincide with the national subcommittee's structure, taking into account regional differences. The Association president shall appoint an Association coaching education chair unless otherwise provided in the Association's bylaws.*

2. Men's Development and Women's Development:

- a. Duties and responsibilities:** *The committees shall:*

*i. **Scope:** Investigate, stimulate, plan, and promulgate programs on a broad basis to provide for the overall development of (a) training and competitive facilities, (b) equipment and skills, (c) coaching methods, and (d) athletic skills; and*

*ii. **Effect:** Perform the above activities in order to develop the maximum number of athletes from the novice to world-class levels;*

- b. Makeup:** *Unless otherwise specified, members shall be appointed by the divisional chairs of High Performance and Long Distance Running and the chair of AAC, with the approval of the President. The chair of each sport committee shall be responsible for selecting its development committee representatives and/or event chairs for the discipline(s) under its purview. The members shall be:*

*i. **A chair***

*ii. **Track & field coaches:** One (1) member who is actively engaged in coaching track & field in each of the following specialties: Sprints; Hurdles; Middle Distances; Horizontal jumps; Vertical Jumps; Throws; Decathlon (men's committee); and Heptathlon (women's committee);*

*iii. **Race walking coaching:** One (1) member actively engaged in coaching race walking;*

*iv. **Long distance coaching:** Three (3) members who are actively engaged in coaching long distance running, at least one of whom must be involved in coaching cross-country running, and one of whom must be the chair of the distances event group for the appropriate committee, approved by the chair of the applicable sport committee for that position;*

*v. **Sports committees:** One (1) member appointed by each of the following sport committees: Men's Track & Field (men's committee); Women's Track & Field (women's committee); Men's Long Distance Running (men's committee); Women's Long Distance Running (women's committee); Race Walking; and Youth Athletics;*

*vi. **At-large:** The following at-large representatives: High Performance divisional chair (or designee); Long Distance Running divisional chair (or designee); Cross-Country Council chair (or designee); Chairs (2) of the Development Committees; Past chairs of the Development committees (Development Committees only); One (1) representative from the Sports Medicine & Science Committee; One (1) representative from the Coaching Education Committee; Nine (9) representatives from the Coaches Advisory Committee; and One (1) representative from the Associations Committee;*

*vii. **Athletes:** Nine (9) Active Athlete members selected by the Active Athlete delegates to USATF, at least one (1) of whom shall represent the following: Track; Field; Long distance running; Cross-country running; and Race walking; and*

*viii. **Additional members:** The chair of each committee, with the approval of the divisional chairs of High Performance and Long Distance Running in consultation with the President, shall have the authority to appoint additional nonvoting members necessary to carry out the committee's responsibilities.*

- c. **Naming members:** Each sport committee chair, with the approval of the High Performance and Long Distance Running divisional chairs, in consultation with the President, shall have the authority to appoint additional non-voting members necessary to carry out the committee's responsibilities. Any development or event chairs appointed shall be chosen by the committee members representing or participating in the particular discipline, in consultation with the High Performance and Long Distance Running Divisional chairs.

3. Sports Medicine & Science:

- a. **General committee:** The committee shall be governed by the following provisions:
- i. **Overall makeup:** It shall consist of a chair selected by the President, two (2) or three (3) assistant chairs selected by the President after consulting the chair, and the membership of the three (3) subcommittees established below;
 - ii. **Assistant chairs:** The President may designate the chair of the committee to be one (1) of the three (3) subcommittees, in which case only two (2) chairs of subcommittees shall be selected;
 - iii. **Subcommittee assignments:** In addition to their other duties assigned by the chair of the committee, each subcommittee chair shall be designated by the President to chair one (1) of the three (3) subcommittees;
 - iv. **Executive committee:** This committee shall have an executive committee consisting of seven (7) or eight (8) members: the committee chair, the two (2) or three (3) subcommittee chairs, and four (4) at-large members selected by and from the committee at its annual meeting. Two (2) of the members of the executive committee shall be Active Athletes. The executive committee shall meet, either in person or by conference call, from time to time at the call of the committee chair, with at least five (5) days' notice, which may be unanimously waived, to carry out the business of the committee between its regular sessions. All minutes of the executive committee shall be promptly circulated among members of the entire committee; and
 - v. **Assistant chairs:** The committee chair may appoint an assistant chair to the committee and/or to the subcommittees, and designate responsibilities to those assistant chairs.
- b. **Medical Services subcommittee:**
- i. **Duties and responsibilities:** This subcommittee shall:
 - a Coordinate and provide medical services to national teams at international competitions, both in the United States and abroad;
 - b Advise athletes, coaches, and the Athletics community on preventing and caring for Athletics injuries;
 - c Collaborate with the Sports Science Subcommittee in conducting seminars at the annual meeting and elsewhere and in all other areas of mutual concern;
 - d Establish a nationwide pool of medical care providers and other support personnel, experienced in the field of Athletics, who meet criteria developed by the subcommittee, and establish a selection process to utilize these personnel to provide care for national team members at other major competitions;
 - e Advise national team medical personnel about recommended medications, supplies, equipment, immunizations, and other preventative health requirements;
 - f Compile medical reports from national team medical personnel and disseminate recommendations concerning health care needs and preventative measures to the Athletics medicine community;
 - g Evaluate and establish working relationships with sports medicine care providers throughout the United States to develop a nationwide medical care referral network;
 - h Provide information and advice to athletes, coaches, and USATF concerning proper use of pharmaceuticals and the prevention and care of injuries, illnesses, and environmental stresses;
 - i Develop educational materials and conduct educational programs concerning drug abuse in sports; and

- j *Serve as a consultant to USATF and national championships organizing committees concerning establishing medical care systems for the health and safety of athletes and officials.*
- ii. **Makeup:** *The subcommittee shall consist of the chair (who, if someone other than the committee chair, shall be an assistant chair of the committee), the chair of the committee, the chair of the Scientific Services Subcommittee, up to eleven (11) at-large members appointed by the President, one (1) representative from each sport committee, one (1) member appointed by the Associations Committee, one (1) member appointed by the Coaches Advisory Committee, and that number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership of the subcommittee to be selected by the Active Athlete delegates to USATF. The chair of this subcommittee, with the President's approval, shall have the authority to appoint additional members necessary to carry out the subcommittee's responsibilities. The subcommittee shall organize the following subcommittees, with the chairs appointed by the subcommittee chair:*
 - a *Physicians (M.D., D.O.);*
 - b *Trainer/therapist;*
 - c *Allied health professionals; and*
 - d *Pharmacology;*
 - e *Scientific Services subcommittee.*
- i. **Duties and responsibilities:** *This subcommittee shall:*
 - a *Study the correlation between health and sports, and make recommendations about participating in Athletics;*
 - b *Conduct sports medicine and sports sciences seminars at each annual meeting of USATF and elsewhere as needed;*
 - c *Collaborate with the Medical Services Subcommittee in areas of mutual concern, including educational seminars;*
 - d *Assist and advise sport committees in areas of physiological testing, biomechanical analysis, and nutrition;*
 - e *Inventory and evaluate sports medicine and sports sciences facilities throughout the United States;*
 - f *Develop working relationships with qualified consultants in the fields of biomechanics, physiology, nutrition, and other sports-related sciences, and assist in making those consultants available to athletes, coaches, and Sport Committees;*
 - g *Develop and distribute periodic newsletters, position statements, and other medical information to the Athletics community through all available channels; and*
 - h *Provide references to technical knowledge, understanding, and applications of sports related sciences that relate to improving and developing Athletics.*
- ii. **Makeup:** *The subcommittee shall consist of the chair (who, if someone other than the committee chair, shall be an assistant chair of the committee), the chair of the committee, the chair of the Medical Services Subcommittee, up to eight (8) at-large members appointed by the President, one (1) representative each appointed from the Coaching Education, Coaches Advisory, Men's Development, Women's Development, Associations, and each sport committee, and that number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership of the subcommittee to be selected by the Active Athlete delegates to USATF. The chair of this subcommittee, with the President's approval, shall have the authority to appoint additional members necessary to carry out the subcommittee's responsibilities. The subcommittee shall organize the following subcommittees, with the chairs appointed by the subcommittee chair:*
 - a *Physiology;*
 - b *Biomechanics;*
 - c *Nutrition;*
 - d *Education;*

- e Research; and
- f Materials & Equipment.

d. Psychological Services subcommittee:

- i. **Duties and responsibilities:** This subcommittee shall:
 - a Coordinate and provide psychological services to national teams at international competitions in the United States and abroad;
 - b Establish a nationwide pool of qualified mental health providers, experienced in the fields of Athletics, who meet criteria established by the committee;
 - c Establish a selection process to utilize these personnel to provide care for national team members at international and national competitions;
 - d Compile reports from national teams' psychology personnel and disseminate recommendations concerning mental health needs and preventative measures for athletes and staff;
 - e Collaborate with appropriate committee members in conducting sessions at the annual meeting, and elsewhere in areas of mutual concern;
 - f Assist and advise sport committees and the Development committees in the areas of mental health, psychological preparation for competition, and skills acquisition, including providing psychology personnel for camps, clinics, seminars, and workshops.;
 - g Develop and disseminate educational information, position statements, and other mental health guidelines to athletes, coaches, team leaders, and USATF staff through all possible channels of communication; and h Provide personal individual consultation to members of the Athletics community, if requested, concerning mental-health-related matters.
- ii. **Makeup:** The subcommittee shall consist of the chair (who, if someone other than the committee chair, shall be an assistant chair of the committee), the chairs of the Medical and Scientific Services subcommittees, up to eight (8) at-large members appointed by the President, one (1) representative each appointed from the Coaching Education, Coaches Advisory Committee, Men's Development, Women's Development, Associations, and each sport committee, and that number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership of the subcommittee to be selected by the Active Athlete delegates to USATF. The chair of this subcommittee, with the President's approval, shall have the authority to appoint additional members necessary to carry out the subcommittee's responsibilities. The subcommittee shall organize the following subcommittees, with the chairs appointed by the subcommittee chair:
 - a Development activities (camps, clinics, seminars, etc.);
 - b Education;
 - c Research and Special Projects;
 - d Youth and Special populations;
 - e Masters;
 - f International competition services; and
 - g Publications.

e. Anti-Doping Education subcommittee:

- i. **Duties and responsibilities:** In cooperation with National Office Management, this subcommittee shall develop educational materials and conduct educational programs concerning drug abuse in sports.
- ii. **Makeup:** The subcommittee shall consist of a chair and members appointed by the Sports Medicine and Science chair with the President's approval and, in consultation with the chairs of the committees within the High Performance Division and the chair of the Long Distance Running Division, one (1) member appointed by the Coaches Advisory Committee and each sport committee, and that number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership of the subcommittee to be selected by the Active Athlete delegates to USATF.

REGULATION 13

LONG DISTANCE RUNNING DIVISION

A. Long distance running division constituency: This division includes:

1. Men's Long Distance Running Committee,
2. Women's Long Distance Running Committee,
3. Masters Long Distance Running Committee,
4. Cross-Country Running Council,
5. Mountain/Ultra/Trail Running Council,
6. Road Running Technical Council, and
7. Joint Development Group (also a part of the High Performance Division).

B. Division:

1. **Divisional Chair:** This division shall have a chair, selected under Regulation 9. The chair shall be a resource for all members of the division, and shall work to resolve issues within the division, between committees and councils of the division, and between the division or one or more of its committees and/or councils and any other entity within the federation.
2. **Divisional Executive Committee:** The executive committee shall be composed of the divisional chair, the six (6) sport committee and council chairs, the approved divisional subcommittee chairs, and that number of Active Athletes chosen from and by the athlete representatives to the sport committees so as to equal a minimum of forty percent (40%) of the executive committee membership. The divisional chair shall also chair the division's executive committee.
3. **Subcommittees:** Divisional subcommittees shall have the role and authority to coordinate their activities across the division. The subcommittees shall make recommendations on budget needs to the divisional executive committee. Joint subcommittees shall include, but not be limited to: Championships, Development, and Officials.
 - a. **Naming:** The division chair shall appoint the subcommittee chairs with the approval of a majority of the three sport committee chairs.
 - b. **Membership:** The appropriate sport committee chairs shall appoint their subcommittee members for their sport committees. Men's, Women's, and Masters Long Distance Running shall have equal representation on each divisional subcommittee. The subcommittee members need not be members of the sport committee they represent, and shall not be voting members of the sports committees as a result of their appointments. Active Athletes shall make up at least forty percent (40%) of the each subcommittee and meet the same criteria, when possible, as in Regulation 11-A-7.

C. Sport committees:

1. **Duties and responsibilities:** In addition to its other duties, each committee shall:
 - a. **Championships:** Have jurisdiction over the national championships and regional championships – where regional coordinators are appointed – in its discipline, and institute, conduct, and manage these championships under Regulation 18;
 - b. **Calendar:** Coordinate the domestic and international competition calendar in its discipline in conjunction with National Office Management;
 - c. **Records:** Approve records for the events within its discipline; and
 - d. **IAAF candidates:** Recommend candidates for nomination to serve in the IAAF under Article 17.
2. **Committee definitions:** The disciplines and age categories under the control of the three sport committees in this division are as follows:
 - a. **Age categories:**
 - i. Open athletes are of any age 16 years and over for both men and women;
 - ii. Masters athletes must be at least age 40 on the day of competition; and
 - iii. Junior athletes must be at least age 14 on the day of competition and under age 20 on December 31 in the year of the competition.
 - b. **Jurisdiction:**
 - i. **Men's Long Distance Running:** Off-track running at all distances and track running at distances over 10,000 meters for open and junior men;

- ii. **Women's Long Distance Running:** Off-track running at all distances and track running at distances over 10,000 meters for open and junior women; and
 - iii. **Masters Long Distance Running:** All off-track running and track running over 10,000 meters for masters men and women.
3. **Makeup:** Each sport committee shall be constituted as stated in Regulation 11-A-4. Active Athlete members on all committees and subcommittees in this division must have competed in a USATF-sanctioned event in the sport of long distance running as defined by subparagraph 2-b above at least once during the previous calendar year. When available, at least twenty-five percent (25%) of the athletes shall have represented the United States in international Athletics competition in one of the disciplines of long distance running defined by subparagraph 2-b above.
4. **Committee chair appointments:** The chair shall have the authority to appoint committee representatives to committees where that sport committee has representation.

D. Councils:

1. Cross-Country Running Council:

- a. **Duties and responsibilities:** The Cross-Country Running Council shall:
 - i. **Championships:** Have jurisdiction over the national championships and regional championships – where regional coordinators are appointed – in its discipline, and institute, conduct, and manage these championships under Regulation 18;
 - ii. **Calendar:** Coordinate the domestic and international competition calendar in its discipline in conjunction with National Office Management; and
 - iii. **IAAF candidates:** Recommend candidates for nomination to serve in the IAAF under Article 17.
- b. **Council definition:** The disciplines and age categories under the control of the Cross-Country Running Council are as follows:
 - i. **Age categories:**
 - a. Open athletes are of any age 14 years and over;
 - b. Masters athletes must be at least age 40 on the day of competition; and
 - c. Junior athletes must be at least age 14 on the day of competition and under age 20 on December 31 in the year of the competition; and
 - ii. **Jurisdiction:** The Council governs cross-country running only for junior, open, and masters men and women.
- c. **Makeup:** The Council's makeup, which shall be reflected along with the sport committees in the exhibits section of this handbook, shall be as follows:
 - i. **Association members:** One (1) member to be appointed by each accredited Association. If two Associations merge, the two incumbent representatives on the committee may continue to serve. When at least one incumbent no longer serves on the committee, the merged Association's representation shall revert to one committee member. If there are fewer Associations than the accredited number in attendance at any meeting of the Council, the Council may approve up to five (5) at-large voting members be added to the membership for that meeting;
 - ii. **Sports organization members:** One (1) member to be appointed by each approved sports organization;
 - iii. **Officials Committee member:** One (1) member to be appointed by and from the Officials Committee;
 - iv. **Elected chair:** The person elected by and from the council to serve as chair, who shall appoint other officers and regional representatives from the membership of the Council as needed; and
 - v. **Athletes:** Active Athletes in the discipline of cross-country who shall constitute at least twenty percent (20%) of the total membership.
- d. **Executive Committee:** The Council chair shall appoint an executive committee to perform the Council's duties between annual meetings. Its membership shall include at least twenty percent (20%) Active Athletes in the discipline of cross-country.

2. Mountain/Ultra/Trail Running Council:

- a. **Duties and responsibilities:** The Mountain/Ultra/Trail Running Council shall:

- i. **Discipline:** Specifically and without sport committee oversight, have authority to conduct programs for all events exceeding the marathon distance regardless of venue, and for all out-of-stadium/ off-road events except those which fall under the term “cross country running” at any distance, including those events falling under the broad categories of mountain, ultra, and trail running.
 - ii. **Championships:** Have jurisdiction over the national championships and regional championships— where regional coordinators are appointed—in its discipline, and institute, conduct, and manage these championships under Regulation 18;
 - iii. **Membership:** Represent/promote the interests of MUT runners within USATF;
 - iv. **IAAF member organization representatives:** Recommend individuals to serve in the International Association of Ultrarunners (IAU) and World Mountain Running Association (WMRA) under those organizations’ constitutions and bylaws;
 - v. **Awards:** Coordinate the selection of the discipline’s Runners of the Year and Contributor of the Year awards; and
 - vi. **Miscellaneous:** Promote and develop activities related to its discipline.
- b. **Makeup:** The Council’s makeup, which shall be reflected along with the sport committees in the exhibits section of this handbook, shall be as follows:
- i. **Association members:** One (1) member to be appointed by each accredited Association that has conducted a championship in one of the Council’s disciplines in the previous twelve (12) months. Representatives of Associations that have not conducted a championship in one of the Council’s disciplines in the previous twelve (12) months may attend Council meetings in a non-voting capacity. If two Associations merge, the two incumbent representatives on the committee may continue to serve. When at least one incumbent no longer serves on the committee, the merged Association’s representation shall revert to one committee member.
 - ii. **Elected chair:** The person elected by and from the Council to serve as chair;
 - iii. **Elected vice-chair:** The person elected by and from the Council to serve as vice-chair;
 - iv. **Sport committee members:** Three representatives each from the Women’s Long Distance Running, Men’s Long Distance Running, and Masters Long Distance Running Committees. Of the three representatives from each committee, one shall represent mountain running, one shall represent ultra running, and one shall represent trail running;
 - v. **At-large members:** Up to four at-large members to be selected by the chair; and
 - vi. **Athletes:** If the number of Active Athletes in the discipline of mountain, ultra, or trail running on the Council is less than twenty percent (20%) of the total membership, additional Active Athletes shall be appointed to bring the number on the Council to at least twenty percent (20%) of the total membership. The Active Athlete members shall be selected by those registered attendees at the meetings of USATF who are Active Athletes engaged in the discipline of mountain, ultra, or trail running;
- c. **Executive Committee:** The Council shall establish an executive committee to perform its duties between annual meetings. The membership of the executive committee shall be at the discretion of the Council as a whole. The committee shall include at least twenty percent (20%) Active Athletes in the discipline of mountain, ultra, or trail running.
3. **Road Running Technical Council:**
- a. **Duties and responsibilities:** The council shall:
 - i. Manage a national program of accurate road course measurement and certification;
 - ii. Establish and maintain a national list of certified courses;
 - iii. Select, train, and supervise road course certifiers;
 - iv. Provide technical information and advice to assure that rules relating to course measurement and certification can realistically be enforced;
 - v. Provide a pool of qualified expert measurers for special situations as determined by the council;
 - vi. Assist the Records Committee and LDRRK (Long Distance Running Record Keeper) by providing current information as to race course certification status;

vii. Assist the LDRRK by providing validation/verification measurers as necessary for record purposes; and

viii. Maintain communications with all interested parties nationally and with technical counterparts in foreign federations.

b. **Makeup:** The Council shall consist of a chair and members appointed by the President. At least twenty percent (20%) of the members shall be Active Athletes selected by the Active Athlete delegates to USATF.

E. Development Group: See Regulation 12-E.

REGULATION 14

GENERAL COMPETITION DIVISION

A. General Competition Division constituency: This division consists of:

1. Associations (operating committee)
2. Masters Track & Field (sport committee)

B. Chair: The Divisional Chair shall be selected under Regulation 9.

C. Masters Track & Field Committee:

1. **Duties:** The committee shall:
 - a. **Championships:** Have jurisdiction over the national championships and regional championships – where regional coordinators are appointed – in its discipline, and institute, conduct, and manage these championships under Regulation 18;
 - b. **Calendar:** Coordinate the domestic and international competition calendar in its discipline in conjunction with National Office Management;
 - c. **Records:** Approve records for the events within its discipline; and
 - d. **IAAF candidates:** Recommend candidates for nomination to serve on the IAAF Masters Committee under Article 17.
2. **Committee jurisdiction:** The Masters Track & Field Committee shall have jurisdiction over Masters Track & Field athletes who are at least age 35 on the day of competition. Masters Track & Field shall include all track, field, and race walking activity for masters men and women, except track running races of greater than 10,000 meters.
3. **Makeup:** The committee shall be constituted under Regulation 11-A-4.

D. Associations Committee:

1. **Duties and responsibilities:** The committee shall:
 - a. **Communication:** Provide a forum for communication among USATF Associations;
 - b. **Program development:** Improve and develop the organization and administration of USATF Association programs and activities;
 - c. **Promotion:** Publicize and promote USATF's programs, activities, and operation at the Association level;
 - d. **Examples:** Collect and provide samples of model Association bylaws, policies, and operations manuals;
 - e. **Regional championships:** Have jurisdiction over regional championships in those disciplines in which the applicable sport committees do not appoint regional coordinators;
 - f. **Clearinghouse:** Assemble and disseminate information to Associations on registration and membership, events, schedules, services to athletes, and Association statistics;
 - g. **Elections:** Stage voter information debates, candidate forums, and candidate question-and-answer sessions prior to contested elections for all USATF-wide elections;
 - h. **Association standards:** Assist Associations found to be deficient in requirements for accreditation in implementing approved plans for improvement;
 - i. **Championships:** Have a championship subcommittee to coordinate regional and Association championships;
 - j. **Resource:** Advise and serve as a resource for the Associations, their officers, and their boards, either individually or collectively, about current fund-raising, and marketing and media practices and policies that apply to their circumstances; and
 - k. Establish an Accreditation Subcommittee to review and analyze each Association's compliance with Regulation 7. The Accreditation Subcommittee shall report its analysis to the Organizational Services Committee, the Associations Executive Committee and the Board. The subcommittee shall consist of at least five (5) and no more than nine (9) individuals, one of whom shall be the Organizational Services Committee member appointed by the Associations Committee and at least 20% of whom shall be Active Athletes. Two of the members of this subcommittee shall be appointed by the chair of the Organizational Services Committee.
2. **Makeup:** The committee shall be constituted as follows:
 - a. **Association members:** One (1) member to be appointed by each accredited Association. In the event that two Associations merge, the two incumbent representatives on the committee may continue to serve. When at least one incumbent no longer serves on the

- committee, the merged Association's representation shall revert to one committee member;
- b. **Sport committees:** One (1) member appointed by each sport committee;
 - c. **At-large members:** Four (4) at-large members appointed by the President;
 - d. **Elected officers and other positions:** Persons elected by the committee to serve in an officer position, not to exceed ten (10) additional members; and
 - e. **Active Athlete members:** That number of Active Athlete members, which shall be at least twenty percent (20%) of the total authorized membership of the committee, to be selected by those registered Active Athlete attendees at the annual meetings.
3. **Chair:** The committee shall elect its chair at the annual meeting in even-numbered years.
4. **Club Council:** The Associations Committee shall organize a council of club leaders that shall hold a business meeting at the Annual Meeting and hold information and club-building meetings and exercises at the national club championships.
- a. **Duties and responsibilities:** The Club Council shall:
 - i. **Championship series:** Have jurisdiction over the national championships and regional championships – where regional coordinators are appointed – in its discipline, and institute, conduct, and manage these championships under Regulation 18;
 - ii. **Club policy:** Assist in preparing a policy for elite development club criteria and benefits for Board approval; and
 - iii. **Club evaluations:** Formulate a policy for ranking clubs in terms of assistance and national programs. It shall specify the criteria for clubs to attain each ranking.
 - b. **Oversight:** The Associations executive committee shall oversee the Club Council's operations.
 - c. **Makeup:** The Council shall be composed of the following members:
 - i. One (1) coach or administrator and one (1) athlete from each currently registered Elite Development Club (EDC) and Team USA Training Center (TUSA);
 - ii. Ten (10) at-large members, who are either the following persons or their designees: USATF President; Men's Track & Field chair; Women's Track & Field chair; Race Walking chair; Development Group Coordinator; Long Distance Running Division chair; Men's Long Distance Running chair; Women's Long Distance Running chair; Cross-Country Council chair; Associations Committee chair; and RRCA President; and
 - iii. Up to three (3) at-large members who are appointed by the chair of the Club Council. The Council shall elect its own chair at even-year meetings.

REGULATION 15
YOUTH DIVISION

A. Youth Athletics Division constituency: *This division consists of:*

1. Youth Athletics Committee (sport committee)
2. Youth Advisory Council (Council)

B. Chair: *The Chair of the Division, who shall also serve as the Chair of the Youth Athletics Committee, shall be selected under Regulation 9.*

C. Youth Athletics Committee:

1. **Duties:** *The Youth Athletics Committee shall:*

- a. **Championships:** *Have jurisdiction over all championships in its discipline, and institute, conduct, and manage its national championships, regional championships, Youth Junior Olympics Association championships, and all other championships under its auspices, under Regulation 18;*
- b. **Calendar:** *Coordinate the domestic and international competition calendar in its discipline in conjunction with National Office Management;*
- c. **Records:** *Approve records for the events in its discipline; and*
- d. **Development:** *In conjunction with National Office Management, develop a Youth Athletics Development Plan to promote and increase participation in Youth Athletics; expand competitive and participation opportunities; foster physical fitness; and aid Youth Athletes in making the transition to High Performance Junior and elite programs. National Office Management shall implement the Plan. National Office Management and the chair shall jointly report to the Board annually about progress in implementing the Plan.*

2. **Committee jurisdiction:** *The Youth Athletics Committee shall have jurisdiction over athletics competitions for Youth athletes who are not age 19 before the final day of the national Junior Olympics track and field competition. These competitions may include divisions for specified age categories. Youth Athletics includes all youth activity not conducted as junior competition for youth boys and girls, including track and field, road running, cross-country running, and race walking.*

3. **Makeup:** *The Youth Athletics Committee's members shall be constituted under Regulation 11-A-4.*

D. International Staff Selection Subcommittee: *The Youth International Staff Selection Subcommittee shall screen and recommend to the CEO and Board all coaching, managerial and other non-medical and non-media staff for all Youth international teams, except Junior Teams, under Regulation 17. The Youth Athletics Committee shall adopt and publish the process for selecting the Subcommittee's membership in its operating procedures.*

E. Youth Executive Committee: *The Youth Athletics Committee executive committee shall also be the executive committee of the division. The division members shall elect the Youth Athletics Committee executive committee members. The Executive Committee shall include the Divisional Chair, the Divisional Vice Chair, the Vice Chair for Operations, the Vice Chair for Administration/Treasurer, the Divisional Secretary, five (5) Zonal Representatives, the immediate past Divisional Chair who shall serve as an ex-officio member, and one ex-officio member appointed by the Associations Committee Chair.*

F. Youth Advisory Council:

1. **Duties:** *The Youth Advisory Council shall assist the Youth Athletics Division in promulgating Youth Athletics programs.*

2. **Membership:** *The Youth Advisory Council shall consist of the Chair of the Youth Division; two (2) Active Athletes appointed by the Athletes Advisory Committee; and one member appointed by each of the following organizations: (a) AAU, (b) National High School Federation, (c) Catholic Youth Organization, (d) Parks and Recreation, (e) Nike Foundation, (f) Hershey Games, and (g) any other organization that operates substantial youth programs*

G. Officer Elections: *The Youth Division shall elect its officers for four-year terms at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held.*

REGULATION 16

ADMINISTRATIVE DIVISION

A. Administrative Division constituency: *This division consists of the following operating committees:*

- *Athletes Advisory*
- *Athletics for the Disabled*
- *Coaches Advisory*
- *Diversity and Leadership Development*
- *Ethics*
- *Law & Legislation*
- *Officials*
- *Organizational Services*
- *Records*
- *Rules*
- *Volunteer (Council)*

In order to participate as a member of a USATF operating committee, an individual must be a USATF member.

B. Reporting: *Administrative Division committee chairs shall report to the Board and send communications to the Secretary.*

C. Athletes Advisory Committee:

1. Duties and responsibilities: *The committee shall:*

- a. **Policy advice:** *Serve as a source of reference, opinion, and advice to the officers, CEO, National Office Management, Board, and all national and Association committees about current or contemplated USATF policies and all matters relating to athletes and athletes' rights;*
- b. **Athlete representatives:** *Appoint, elect, or oversee the election or appointment of athletes' representatives to USATF committees or subcommittees when authorized by these Bylaws and the Operating Regulations;*
- c. **Participation in governance:** *Encourage and foster the representation and active participation of athletes at the meetings of USATF, its Board, and its committees, and at all other levels of decision-making within USATF and in Athletics;*
- d. **Meetings:** *Conduct meetings of the Active Athlete delegates and other Active Athlete attendees at the annual meetings of USATF; and*
- e. **Performance:** *Assist athletes in achieving maximum performance in Athletics competition.*

2. Elections: *The committee, except for its at-large athletes, shall be elected at the annual meeting in the year in which the Summer Olympic Games are scheduled to be held by the International Athlete representatives to USATF. Its at-large members shall be elected by the other members of the committee.*

3. Officers: *The committee shall elect its chair, vice chair, secretary, and treasurer. The officers shall constitute the executive committee of the AAC. No person shall serve as chair or vice chair for more than eight consecutive years without a period of at least two years away from that position.*

4. Financial assistance to meetings: *When funding is available, USATF shall pay for the committee members' transportation and lodging for USATF meetings. USATF shall pay these expenses for the International Athlete members for Nominating and Governance Panel and USATF meetings, and for the International Athlete Board members for Board and USATF meetings.*

5. Makeup: *The committee shall consist of one (1) male and one (1) female Active Athlete in each of the following categories:*

- a. *Sprints;*
- b. *Hurdles;*
- c. *Multi-event (Heptathlon for women, Decathlon for men);*
- d. *Distances of 800 meters through 1500 meters;*
- e. *Distances of over 1500 meters to 10,000 meters;*
- f. *Road racing and cross-country;*

- g. Throws;
- h. Horizontal jumps;
- i. Vertical jumps;
- j. Race walking; and
- k. At-large (active or inactive) athletes.

NOTE: Only athletes with current USATF athlete memberships may be elected to the AAC, hold office, or vote.

D. Athletics for the Disabled Committee:

1. **Duties and responsibilities:** The committee shall:
 - a. **Liaison:** Serve as liaison between USATF and (i) the Disabled in Sport Committee of the USOC and (ii) those sports organizations for athletes with disabilities that conduct regular programs;
 - b. **Competitions:** Coordinate, through the appropriate sport committee, the competition of disabled athletes in events under USATF's jurisdiction, and promote participation by athletes with disabilities in USATF sanctioned events;
 - c. **Development:** Develop programs to improve athletic performance among athletes with disabilities; and
 - d. **Education:** Facilitate educating and training coaches and officials, and educating the Athletics community in general in working with athletes with disabilities.
2. **Makeup:** The committee shall consist of a chair and four (4) additional members appointed by the President, one (1) member appointed by the Associations Committee, two (2) members appointed by the Coaches Advisory Committee, and two (2) members selected by each national sports organization for the disabled. One (1) of the two (2) members from each national sports organization shall be disabled and have competed in Athletics within ten (10) years. At least twenty percent (20%) of the committee shall be disabled.

E. Coaches Advisory Committee:

1. **Duties and responsibilities:** The committee shall:
 - a. **Policy advice:** Serve as a source of reference, opinion, and advice to the officers, National Office Management, the Board, and all national and Association committees about current or contemplated USATF policies and in all matters relating to coaches; and
 - b. **Coaches representatives:** Appoint, elect or oversee the election or appointment of coaches' delegates and representatives to USATF, and its committees and subcommittees when authorized by these Bylaws and the Operating Regulations.
2. **Makeup:** The committee shall consist of forty eight (48) members, representing the following numbers of coach delegates: USTCA (8), USWTCA (4), NCAA I TCA (2), NCAA II TCA (2), NCAA III TCA (2), NAIA TCA (2), NHSACA (2), NJCAA TCA (2), NWAACC / CCCCCTCA (2), RRCA (2), club coaches (4) to be selected by the President, two (2) youth coaches appointed by the Youth Coaches Association and the four (4) elected officers of the CAC to total thirty eight (38), plus ten (10) Active Athlete members selected by the Active Athlete delegates to USATF. The members shall elect their chair at the annual meeting in the post-Summer Olympic year.

F. Diversity and Leadership Development Committee:

1. **Duties and Responsibilities:** The committee shall:
 - a. **Policy advice:** Serve as a source of reference, opinion, and advice to the officers, CEO, National Office Management, the Board, and all national and Association committees about current or contemplated USATF policies and all matters relating to diversity, equitable representation and leadership development;
 - b. **Diversity representatives:** Appoint, elect, or oversee the election or appointment of diversity representatives to USATF committees or subcommittees when authorized by these Bylaws and the Operating Regulations;
 - c. **Meetings:** Conduct meetings and workshops; and
 - d. **Leadership Development:** Identify and assist qualified individuals to develop the skills necessary to assume leadership positions in USATF.

2. **Officers:** The President shall appoint the committee's chair. The committee members shall elect the Vice-Chair, Secretary, and Treasurer at the annual meeting in even-numbered years. The officers shall constitute the committee's Executive.
3. **Financial assistance to meetings:** When funding is available, USATF shall pay for the committee members' transportation and lodging for USATF meetings.
4. **Makeup:** The committee shall consist of one person appointed by each of the Chairs of the committees in the Sports and Administration Divisions, except for the Ethics Committee, and that number of Active Athletes appointed by the Athletes Advisory Committee Chair to equal at least twenty percent of the total resulting membership.

G. Ethics Committee:

1. **Duties and Responsibilities:** This committee shall:
 - a. **Review, Recommend, and Maintain USATF Code of Ethics ("Code"):** Establish and maintain a USATF Code of Ethics; develop and implement policies and procedures to enforce the Code; submit proposed amendments to the Code to the Law & Legislation Committee for comment and to the Board for approval; and review and comment upon codes of conduct developed by other USATF constituencies;
 - b. **Education and Training:** Recommend and develop ethics and compliance training and education relating to conflicts of interest, disclosure responsibilities, and annual reporting requirements, and provide other training as to promote compliance with the Code;
 - c. **Investigations:** Investigate complaints relating to conflicts of interest or other violations of the Code.
 - d. **Advisory Opinions:** Issue advisory opinions regarding potential conflicts of interest or the Code;
 - e. **Monitor Compliance with Annual Reporting Requirements:** Collect and review annual disclosure statements submitted by "Responsible Persons" (as defined in the Code); and develop and recommend proposed changes to the annual disclosure statements;
 - f. **Reporting:** Submit an annual report to the Board; report to the Board on annual disclosure reporting compliance; and otherwise report to the Board upon request; and
 - g. **Other:** Perform other duties the Board requests.
2. **Investigation procedures:** The committee shall develop procedures and policies related to investigations. The committee shall determine whether to conduct an investigation concerning an alleged conflict of interest or Code violation. After completing its investigation, the committee shall report its findings and recommendations to the Board. The Board may accept, reject, or modify the committee's recommendations if the committee has not recommended disciplinary action.
3. **Disciplinary Hearings:** If the committee recommends disciplinary action, it shall refer the matter to the Board, which shall appoint a presenter of the evidence for an NABR hearing under Regulation 21.
4. **Makeup:** The committee shall consist of six (6) members, including at least two Active Athletes, and one alternate Active Athlete, appointed by the Board Chair and approved by the Board. No member of the Ethics Committee may simultaneously be an employee of USATF, an officer or member of the Board, or a member of any USATF Committee. The Board may remove a member for good cause.
5. **Terms:** Committee members shall serve four (4) year terms. The six terms shall be staggered. Two of the six terms shall start at each annual meeting in an even-numbered year, and one term shall start at each annual meeting in an odd-numbered year. If any member does not serve his or her full term, a replacement member shall serve the unexpired term. No member may serve for more than eight (8) consecutive years.
6. **Committee Counsel:** The USATF General Counsel shall serve as the committee's counsel and shall assist in administering ethics complaints, and in establishing investigation procedures.

H. Law & Legislation Committee:

1. **Duties and responsibilities:** The committee shall:
 - a. **Deliberations:** Consider and present in proper form for action all amendments to the USATF Bylaws and Operating Regulations and make recommendations;

- b. **Amendments by members:** Have the authority to propose amendments to the USATF Bylaws and Operating Regulations to the membership and Board;
 - c. **Panels:** have its members serve on protest and election panels required by the bylaws and regulations;
 - d. **Review:** Review legal and legislative matters requested by the General Counsel and Counsel to the Board; and
 - e. **Other duties:** perform other duties requested by the President or the Board.
2. **Makeup:** The committee shall consist of twenty-three (23) members: six (6) members (including its chair) appointed by the President, one (1) member appointed by each of the eight (8) sport committees, the Associations Committee, the Coaches Advisory Committee, and the Officials Committee, and six (6) Active Athlete members selected by the Active Athlete delegates to USATF.

I. Officials Committee:

1. **Duties and responsibilities:** The National Officials Committee shall:
- a. Certify, train, and generally supervise Athletics officials;
 - b. Establish and monitor overall requirements for training and certifying officials;
 - c. Delegate, at its election, duties to Association Officials Committees;
 - d. Develop and encourage standard uniform attire for officiating;
 - e. Request, when appropriate, advice and reports from Associations' officials committees concerning training, certifying, and other committee activities;
 - f. Provide each Association, when appropriate or requested, with forms, examinations, clinic programs, and other material or knowledge to assist the Associations' officials committees in carrying out their duties; and
 - g. Administer, supervise and coordinate competition officials assigned to competitions listed in Regulation 18-J-1 and Regulation 18-J-3.
2. **Makeup:** The committee shall consist of:
- a. The certification chair from each accredited Association;
 - b. In addition to the certification chair, up to five (5) additional members of each accredited Association, one for each one hundred (100) certified officials in the Association, who are current members of USATF, and registered at the annual meeting;
 - c. One (1) member appointed by each of the sport committees;
 - d. All committee chairs and sub-chairs of the National Officials Committee, whether appointed or elected.
 - e. Three (3) at-large members to be elected by the members of the committee;
 - f. Four (4) at-large members appointed by the President; and
 - g. That number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership, if these athletes are available, to be selected by the Active Athlete delegates to USATF.
3. **Elections:** The committee shall elect its chair and other officers at the annual meeting in the year in which the Summer Olympic Games occur, except for the offices of Treasurer, Vice Chair Certification, and Vice Chair Awards who shall be elected at the annual meeting occurring at the next even year after the Games. All terms shall be for four (4) years. All officers shall be eligible to serve up to two (2) successive four (4) year terms;

J. Organizational Services Committee:

1. **Duties and responsibilities:** The committee shall:
- a. **Organizational memberships:** Review organization memberships annually to ensure that they maintain the minimum membership standards. The Organizational Services Committee may recommend that the Board suspend an organizational member's rights and privileges if it fails to maintain the minimum standards;
 - b. **Credentials:** Hear all disputes regarding the seating of delegates under Regulation 7;
 - c. **Association accreditation:** Accredite Associations under Regulation 7;
 - d. **Association elections:** Oversee Association elections when requested by the Board or the President, or under Regulation 7;
 - e. **Annual Meeting:** Participate in selecting sites for USATF's annual meeting, in conjunction with National Office Management; and

f. **Elections:** Oversee all elections and balloting of USATF and its divisions and committees under Regulation 9, and provide the results to the Board Secretary or the division or committee secretary for inclusion in the minutes of USATF's meetings.

2. **Makeup:** The committee shall consist of twenty-six (26) members: eight (8) members (including its chair) appointed by the President, one (1) member appointed by each of the eight (8) sport committees, the Associations Committee, and the Officials Committee, two (2) members appointed by the Coaches Advisory Committee (one to be a youth or high school coach and one to be a college or post-college coach), and six (6) Active Athlete members selected by the Active Athlete delegates to USATF. The chair may submit the names of additional delegates to the President for appointment as elections supervisors and floor managers for annual meetings.

K. Records:

1. **Duties and responsibilities:** The committee shall:
- a. **Process:** Investigate every performance submitted for record approval, and recommend approving or rejecting every application to the appropriate sport committee; and
 - b. **Conformity:** Maintain, so far as is practicable, requirements for applying for and approving records that conform to the requirements of the applicable international sports governing body for world records.
2. **Makeup:** The committee shall consist of nineteen (19) members: six (6) members (including its chair) appointed by the President, one (1) member appointed by each of the eight (8) sport committees (excluding cross-country) one (1) member appointed by the Coaches Advisory Committee, and four (4) Active Athlete members selected by the Active Athlete delegates to USATF.

L. Rules:

1. **Duties and responsibilities:** The committee shall:
- a. **Rules enforcement:** Ensure that adequate technical rules and standards for procedures of competition are developed and that the requirements of the appropriate rules are complied with during international and domestic competition; and
 - b. **Rules of competition:** Initiate and consider proposed amendments to the Rules of Competition and to present them along with the committee's recommendations to USATF at the annual meeting for approval;
 - i. **Interpretation:** Interpret the Rules of Competition;
 - ii. **Committee input:** Receive from all committees or their rules subcommittees proposed rules of competition affecting their activity and present them along with the committee's recommendations to USATF for approval at the annual meeting; and
 - iii. **Rule book:** Cause the Rules of Competition to be published and distributed at least biennially.
2. **Makeup:** The committee shall consist of five (5) members (including its chair) appointed by the President, one (1) member appointed by each of the eight (8) sport committees, one (1) member appointed each by the Associations and Officials Committees, two (2) members appointed by the Coaches Advisory Committee, the USATF representative to the IAAF Technical Committee (if applicable), and six (6) Active Athlete members selected by USATF's Active Athlete delegates.
3. **IAAF Technical Officials Subcommittee:** This subcommittee relates to National Technical Officials (NTOs), Area Technical Officials (ATOs), International Technical Officials (ITOs), International Race Walk Judges (IRWJs), and Area Race Walk Judges (ARWJs).
- a. **Duties and responsibilities:** The subcommittee shall:
- i. **Diversity:** Solicit a diverse group of candidates to be technical officials and international-level race walk judges;
 - ii. **Jurisdiction:** Certify NTOs in the United States under the auspices given to USATF by the IAAF and as a result of the National Officials Committee training and testing program, and those of this subcommittee;
 - iii. **Primary responsibility:** Train and generally supervise the NTOs, ATOs, ITOs, and IRWJs in the United States;

- iv. **Evaluation instruments:** Develop and monitor qualification criteria, procedures, tests, and performance standards in order to make recommendations for candidates for promotion to the next level to the President;
 - v. **Solicitation:** Request, when appropriate, advice and reports on performance and qualifications from Association Official's Committees for these individuals, or candidates for these positions, and for nominations for candidates for these positions;
 - vi. **Information:** Act as a clearinghouse to insure all of these officials are kept informed of changes in IAAF rules or procedures, which impact them or their assignments;
 - vii. **International assignments:** Make recommendations for assignments at the various levels for technical officials or race walk judges when requested or appropriate; and
 - viii. **Domestic assignments:** For domestic competitions, make recommendations for the lead position for this group of officials at a meet.
- b. **Makeup:** The subcommittee shall consist of a chair appointed by the President and the following members:
- i. **Technical officials:** All current ITOs; all current ATOs; all current IRWJs; three (3) NTOs elected by and from the current NTOs; and three (3) ARWJs elected by and from the current ARWJs.
 - ii. **Sport committees:** One representative from each Sport Committee that has used the NTO position (Rule 115) in at least one of their championships in the last year (as defined by the Competition Rules), and one representative from the Race Walking Committee;
 - iii. **Rules Committee:** Two (2) at-large members appointed by the Rules Committee;
 - iv. **IAAF Technical Committee:** Any member of the IAAF Technical Committee from the USA (if any); and
 - v. **Athletes:** That number of Active Athletes equal to at least twenty percent (20%) of the total authorized membership, to be selected by USATF's Active Athlete delegates.

M. Volunteer Council:

1. **Duties:** The Volunteer Council shall serve as a source of reference, opinion and advice to the Board and National Office Management about current or contemplated USATF policies.
2. **Composition:** The Volunteer Council shall include:
 - a. The President, and the most recent past President who is able to serve (2 persons);
 - b. The Chair and three (3) sport chairs of the High Performance Division (4 persons);
 - c. The Chair and three (3) sport chairs of the Long Distance Running Division (4 persons);
 - d. Two (2) representatives of the General Competition Division (the two (2) committee chairs);
 - e. The Youth Athletics Division Chair (1 person);
 - f. The Officials Committee Chair (1 person);
 - g. The IAAF Council member from the U.S.A. (1 person);
 - h. The Coaches Advisory Committee Chair (1 person);
 - i. A representative from each of the sports organizations, which conduct a national program or a regular national competition in Athletics on a level of proficiency appropriate for the selection of eligible athletes to represent the United States in international Athletics competition, as described in Article 5-C. Current members are listed in the exhibits section of this handbook (currently 6 persons); and
 - j. At least twenty percent (20%) of the membership must be Active Athletes, appointed by the Athletes Advisory Committee. The Active Athlete membership shall consist at a minimum of the officers of USATF's AAC and the USOC Athlete's Advisory Council member and alternate member (currently 6 persons).
3. **Chair:** The President shall serve as chair. The Group may designate an individual, who need not be a voting member, as Secretary.
4. **Meetings of the Council:** The Council shall hold meetings by conference call.
5. **Election or selection of members:** All members of the Council are elected by their constituencies and shall serve at the discretion of those constituencies, unless otherwise stated in these Bylaws.

6. **Terms:** *The terms for Council members, which are not otherwise set by their terms of office, shall be the four (4) years starting at the Annual Meeting in the Summer Olympic Games year concludes.*

REGULATION 17

NATIONAL TEAM STAFFS

- A. Conduct:** The CEO must approve any plan by any committee or council to fill any international team staff position, after considering input from the High Performance Division, before the position is advertised. The plan must require that all applicants be USATF members. The approved plan shall be mailed to each Association's Sport Committee chair for the appropriate sport discipline, and be listed in a special section of the USATF web site.
- B. Diversity:** International team staff shall reflect the diversity of the sport, with special emphasis given to including women, and ethnic and racial minorities.
- C. Staff performance:** National Office Management shall maintain records of athlete surveys and other information received about the performances of international team staff members and medical services personnel. Staff members shall be provided anonymous summaries of comments and ratings for past service and be given an opportunity to respond. National Office Management shall include the staff members' responses to their files. The appropriate committees shall review and consider these records, or a summary of their contents prepared by National Office Management, prior to recommending or selecting an individual as a team staff member.
- D. General selection procedures:** Team staff for international competitions other than the Olympic Games, IAAF World Outdoor Championships in Athletics, and Pan American Games shall be nominated by the executive committees of the relevant Sport Committees or councils having jurisdiction over the sport disciplines and voted upon by the members of the committee for submission to the CEO for screening and to the Board for final approval. If the applicable Sport Committees or councils cannot agree, the Board shall make the selection. If a national team staff person resigns or is unable to serve, prior to the next scheduled meeting of the appropriate Sport Committee or council, the chair of that body shall recommend a replacement to the Board after consulting with his or her executive committee, and giving due regard to the staff performance records on file and the resulting diversity of the staff.
- E. Conflicts of interest:** Any individual selected as a national team staff person must commit his or her full time and attention to the position for the full duration of his or her travel with a USATF national team. Family, personal, or professional conflicts that arise after an individual's selection as a national team staff member shall be disclosed to the President, CEO, and chairperson of the applicable sports or administrative committee, as soon as they arise, but in no event later than forty-eight (48) hours after. Such a conflict may be the basis for removal or replacement of an individual as a national team staff member by the President, CEO, or by the Board. USATF shall not be obligated to exceed the funding budgeted for a national team staff person in order to accommodate the individual's family, personal, or professional issues.
- F. Olympic Games, IAAF World Outdoor Championships in Athletics and Pan American Games:** The Men's International Staff Subcommittee and Women's International Staff subcommittees of the High Performance Division shall be constituted at the USATF annual meeting held in the year of each summer Olympic Games. These Staff Subcommittees shall review pools of qualified candidates for coaching staff for the Olympic Games, IAAF World Outdoor Championships in Athletics, and Pan American Games. The Staff Subcommittees shall establish application procedures and criteria for individuals to apply and qualify for national team service. The criteria shall be based on expertise, requisite national team experience, past evaluations, and shall be designed to include a broad and diverse pool of qualified candidates. The criteria shall comply with USOC selection criteria, when applicable. The pools shall include at least five times as many candidates as available positions, if practicable. Any USATF member in good standing may apply to be included in the pools. The Board, National Office Management, and the Athletes Advisory and Coaches Advisory Committees may also recommend individuals to be included in the pools, provided that the individuals recommended complete the application and screening process. The members of the Men's and Women's Staff Subcommittees shall select proposed lists of coaches and alternates for these competitions, and forward to the Board for approval and to the USOC for background checks when required.
- 1. Men's International Staff Subcommittee:** The Men's International Staff Subcommittee shall consist of the following persons:

- a. *The Men's Track and Field Committee chair, or his or her designee, who shall serve as chair of the subcommittee;*
 - b. *Eleven (11) representatives of the Men's Track and Field Committee chosen either by election or appointed by the Men's Track & Field chair and approved by the Men's Track & Field Executive Committee, after consulting with the chair of the Coaches' Advisory Committee. At least seven (7) of these representatives shall be active coaches;*
 - c. *One (1) representative appointed by the chair of the Men's Long Distance Running Committee;*
 - d. *One (1) representative appointed by the chair of the Race Walking Committee;*
 - e. *One (1) agent, appointed by the President after consulting with the chair of the Athletes' Advisory Committee. The agent shall have represented at least one athlete who has competed internationally within the last year; and*
 - f. *Eight (8) Active Athletes appointed by the chair of the Athletes Advisory Committee, at least five (5) of whom shall be International Athletes, and at least one of whom shall be either a long distance runner or a race walker.*
2. **Women's International Staff Subcommittee:** *The Women's International Staff Subcommittee shall consist of the following persons:*
- a. *The Women's Track and Field Committee chair, or his or her designee, who shall serve as chair of the subcommittee;*
 - b. *Eight (8) representatives of the Women's Track and Field Committee, chosen either by election or appointed by the Women's Track & Field chair and approved by the Women's Track & Field Executive Committee, after consulting with the chair of the Coaches' Advisory Committee. At least three (3) of these representatives shall be active coaches;*
 - c. *One (1) representative appointed by the chair of the Women's Long Distance Running Division;*
 - d. *One (1) representative appointed by the chair of the Race Walking Committee; and*
 - e. *Five (5) Active Athletes appointed by the chair of the Athletes Advisory Committee, at least four (4) of whom shall be International Athletes, and at least one of whom shall be either a long distance runner or race walker.*
3. **Subcommittee Member Substitution:** *In the event that any individual is unable to attend a staff subcommittee meeting, the individual or committee that appointed the individual may appoint a substitute.*
4. **Replacements:** *In the event that a coach or manager resigns or is unable to serve, the CEO or his or her designee shall submit a replacement from the pools to the Board for approval after consulting with the chairs of the Long Distance Running Division, and the Men's Track & Field, Women's Track & Field, Race Walking, and Athletes Advisory committees, and after giving due regard to previous staff evaluations and the diversity of the newly composed staff.*
5. **Conflicts of interest:** *Neither the Men's nor the Women's International Staff Selection Subcommittee may recommend any of its members for a coaching or managerial position; and*
6. **Diversity:** *International team staff shall reflect USATF's diversity. During each Olympiad, at least one (1) individual with a background and expertise in Men's Track & Field, Women's Track & Field, Men's Long Distance Running, Women's Long Distance Running, and Race Walking shall be recommended to the Board for a coaching or managerial position for at least one (1) of the three (3) meets (Olympic Games, IAAF World Outdoor Championships in Athletics, and Pan American Games).*
- G. Medical support staff:** *USATF shall post on its web site, in an identifiable location, the list of qualifications and the application and selection processes, including application forms and deadlines, for all medical staff positions for all international competitions. Medical staff shall be selected by the Sports Medicine & Science Committee, which shall provide a list of appointments to the chair of the appropriate Sport Committees or councils, the Athletes Advisory Committee, and National Office Management before they become final. If none of the affected chairs objects to any of the appointees within ten (10) business days, the appointments will be considered confirmed, subject to approval by the CEO. If any chair objects to one or more of the proposed appointments, the Sports Medicine & Science Committee may propose an acceptable substitute*

to the chairs, or the dispute shall be referred to a three-person panel, consisting of the President, the High Performance Division chair, and the chair of the Athletes Advisory Committee, or their designees, for final resolution.

H. Non-coaching and non-medical support staff: *The High Performance Executive Committee shall select all non-coaching and non-medical support staff. The Director of International Teams and Championships shall serve as an ex-officio member of the High Performance Executive Committee when it selects the staff members. The CEO shall appoint the Team Leader, subject to approval by the Board, and by the USOC, when required.*

I. Media support staff: *National Office Management shall select media support staff.*

REGULATION 18

CHAMPIONSHIPS

- A. General:** USATF's national championships shall be conducted in open, junior, youth (including Junior Olympics), and masters classes. USATF and its sports committees shall award bids for and conduct national championship competition.
- NOTE: Rules governing age groups, eligibility, entries, protests, and competition are contained in the Rules of Competition.*
- B. Title:** Proposed titles of all national championships must be submitted to the CEO for approval, not to be unreasonably withheld.
- C. Dates:** The CEO and National Office Management shall coordinate dates of all national championships with the affected sport committee chairs
- D. Notice:** At least sixty (60) days' notice of the time and place of each national championship shall be given to the Association Sport Committee chairs, who shall forward the information to the members of their Association.
- E. Special criteria:** A bidder for a national championship event must meet the following sport committee specifications:
- Youth Athletics:** All national Youth and Junior Olympic competition national bids are subject to review by a site evaluation team assigned by the chair, in conjunction with National Office Management. Bids beyond the next two (2) calendar years shall not be considered. In track & field, a national meet site must have at least eight (8) lanes, a raised curb under USATF Rule 160.1, and fully automatic timing.
 - Long Distance Running and Race Walking:** All road courses must have prior certification before a bid will be considered. The certification number provided through the Road Running Technical Council (RRTC) must be on the bid form
 - Men's and Women's Track & Field:** In awarding the USA Outdoor Track & Field Championships, primary consideration should be given to facilities where all field events may be conducted within the stadium or arena and to facilities that have competition surfaces that comply with applicable IAAF standards.
- 4 Cross-Country Championships:**
- The Masters Long Distance Running Committee shall have the right of approval of masters' championship bids recommended by the Cross-Country Running Council.
 - A joint Site Selection Subcommittee consisting of three members selected by the Cross-Country Running Council, three members selected by the Club Council, and one member selected by the Masters Long Distance Running Committee shall select the site for the national Club Cross-Country Championships. The Masters LDR representative shall be the chairperson of this joint sub-committee;
 - All appropriate National Cross-Country Championship events shall be subject to review by the Cross-Country Council.
- 5 Club Council:** All national club championship events shall be subject to review by the Club Council.
- F. Awarding procedure:** USATF national championships may be conducted by the Sport Committees concerned, by USATF, or by a sponsoring organization under these Regulations and a contract between the organization and USATF. USATF championships shall be awarded at annual meetings, when feasible.
- Distribution of application:** National Office Management shall prepare and provide application forms to prospective bidders and all Associations for championships to be awarded to a sponsoring organization. The application form shall include the necessary information to assure National Office Management and the Sport Committees concerned that the championships will be efficiently administered and safe for the competitors. The application shall further require information (i) whether the competition will be staffed by competition officials who are USATF-certified at the level of "national" and/or "master"; (ii) whether the applicant will invite and accept a proportionately representative number of national and/or master officials from outside the Association, to ensure a national character of the championship; and (iii) what provision will be made for assisting officials with transportation, food and/or lodging. The form shall encourage assistance with officials' expenses. The part of the form related to officials shall be forwarded to the chair of the Officials Committee before consideration of the bid.

2. **Notification of championships available:** By May 1 of each year, National Office Management shall compile from the Sport Committees a list of all championships available to be awarded at the annual meeting and circulate the list to appropriate parties, including the media, and include it in appropriate publications. The awarding procedure in this Regulation shall also apply for international team selection events.
3. **Formulation of bid details:** The individuals, names of committee members, or legal entity submitting the bid shall be clearly identified in the bid application, and the bidder shall submit any additional information requested by USATF to verify his, her or its legal authority to assume responsibility for conducting a USATF national championship. The application shall clearly state the local Association's role. If a bidder intends to assign part of its responsibilities for conducting the championships to another entity, the bidder shall provide USATF with a copy of the document assigning these responsibilities. Assigning responsibilities shall not absolve the bidder from its obligations to USATF related to conducting the championships. When the bid provides for profit sharing or minimum guarantees, an itemized budget shall be submitted with the application. Bids involving one or more championship categories or more than one Sport Committee (joint bids) shall state whether they are contingent upon approval of all parties.
4. **Association sign-off:** The part of the application that states the Association's role shall be furnished to the Association prior to the submission of the bid. An acknowledgment of the Association's receipt of the part of the application pertaining to the Association's role shall be submitted with the bid. The sport committee(s) presented with the bid shall not consider the bid without such an acknowledgment, unless the bidder furnishes a satisfactory explanation for the absence.
5. **Submission of bid:** Copies of the completed application shall be returned to National Office Management and to the chair(s) of concerned Sport Committee(s) or their designees not less than thirty (30) days prior to the meeting at which the Sport Committee considers the application. Youth Athletics bids must be returned no later than August 30. Race walking bids are due sixty (60) days prior to the start of the annual meeting.
6. **Screening and qualification of bid:** National Office Management shall review completed bid applications in a timely manner, and may require that a bid include additional provisions that it reasonably deems to be in the best interests of USATF. National Office Management may disqualify a bid that it reasonably deems to be detrimental to the best interests of USATF.
7. **Presentation at meetings:** Presentation by or on behalf of each qualified applicant shall be made at a regular meeting of the Sport Committee or a duly appointed subcommittee. The role of the local Association, any assignment of responsibilities to another entity, and any provisions for profit sharing or minimum guarantees shall be stated as part of the presentation.
8. **Approval of bids:** The concerned Sport Committees, after consulting with National Office Management, and verifying the bidder's qualifications and legal authority, shall award bids for national championships. The award of a championship shall be to USATF, an Association, to a member in good standing of that Association, or to a competent third party within the Association's geographic area. Awardees shall assume all financial and operating responsibilities required by the bid applications and all applicable agreements. Joint bids shall not be contingent upon approval of all parties unless specified by the applicant.
9. **Un-awarded championships:** Championship events that remain un-awarded after the annual meeting may be recommended to National Office Management under a process formulated by the particular Sport Committee in consultation with National Office Management.
10. **Contract:** The championship contract shall include the legal and financial obligations and responsibilities of all parties and shall be approved and signed by USATF and the awardee. The contract shall include provisions containing a list of the parties responsible for equipment, facilities, personnel, volunteer recruitment, clerical work, and other matters relating to conducting the championship. If the awardee is not an Association, the services to be provided by the Association, together with the fees to be paid by the awardee to the Association for providing these services and sanctioning the event shall also be included in the contract. The CEO may require that changes to the championship contract necessary to protect USATF be made before the contract is finalized.

11. **Withdrawal and/or reassignment:** Unless the championship contract and operating addendum have been executed at least one hundred twenty (120) days prior to the championships, or as otherwise determined by USATF, the award may be withdrawn upon the request of the appropriate Sport Committees by the USATF Board. The Board may cancel an award of a championship, for good cause, and, transfer the award to another party.

G. Finances:

1. **Media rights fees:** USATF reserves for itself exclusive rights in the receipts from radio, television, motion picture, the Internet, and all other media involving USATF national championships and international team events. These receipts shall be included, in detail, in the financial report and shall be available upon demand to each member of the Board before its next meeting.
2. **Other revenues:** USATF shall receive from its national championships:
 - a. **Media:** The receipts stated in subparagraph G-1; and
 - b. **Other:** Fixed fees, profit sharing, or other revenues designated in the championship contract.
3. **Entry fees:** All entry fees and late entry fees shall be retained by the organization that conducts a championship, or as otherwise agreed between the applicable Sport Committee and National Office Management.
4. **Reports:** The organizations conducting a championship shall furnish to USATF within sixty (60) days following the event a detailed financial report showing all receipts and disbursements. Failure to comply without good cause within the time specified shall bar the contracted sponsor and/or Association involved from being awarded any national championship in that sport for the next five (5) years.
5. **Prohibited expenses:** Except for those championships that are either awarded on a fixed-fee basis or whose budgets, including all expenses and purchases, are approved in advance by USATF:
 - a. **Bidding:** The expense of any persons traveling to or attending any meeting for the purpose of securing the award of any national championship shall not be charged against the cost of conducting the event; and
 - b. **Equipment:** The expense of purchasing equipment for use in a national championship shall not be charged against the cost of conducting the event unless title to the equipment is placed in the USATF's name and it is delivered to USATF immediately following the event.
 - c. **Defending champion:** If any athlete expense allowance is to be made in any USATF championship, the defending champion, if fit, shall receive first consideration.
- H. Championship meet management:** At least ninety (90) days prior to a championship event, the involved Sports Committee chairs and organizations conducting the event shall provide National Office Management a list of individuals who will oversee the competition or serve in managerial capacities (including referees, jurors of appeals, and NTOs.)
- I. Competition officials staffing:** Prior to the assignment of competition officials and meet management referees to a track and field championship event, the chairs of the Officials and Men's and Women's Track and Field Committees shall adopt a plan specifying the titles and numbers of competition officials, referees, NTOs, jurors of appeal, and others in a managerial capacity.
- J. Selection of officials:** Competition officials shall be selected for the events below as follows:
 1. **USA Indoor and Outdoor Track and Field Championships, Junior Track & Field Championships, and Olympic Track & Field Trials:**
 - a. **Applications:** No later than September 15 of each year, provided location and dates of championships have been determined, application forms shall be mailed or emailed, and posted on the USATF website) to all competition officials certified at the national or master level. If the location and/or dates of championships have not been determined by September 15, the application forms shall be mailed or emailed, and posted on the USATF website) immediately following the determination. The application form shall apply to the USA Open Indoor and Outdoor Track & Field Championships, the USA Junior Outdoor Track & Field Championships, and the Olympic Track and Field Trials. Every official to be invited to these championships must be certified as an official at a master or national level, and be a USATF member. Applications must be postmarked by an October 15 deadline and sent to the address specified in the application.

- b. Selection: Competition officials for these championships shall be selected at the USATF annual meeting. A list of recommendations for referees and members of the juries of appeals may be submitted from the chair of the Officials Committee to the Men's and Women's Track & Field or Race Walk committees through National Office Management by November 15. Referees and, NTOs must be USATF members, in good standing, preferably certified as a competition official at the national or master level, who shall be selected by the chairs of the two Track & Field Committees, or their designees. Members of jury of appeals must be USATF members in good standing, preferably certified as a competition official at the national or master level, who shall be selected by the chairs of the two Track & Field Committees, or their designees. Other competition officials (excluding race walk judges and race walk referees) shall be recommended by a joint subcommittee after a review of the applications and approved by the chairs of each of the two Track & Field Committees, or their designees. The chairs shall not unreasonably withhold their approval. The Sports Committee chairs shall provide National Office Management a final list of individuals selected as competition officials. The officials selected shall be notified as soon as possible.*
- c. Makeup: The recommending subcommittee shall consist of the following:*
- i. From the Officials Committee:*
 - a. The Officials Committee chair or designee; and*
 - b. One (1) additional member selected by the executive committee.*
 - ii. From the championship sites:*
 - a. The certification chair of the Association where the championships take place, or the certification chair's designee; and*
 - b. The event's meet director, or the meet director's designee.*

NOTE: For subsections ii (a) and (b), all persons shall have voice, but only the appropriate persons from that site under consideration jointly shall have one vote, and if unable to decide, the person designated in (b) shall cast that vote.
 - iii. From the two Sport Committees:*
 - a. The chair of each committee or their designees; and*
 - b. One (1) additional member from each committee selected by the chair of the applicable Sport Committee.*
 - iv. From Athletes Advisory: three (3) Active Athletes appointed by the AAC chair.*
- d. Chair: The chair of the Selection Committee shall be the National Officials Committee chair, or his or her designee, who shall serve for a term that coincides with the National Officials Committee chair's term of office.*
- 2. LDR and race walking championships: The selection of competition officials and referees for national championships in long distance running and race walking shall be made by the applicable Sport Committee(s) in consultation with the local event director and comply with the certification requirements of Regulation 18-J-1b.*
- 3. Special selections: Selection of officials for an Olympic Games, the IAAF Outdoor or Indoor World Championship in Athletics or the IAAF Continental Cup in Athletics, if hosted in the USA shall occur as follows:*
- a. Process: The application and selection process shall follow Regulation 18-J-1, with the following additions:*
 - i. There shall be a co-chair of the Committee certified at the Master or National level selected by the President after consulting with the USA member to the IAAF Council, if any; and*
 - ii. The President may also select two additional at-large members to the Committee certified at the Masters or National level, after consulting with the USA IAAF Council member.*
- 4. Diversity: In nominating officials for selection for national championships or Olympic Trials, the selection body shall give appropriate consideration to recommending a diverse pool of qualified officials, taking into account the age, gender, Association and ethnic background of each nominee recommended for selection.*
- K. World or area championships:** Any organization in the United States wishing to host a world or area championship in any discipline governed by USATF shall first obtain the approval of National Office Management and the USATF Board. The organization must first notify the host Association and the appropriate USATF sports committees, which shall be provided with the opportunity to

evaluate the bid. After being awarded a world or area championship, the host organization shall provide periodic reports at least quarterly on the progress of the event preparations, including funding, to National Office Management.

REGULATION 19

RECORDS

A. Submission:

1. **Form:** All applications for records shall be submitted on an official record application form and shall contain all pertinent information requested on the form.
2. **Responsibility:** The host Association Sport Committee, or of the member club or affiliate organization sponsoring or conducting the competition shall be responsible for applying for the record on the form, which shall be properly completed and forwarded to National Office Management without delay.
3. **Processing:** Upon receiving a record application form and any accompanying documentation, National Office Management shall forward it to the individual designated by the appropriate Sport Committee. That individual shall review the form, gather any needed additional information, and make a recommendation regarding the application to the Records Committee, which shall, in turn, make its recommendation to the appropriate Sport Committee.
4. **Ratification:** Each Sport Committee shall have the responsibility of ratifying records in its events
5. **Report to USATF:** At the second general session of the annual meeting, the Records Committee shall report the actions of all Sport Committees regarding records.

B. Certificates: Every holder of an American record or of an all-comers record, as the case may be, shall receive a certificate to that effect signed by the President and the chair of the Records Committee.

REGULATION 20
DOPING CONTROL

USATF's athletes are subject to in- and out-of-competition drug testing and protocols, and USATF and its members are governed by rules prohibiting doping and doping-related offenses. The rules, hearing procedures, penalties, and reinstatement process for doping-related offenses are promulgated by organizations that conduct doping-control programs that include USATF member athletes. These organizations include, but are not limited to, the IAAF, the IOC, the USOC, the World Anti-Doping Agency (WADA), and the United States Anti-Doping Agency (USADA). These organizations also select athletes for testing, and administer the tests. These organizations' anti-doping rules and protocols are posted on the following websites:

<i>IAAF:</i>	<i>http://www.iaaf.org/about-iaaf/documents/anti-doping#rules</i>
<i>IOC:</i>	<i>https://www.olympic.org/documents/fight-against-doping</i>
<i>USOC:</i>	<i>http://www.teamusa.org/Footer/Legal/Anti-Doping</i>
<i>WADA:</i>	<i>http://www.wada-ama.org/en/World-Anti-Doping-Program/</i>
<i>USADA:</i>	<i>http://www.usada.org/resources/publications-and-policies/</i>

REGULATION 21

FORMAL GRIEVANCES AND DISCIPLINARY PROCEEDINGS

- A. Matters Governed by this Regulation:** This regulation governs Grievance and Disciplinary Matter proceedings, and hearings for any athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to participate in an Athletics competition. It does not govern doping offense hearings, which are governed by Regulation 20.
1. **Grievances:** Grievances include disputes between parties regarding matters governed by USATF.
 2. **Disciplinary Matters:** Disciplinary Matters include disciplinary actions brought by USATF under its disciplinary authority in Article 14-A, and disciplinary actions brought by USATF on behalf of an Association under Article 14-B.
- B. USATF Hearing Panels:** Panels of the National Athletics Board of Review (NABR) shall conduct hearings and appeals heard by USATF.
1. **Panel Members:** The NABR panel shall consist of three (3) members: a chair, an at-large member, and an Active Athlete member. There shall also be first and second alternates. Additional alternates may be appointed. If a member is disqualified or declines to serve, an alternate for the member shall substitute for the member. If an insufficient number of NABR members and alternates are available for a hearing, the panel shall be filled with emergency special appointments. The special appointments shall end when the hearing concludes. All panels shall include at least one Active Athlete.
 2. **Appointments and Terms:** Appointments and emergency special appointments shall be made jointly by the Law and Legislation Committee and Athletes Advisory Committee chairs, and approved by the President. Panel members shall serve four (4) - year terms that commence on January 1 of the year following the Summer Olympic Games.
 3. **Removal of an NABR member:** An NABR arbitrator's term may be terminated for good cause by majority vote of the Law and Legislation and Athlete's Advisory Committee chairs and the President. Good cause may include, but is not limited to, the following:
 - a. **Dilatory practices:** An NABR arbitrator who causes or permits unjustified delays in the hearing process;
 - b. **Failure to follow procedures:** An NABR arbitrator who disregards the hearing procedures in USATF's Rules, Bylaws, or Regulations; or
 - c. **Failure to apply rules:** An NABR arbitrator who fails to apply USATF and IAAF Rules.
- C. NABR Proceedings:** The NABR shall conduct all proceedings related to:
1. Disciplinary Complaints filed or prosecuted by USATF;
 2. Persons from more than one Association;
 3. Matters arising out of or resulting from national or international Athletics competitions;
 4. Violations of IAAF Rules, other than doping violations;
 5. Conduct prohibited by the Sports Act;
 6. Hearings for any athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to participate in an Athletics competition;
 7. Sexual misconduct;
 8. Other hearings specified in the Bylaws and Operating Regulations; and
 9. All other Grievance and Disciplinary Matters not reserved to individual Associations.
- D. Association Proceedings:** Associations shall conduct disciplinary and formal grievance proceedings for matters not specifically referred to the NABR that arise wholly within the particular Association's boundaries, and for which the disciplinary measures or relief sought shall apply only within the Association's boundaries.
- E. Parties to Proceedings:**
1. **Disciplinary Matters:** USATF may bring Disciplinary proceedings on its own initiative or at an Association's request against any member, delegate, athlete, coach, manager, official, trainer, member of any committee, or any other person or entity participating in Athletics.
 2. **Grievances:** Grievance Complaints may be filed only by and against individuals or entities that were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF or otherwise subject to USATF's jurisdiction. A non-member, former director, or former officer of USATF shall be subject to USATF's

jurisdiction to defend against a Grievance Complaint for an incident that occurred while he or she was a member, a director, or officer of USATF or otherwise subject to USATF's jurisdiction. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint.

3. **USATF representative:** The CEO may assign a person or persons to represent USATF's interests in any proceeding. The representative may, on USATF's behalf:
 - a. **Relevant information:** Gather relevant facts and information;
 - b. **USATF evidence:** Present evidence at a hearing; and
 - c. **Challenge evidence:** Challenge, by cross-examination and other appropriate means, evidence presented by any party at a hearing.

F. The Complaint: All Disciplinary Matters and Grievance Proceedings shall commence when a party files a complaint.

1. **Allegations:** The complaint must allege that a party has violated USATF's Bylaws or Operating Regulations, USATF policies, or the Sports Act; has violated the IAAF eligibility rules; or has engaged in conduct detrimental to the best interests of Athletics or USATF. The Complaint must allege clearly the nature of the dispute and, where appropriate, the USATF Rule, IAAF Rule, Sports Act provision, or USATF policy allegedly violated. The complaint shall separately state factual allegations in concise, numbered paragraphs. The Complaint must be signed, sworn to, and notarized.
2. **Filing:** Complaints shall be filed with National Office Management and the USATF Secretary. National Office Management shall forward a copy of each complaint to the President and to each party charged in the complaint. The filing fee for all complaints, other than those filed by USATF, shall be \$250, paid by certified check or money order to USA Track & Field, Inc.
3. **Improperly Filed Complaints:** National Office Management shall return complaints failing to properly state allegations, or submitted without the filing fee with instructions explaining the deficiency. A party may file an amended complaint within thirty (30) days after the original complaint is returned. The amended complaint shall be deemed filed on the filing date of the original complaint. If a party does not timely file an amended complaint, the complaint shall be deemed abandoned.
4. **Time limit:** Complaints must be filed within one (1) year from the time the complaining party knew or should have known of the act giving rise to the complaint.

G. Mediation: National Office Management shall, after serving the complaint on all interested parties, appoint a certified mediator to conduct settlement discussions. All parties shall participate in mediation in good faith. All mediation communications shall be confidential and inadmissible in any subsequent proceeding. The mediator shall inform National Office Management of a settlement agreement, or if the parties do not settle.

H. Answer: If the parties do not settle in mediation, National Office Management shall send notice of non-settlement to all parties. The persons or entities named in a complaint (respondents) must submit a written answer to the complaint to National Office Management within thirty (30) days after the non-settlement notice is sent. National Office Management shall forward a copy of the answer to the party filing the complaint.

I. Designation of Hearing Panel: National Office Management shall designate an NABR hearing panel after sending a non-settlement notice.

1. **Related Matters:** National Office Management, after consulting with the Counsel to the Board, may randomly select a single regional NABR panel to hear related matters.
2. **Association Matters:** If an Association is a party, or the matter affects the Association's rights or duties, National Office Management shall select an NABR panel.
3. **Replacement of Hearing Panel:** National Office Management may replace an NABR panel that fails to conduct a timely hearing or that is unable to perform its duties.

J. Delay prevention: National Office Management shall track hearing matters to prevent undue delay. The NABR panel chair shall inform National Office Management about the proceeding's scheduled dates and deadlines, and any postponements.

K. Information to parties and panel: National Office Management shall promptly distribute the following documents and information to the NABR panel and all interested parties:

1. **Pleadings:** A copy of the complaint, answer, and other documents giving rise to the proceeding;
 2. **Contacts:** The names of the hearing panel members and the panel chair's address and telephone number;
 3. **Regulation 21:** A copy of the text of this and any other relevant USATF rule or regulation; and
 4. **Other relevant documents:** Copies of any specifically identified document related to the matter.
- L. Challenge to panel member:** Any party to a hearing or an appeal, a USATF representative appointed by the CEO, or any NABR panel member may, prior to the hearing and within fourteen (14) days after receiving the list of proposed arbitrators, challenge the seating of any panel member, on the ground that the panel member may not be impartial. The unchallenged panel members shall promptly rule on the challenge, prior to the hearing. A party who fails to bring a timely challenge against an NABR arbitrator waives the challenge
- M. Hearing procedures:** The following procedures apply to disciplinary, grievance, and other NABR hearings:
1. **Initial Review:** The hearing panel shall promptly review all information submitted to it by National Office Management. The panel may dismiss a Grievance or Disciplinary Complaint upon its own or any party's motion for the following reasons:
 - a. **Late filing:** The complaint was filed after the limitations period ran;
 - b. **Inadequate content:** The complaint fails to meet the pleading requirements in this regulation;
 - c. **Lack of jurisdiction:** USATF or the NABR does not have jurisdiction over the matter;
 - d. **No remedy:** The complaint states a claim that USATF does not have the authority or ability to remedy; or
 - e. **Lack of standing:** The complaining party does not have standing
 2. **Scheduling:** The NABR panel chair shall consult with all interested parties and the USATF Representative, if any, during a pre-hearing conference to discuss scheduling and procedural matters. The chair shall, within five (5) business days after the time to challenge arbitrators expires, set a hearing to start within thirty (30) days of the pre-hearing conference.
 3. **Postponements:** The NABR panel may postpone the hearing date beyond the thirty- (30) day period only upon a showing that a substantial injustice would otherwise occur.
 4. **Unjustified Delay:** If an interested party unjustifiably delays a proceeding, the NABR panel may, on its own or any party's motion, dismiss the proceeding or rule against the party causing the delay.
 5. **Failure to Answer or Appear:** If a party fails to file an answer or appear at the hearing, the NABR panel may find the absent party in default and rule in favor of the parties present. The party failing to answer or to appear waives all further hearing rights and the right to appeal.
 6. **Venue for USATF proceedings:** Hearings shall be held by telephone conference call unless good cause is shown to the President and CEO that holding an in-person hearing is in the best interests of Athletics. A request for an in-person hearing shall include a statement identifying the material issues of fact or questions of credibility that the hearing panel should resolve in person. The in-person hearing request must be submitted to the President and CEO within five (5) business days after the pre-hearing conference. A party failing to submit a timely in-person hearing request waives the right to request an in-person hearing. In-person hearings shall take place within the boundaries of the Association in which the respondent resides or has its headquarters. The CEO, after consulting the General Counsel, may move the hearing to a venue outside the respondent's Association. If the CEO changes the venue, USATF shall pay the reasonable travel, lodging, and food expenses for the persons or entities inconvenienced by the change.
 7. **Venue for Association proceedings:** All NABR proceedings that relate to an Association shall be held by telephone conference call.
 8. **Hearings in English:** All hearings under this regulation shall be held in English. All documents filed and exchanged by the parties shall be in English. An original document in a foreign language must be submitted along with an English translation. The party submitting the document shall bear the cost of obtaining its translation by a reputable translator or

translation service. If a party challenges a translation's accuracy, the panel may direct USATF to order an impartial translation. The panel shall allocate the cost among the parties as it deems just.

9. **Closed hearing:** Hearings shall be closed to the public. Witnesses shall attend hearings only while testifying
10. **Evidentiary rules:** The rules of evidence generally accepted in administrative proceedings shall apply to the hearing. The formal rules of evidence shall not apply.
11. **Burden of proof:** The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct complained of occurred.
12. **Hearing record:** Hearing records shall be made as follows:
 - a. **USATF proceedings:** National Office Management shall arrange for NABR hearings to be transcribed. National Office Management shall retain these transcripts, keep them confidential, and provide copies to appellate panels when needed. The parties may obtain transcript copies at their own expense.
 - b. **Association proceedings:** An official transcript or recording is highly recommended for hearings conducted by an Association. Any party to the proceedings may retain a court reporter or other competent individual to provide a transcript or recording of the hearing at that party's own expense. All parties shall be permitted to obtain a copy of the official record at their own expense.

N. Expedited hearing procedures: If a matter governed by this Regulation affects the rights of any eligible athlete, coach, trainer, manager, administrator, or official who is to take part in a protected competition, defined in Article IX of the USOC Constitution (See exhibits section of this handbook), the hearing shall take place at a time and in a manner that will enable the individual to participate in the competition, should he or she prevail. If following this Regulation's timeline would preclude a prevailing party from participating in a protected competition, USATF shall, upon request by the party affected, notice and conduct an expedited hearing. The expedited hearing process shall not be available to parties contesting adverse findings for doping offenses. This Regulation's procedures shall apply to expedited hearings, with the following modifications:

1. **Appointment of NABR panel:** The CEO, or his or her designee, shall select an NABR panel within 48 hours of the request for the expedited hearing. The CEO shall appoint the panel chair.
2. **Hearing Date:** After consulting with all interested parties and the USATF representative, if any, the hearing panel shall schedule a hearing at the earliest convenient date and time for all interested parties, prior to the scheduled competition or the competition entry deadline. The NABR panel shall exercise best efforts to schedule the hearing no later than 48 hours before the scheduled competition.
3. **Panel Inaction:** If a panel fails to act in timely manner, the CEO may dismiss all or part of the panel and select replacements.
4. **Venue:** All expedited hearings shall be held by telephone conference call, unless the NABR arbitrators and all parties are scheduled to be in the same location at the time of the hearing.
5. **NABR decision:** The NABR panel shall render a decision within three (3) hours after the expedited hearing concludes. The panel shall render a written opinion within ten (10) days after the hearing concludes.

O. NABR decisions and opinions: NABR panel decisions shall be consistent with USATF and IAAF Rules and Regulations, and the Sports Act. NABR panels shall render decisions and opinions in hearings and appellate proceedings as follows:

1. **Form of decision and opinion:** NABR decisions shall state in one or two brief sentences which party the NABR arbitrators have ruled in favor of. The opinion of the NABR panel shall state the following:
 - a. **Issue:** The questions the NABR panel was asked to decide;
 - b. **Arguments:** A brief summary of the arguments made by each party;
 - c. **Findings of fact:** The findings of fact upon which the panel based its decision;
 - d. **Citations:** A citation to the applicable IAAF, USATF, Sports Act, or other applicable rule, bylaw, minutes, report, guideline, or other documents upon which the NABR panel based its decision;

- e. **Action taken:** An order specifying the discipline imposed or other action taken; and
 - f. **Stay provision:** Whether the order shall be stayed if appealed.
2. **Time for decision:** An NABR panel shall issue its decision within fifteen (15) days after the hearing concludes. The panel shall render a written opinion no later than thirty (30) days after the hearing concludes, or after the submission of any post-hearing documentation to the panel. National Office Management shall promptly forward NABR decisions and opinions to all interested parties.
 3. **Budgetary Impact:** If implementing any NABR panel decision and opinion would have a significant budgetary impact on USATF, the CEO and the Budget Committee shall review it and report their findings to the Board within thirty (30) days after the opinion is issued. In these circumstances, the decision and opinion shall not become final and binding unless and until approved by the Board. The Board shall determine to what extent any NABR decision and opinion having a significant budgetary impact on USATF may be prudently implemented, and may remand the matter back to the NABR panel for modification based on budgetary directives.
 4. **Effective date of decision:** NABR panel decisions shall be effective on the date rendered, unless otherwise stated in the decision or opinion, referred to the Board for budgetary impact, or stayed.
- P. NABR panel actions:** NABR panel actions shall be administered as follows:
1. **Disciplinary measures:** NABR panels may grant relief or order disciplinary measures:
 - a. **Expulsion:** Expulsion from Athletics and/or USATF membership;
 - b. **Suspension:** Suspension for a definite time period from Athletics and/or USATF membership;
 - c. **Restriction on participation:** An order that a person or organization is ineligible to participate in specified USATF activities for a stated period of time;
 - d. **Restitution:** Reimbursement or payment of the prevailing party's documented costs or expenses directly related to the disputed issues. Hearing filing fees may be charged to the losing party. Each party shall bear its own attorneys fees;
 - e. **Censure:** Censure by USATF;
 - f. **Admonishment:** Admonishment by USATF; and/or
 - g. **Specific relief:** An order requiring a party to take specific action or cease taking specific action, as the facts and circumstances dictate.
 2. **Notice of orders:** USATF shall give notice of disciplinary measures as follows:
 - a. **Notice of penalty:** National Office Management shall notify the individual or entity of the penalties imposed against him, her, or it by overnight mail to the last address of record contained in USATF's membership database or to an alternate address subsequently provided in writing to USATF by the person or entity being disciplined. The notice of penalties may also be sent by facsimile (see exhibits section of this handbook)
 - b. **Association and Board notice:** National Office Management shall notify the Board and the Associations concerned of the penalty imposed.
 - c. **Association suspensions:** National Office Management shall post current Association suspensions and expulsions on USATF's website.
 - d. **Association disciplinary notice:** Associations shall forward copies of their hearing panels' decisions and opinions to National Office Management. If an Association's disciplinary penalty has been upheld under this Regulation, National Office Management shall, upon the Association's request, notify the Board, all Associations, and the appropriate Association and national committee chairs of the penalty. USATF may satisfy this requirement by notifying the Board and posting the penalty on its website.
 3. **Enforcement of orders:** The NABR panel may, upon its own motion or the motion of a party, make a finding that a party to a hearing has failed to obey the panel's interim order or final decision. The panel shall give reasonable written notice and an opportunity for a hearing before the panel before making such a finding. If the panel finds that a party has disobeyed its decision, the panel shall impose a sanction on the offending party of not less than Two Hundred Fifty U.S. Dollars (\$250), nor more than One Thousand U.S. Dollars (\$1,000), payable to the other party, and may impose additional disciplinary measures authorized by

this Regulation against the disobeying party. The panel shall issue a decision and opinion under this Regulation, which shall include its rationale, and the penalties imposed. A finding that a party has disobeyed a panel's order may be appealed under this Regulation. All monetary sanctions shall be paid within thirty (30) days of the decision and opinion, or within thirty (30) days after all appellate remedies are exhausted, if the finding is appealed and affirmed. If a party fails to pay a monetary sanction within 30 days after exhausting all appeals, the NABR panel that imposed the sanction may request that the Board suspend the party from USATF, until the party pays the sanction.

Q. Stays of enforcement: A stay of enforcement of an NABR or Association decision may be issued under the following circumstances:

1. **Applicability of stays:** USATF may stay the enforcement of any decision, upon written application and a showing of good cause. A showing of good cause means that there is a strong likelihood that (a) the party appealing a decision will succeed in the appeal, and (b) the party appealing clearly would suffer irreparable harm unless enforcement is stayed pending the appeal.
2. **Procedures for a stay:** All applications for stays of enforcement shall take place as follows:
 - a. **Time frame:** If an NABR panel has not ordered a stay pending appeal as part of its decision, a party may apply for a stay within thirty (30) days after a final Association decision, NABR panel decision, or Committee decision, is rendered.
 - b. **Application:** The application for a stay shall be in writing and submitted to the CEO.
 - c. **Appeal requirement:** A notice of appeal under this Regulation must accompany the stay application. National Office Management shall return any stay application filed without a notice of appeal, with instructions explaining the deficiency. A returned application for a stay of enforcement may be re-filed, with a notice of appeal, within fifteen (15) days of the initial filing. If the stay application is not re-filed on time, it shall be deemed abandoned, the decision of the NABR Association shall have full force and effect, and the stay application may not be refilled.
 - d. **Panel hearing stay request:** The Appeals Panel appointed under this Regulation shall decide whether the stay will be granted. The Appeals Panel's decision granting or denying the stay shall be final.

R. Appeals: NABR panel decisions and Association hearing decisions may be appealed as follows:

1. **Parties to Appeals:** Any party adversely affected by an NABR panel or Association hearing decision may appeal it.
2. **USATF appeal of NABR and Association Decisions:** Upon their own initiative, the Board and the CEO, after consulting the General Counsel and Counsel to the Board, may initiate stay and appeal proceedings of any NABR or Association decision and opinion that in their opinion clearly contravenes:
 - a. **Federal law:** The Sports Act or any other federal law;
 - b. **USATF Rules and Regulations:** USATF Bylaws, Operating Regulations, and/or Rules;
 - c. **IAAF Rules and Regulations:** IAAF Rules and Regulations; or
 - d. **Other laws:** Any other applicable law.
3. **Notice of appeals:** A party shall commence an appeal with a written Notice of Appeal. The appellant (the party filing the appeal) must sign the Notice. The Notice must be postmarked within thirty (30) days of the rendering of the final decision (see exhibits section of this handbook). The notice of appeal from an NABR decision shall be sent to the CEO and the USATF Secretary. The notice of appeal from an Association hearing decision shall be sent to the CEO, the USATF Secretary, the Association President, and the Association Secretary.
4. **Filing fee:** The notice of appeal shall be accompanied by a Two Hundred and Fifty Dollar (\$250) filing fee paid by cashier's check or money order to USA Track & Field, Inc.
5. **Appointment of appeals panel:** USATF shall appoint a panel of arbitrators to hear appeals as follows:
 - a. **Appeal of Association decision:** The CEO shall appoint an NABR appeals panel within thirty (30) days of receiving of the notice of appeal; or

- b. **Appeal of NABR decision:** Within thirty (30) days of receiving the notice of appeal from an NABR decision, the Law and Legislation Committee chair shall select three (3) committee members, including at least one Active Athlete, to hear the appeal.*
- 6. **Panel chairperson:** The appeals panel shall select a chair within five (5) days of appointment to hear the appeal. The CEO shall select the chair if the panel fails to do so.*
- 7. **Appeals panel replacement:** The CEO or Law and Legislation Committee Chair, as appropriate may dismiss and replace one or more members of an appeals panel who cause or permit unjustified delays in the appeals process or who disregards USATF Rules, Bylaws, or Regulations.*
- 8. **Information to parties and panel:** National Office Management shall send a copy of the notice of appeal and any supporting documents to all parties and the appeals panel.*
- 9. **Appellate procedures:** The following procedures shall apply to appeals:*
- a. **Date:** The appeals panel chairperson shall establish a hearing date within ten (10) days of appointment, after consulting with the parties and the other panel members. The hearing shall be scheduled to start within thirty (30) days following the appointment of the panel chair. The appeals panel chairperson may grant a reasonable postponement request, not to exceed thirty (30) days, if she or he determines that neither party will be prejudiced.*
- b. **Venue:** All hearings shall be conducted by telephone conference call.*
- c. **Burden of proof:** The burden of proof is upon the appellant to prove that the decision being appealed was clearly erroneous.*
- d. **Presentation of appeal:** The appeal shall, at the option of the panel chair, be made by written presentation and/or oral presentation before the appeals panel, with each party presenting its reasons why the decision appealed from is correct or incorrect.*
- e. **Failure to prosecute appeal:** If the appellant fails to appear at the hearing, the appeal shall be deemed abandoned and shall be dismissed. If the appellee fails to respond to the notice of appeal or to appear at the hearing, the panel may find the appellee in default, and rule in favor of the appellant.*
- f. **Evidentiary limitations:** No new evidence may be presented to the appeals panel unless circumstances have changed or new facts have been discovered that were unavailable at the time of hearing. If the panel accepts new evidence, all parties involved in the appeal must be given notice and adequate time to respond to the changed circumstances or previously undiscovered or unavailable facts.*
- g. **Appeals panel decisions:** An NABR appeals panel shall render a decision within fifteen (15) days after the appellate hearing concludes. The NABR appeals panel shall render a written opinion and recommendation no later than thirty (30) days after the hearing concludes, or the submission of any post-hearing documentation to the panel. The opinion and recommendation shall be forwarded to the Board for appropriate action.*
- h. **Costs:** The appeals panel may award the costs of appeal, including filing fees, but not including attorney's fees, to the prevailing party.*
- S. Sexual misconduct matters:** These procedures shall be modified as follows for any case where an individual has been convicted of, or pleaded nolo contendere to, a felony or misdemeanor involving a sexual offense against a minor or member of USATF and the matter has not otherwise been adjudicated under the U.S. Center for Safe Sport:*
- 1. **Conviction:** The conviction or the record of the nolo contendere plea shall be conclusive proof of the fact that the offense charged was committed.*
- 2. **Victim:** The offense need not have been against the individual bringing the grievance or against any other individual involved in the sport of Athletics.*
- 3. **Statute of limitations:** There shall be no time limit to file the complaint.*
- 4. **Extenuating Circumstances:** The charged individual may introduce evidence showing extenuating circumstances relating to the offense or the individual's subsequent conduct, including evidence relating to medical or psychological treatment or rehabilitation.*
- 5. **Discipline:** Unless a panel finds extenuating circumstances, the discipline imposed must include a lifetime prohibition against involvement in the sport of Athletics in any capacity involving youth or junior clubs, programs, or competitions in Athletics.*

T. Vexatious proceedings: An NABR panel may, upon its own motion or the motion of a party, make a finding that a grievance or other proceeding (1) is devoid of merit and (2) was brought by an individual or entity solely to harass or cause expense to another individual or entity. The panel shall give reasonable written notice and an opportunity for a hearing before the panel prior to making such a finding. If the panel finds that a party has initiated such a meritless and harassing grievance or proceeding, it shall order the offending party to pay the other party a penalty fee of not less than Two Hundred Fifty U.S. Dollars (US\$250) nor more than One Thousand U.S. Dollars (US\$1,000), plus the affected party's reasonable costs in defending the grievance or proceeding, including reasonable attorney's fees. The panel shall issue a decision and opinion under this Regulation, which shall include its rationale and the penalties imposed. A finding of a vexatious grievance or proceeding may be appealed under this Regulation.

1. **Payments:** All monetary penalties and costs shall be paid within thirty (30) days following the notice of ruling, or within thirty (30) days after all appellate remedies are exhausted, if the finding is appealed and affirmed.
2. **Non-payment of penalty fee:** If a party fails to pay a monetary penalty within 30 days after exhausting all appeals, the NABR panel that imposed the penalty may request that the Board suspend the party from USATF, until the party pays the penalty.

REGULATION 22

REINSTATEMENT

- A. Scope:** *This regulation governs reinstatements of any athlete declared ineligible by an NABR panel or Association, or any person or entity otherwise declared ineligible, suspended, or expelled by USATF or the USOC. It does not govern reinstatements for doping-offense penalties, which are governed by Regulation 20.*
- B. Reinstatement requests:** *A person or organization suspended, expelled, or declared ineligible to participate may, at any time, make a reinstatement request, provided all USATF appeals have been exhausted or waived. If a reinstatement request is denied, a subsequent request may only be made one (1) year or more after the decision.*
- C. Automatic reinstatement:** *Any person or organization declared ineligible to participate in USATF or Athletics for a definite period, or suspended from USATF or Athletics for a definite period, shall be automatically reinstated upon written request after the period of ineligibility or suspension concludes, provided that any conditions or tasks required in the initial disciplinary decision have been fully complied with.*
- D. Procedures:**
- 1. Requests for reinstatements:** *Except for automatic reinstatements, a request for reinstatement shall be made by written application filed with the CEO. The reinstatement request shall detail the reasons advanced for reinstatement.*
 - 2. Referral and review of reinstatement request:** *The CEO, after consulting with the General Counsel, shall refer all reinstatement applications to the NABR panel in the applicant's region (see Regulation 21-B) for a hearing. The CEO may assign a USATF representative to take part in the hearing under Regulation 21-E-3. The hearing shall be held by telephone conference call. The panel shall make its findings and recommendations within fifteen (15) days after the hearing.*
- E. Disposition of reinstatement request:** *The panel shall send its findings and recommendations to the CEO, who shall distribute copies to the Board for consideration. The Board shall consider the recommendation at or before its next regularly scheduled meeting, and may accept, deny, or modify the recommendation.*

REGULATION 23

ATHLETICS SANCTIONS

Sanctions are issued, withheld, or withdrawn under Article 15 of the Bylaws and this Regulation.

USATF shall only issue a sanction for event disciplines in Athletics that are under the jurisdiction of the IAAF and/or USATF. All defined terms in Article 15 shall apply to this Regulation.

A. International sanctions: Provided that USATF has not determined that granting a sanction will be detrimental to the sport, USATF shall promptly grant a sanction to an organization or person (i) seeking to hold an international athletics competition in the United States; or (ii) seeking to sponsor American athletes to compete in athletics competitions abroad, if:

1. **Fee:** It has paid USATF a sanctioning fee that is reasonable and nondiscriminatory;
2. **Previous financial report:** It has submitted to USATF, upon request, an audited or notarized financial report of similar events, if any, conducted by it;
3. **Eligibility:** It has established that appropriate measures have been taken to protect the eligibility status of athletes who will take part in the competition and to protect their eligibility to compete in international athletics competition;
4. **Records:** It has established that appropriate provision has been made for validation of any records established during the competition;
5. **IAAF rules:** It has established that due regard has been given to any IAAF requirements specifically applicable to the competition;
6. **Officiating:** It has established that the competition will be conducted by qualified officials;
7. **Medical:** It has established that proper medical supervision will be provided for athletes who will participate in the competition; and
8. **Safety:** It has established that proper safety precautions have been taken to protect the personal welfare of the athletes and spectators at the competition.

B. Domestic sanctions: Provided that USATF has not determined that granting a sanction will be detrimental to the sport, USATF shall promptly grant a sanction to an organization or person (i) seeking to hold a domestic athletics competition in the United States if:

1. **Fee:** It has paid USATF a sanctioning fee that is reasonable and nondiscriminatory;
2. **Records:** It has established that appropriate provision has been made for validation of any records established during the competition;
3. **Officiating:** It has established that the competition will be conducted by qualified officials;
4. **Medical:** It has established that proper medical supervision will be provided for athletes who will participate in the competition; and
5. **Safety:** It has established that proper safety precautions have been taken to protect the personal welfare of the athletes and spectators at the competition.

C. Sanction application process: Sanction applications should be submitted thirty (30) days prior to the event. Additional fees and charges may be added for late applications. The application shall:

1. **Online Form:** Be completed online at www.usatf.org by the event director;
2. **Hold harmless clause:** Contain the following clause which shall also appear on all sanction application forms and on all forms upon which official sanctions are granted:
"In granting this sanction, it is understood and agreed that USA Track & Field and its Associations shall be held free and harmless by the applicant for any liabilities or claims from damages arising by reason of injuries of any kind to anyone during the conduct of, or otherwise in connection with, the competition/event;"

Note: Consult a local attorney for variations on language necessitated by applicable state law.

3. **Crank racing wheelchairs:** Contain in the section on "Sanction Instructions" the following language:
"The decision to allow persons with disabilities to compete using crank racing wheelchairs is at the sole discretion of the race organization and/or race director."
4. **Prizes:** Have printed on every sanction the following sentence:
"No future sanction shall be given to any organization which has failed to fulfill its obligation to athletes or to give prizes as stated on its entry forms."
5. **Prior sanctions:** Contain the following attestation and disclosure requirement: "Applicant represents and warrants that she, he, or it has fully complied with all sanction application

requirements for USATF-sanctioned competitions that she, he, or it has conducted within the preceding four year period.”

6. **Americans with Disability Act:** Contain the following attestation: “All USATF sanctioned events shall comply with the Americans with Disability Act and with USATF’s Policy and Procedures for the Evaluation of Requests for Accommodations under the American’s with Disabilities Act. See <http://www.usatf.org/groups/eventdirectors/ada/>. Applicant represents and warrants that he, she, or it will fully comply with the applicable requirements of the Americans with Disabilities Act.” If applicant cannot make these attestations and representations, he, she, or it shall fully disclose the circumstances surrounding the noncompliance. USATF reserves the right to deny a sanction to any individual or entity based upon prior non-compliance with sanction requirements and obligations.

D. Sanction approval process:

1. **International:** International sanctions shall be instituted by a formal application signed by USATF. A copy of each International sanction granted by USATF shall be forwarded, in a timely manner, to the appropriate Association.
2. **Domestic:** Applications for domestic sanctions shall be promptly reviewed (i) by the Association sanctioning agent, or (ii) by USATF. USATF, consistent with the Sports Act, shall grant or deny the sanction. If a single competition takes place in more than one Association (e.g. a road race), the Association sanctioning agent shall notify the neighboring Association. If an Association fails to act on a completed sanction application within 10 business days after it is submitted, USATF will make the final determination and process the sanction, unless the appropriate Association sanctioning agent has communicated a legitimate need to postpone timely processing of the sanction.

E. Sanction award disclosure requirements: Every organization or person granted a sanction for athletics competition shall ensure that the event entry form:

1. **Statement:** States that the event is sanctioned by USATF;
2. **Filing:** Is filed, at the request of the Association, with its appropriate Sport Committee or its designee prior to the competition;
3. **Awards:** Contains a statement listing all awards and prizes; and
4. **Anti-Doping clause:** For events receiving international sanctions, and for national championships, trials competition for selecting international teams (other than Masters), or when doping controls will be conducted, the form shall contain the following statement, unless it is published instead in related informational materials: “Athletes who participate in this competition may be subject to formal drug testing under USA Track & Field rules and IAAF rules, and under USOC, USADA or IAAF procedures. Athletes found, after a disciplinary hearing, to be positive for prohibited substances, as defined by the WADA Code and/or IAAF, or who refuse to be tested, will be disqualified from this event and may lose eligibility for future competitions. Any prize money payable to an athlete who has tested positive shall be withheld until the final disposition of all disciplinary proceedings. BEWARE: Some prescriptions, over-the-counter medications, and nutritional supplements may contain prohibited substances Information regarding drugs and drug testing may be obtained by calling the USADA Reference Line at 800/233- 0393, or at www.usantidoping.org.”

F. Sanction fees:

1. **Association:** An Association fee may accompany all sanction applications. Each Association may establish its own fee structure. Fees may vary based upon the number of entrants, services provided to the event by the Association, or other factors. Association fees shall be reviewed and approved by the National Office on an annual basis. If the National Office proposes any changes to an Association’s fee structure, the National Office and the Association will collaborate and discuss the issues and reasonable changes may be made by the National Office.
2. **National:** A national sanction fee shall accompany all sanction applications. Fees may vary based upon the number of entrants, services provided to the event by the National Office, or other factors.

G. Prohibition of sanction transfer: Sanctions may not be transferred between organizations and/or persons. Any transferred sanction shall be void for all purposes. Associations and National Office Management may deny further sanctions to any organization violating this provision.

H. Post-event reporting requirement: All organizations or persons receiving a sanction shall provide the following information to the Association processing its sanction or to USATF, as appropriate, within fifteen (15) days of the completion of the competition or within ten (10) days after a written request, whichever is later. The request may only be made within one (1) year after the conclusion of the event:

1. **Post Event Report:** The post event report shall be completed by the sanction holder within 15 days following the conclusion of the sanctioned event and submitted online through the events' access portal;
2. **Payments:** If funds are paid to athletes, the athletes' names and addresses, and the amounts and explanations of the funds paid to each athlete;
3. **Incident report:** If an injury has occurred to an athlete, official, volunteer, spectator or passerby, the sanction holder shall issue a detailed incident report to USATF, within five (5) days of the conclusion of the sanctioned event;
4. **Results:** A file detailing results of the sanctioned competition shall be submitted online through the events' access portal within 15 days of the conclusion of the sanctioned event; and
5. **Other:** Other information required by the CEO, President, or Board concerning the sanctioned event.

I. Prizes:

1. **Untested competitors:** An event director shall pay prize funds for all places not in dispute within thirty (30) days of the event, when athletes have not been subject to doping controls. This time requirement shall not apply to the payment of funds to athletes who have been subject to drug testing.
2. **Tested competitors:** To preserve confidentiality, when athletes have been tested, all prize money shall be forwarded by the event director to USATF in a lump sum or in the form of cashier's check or money order. Within ten (10) business days, USATF shall forward all payments to athletes testing negative and shall hold in escrow the proceeds of all payments earned by athletes testing positive, until the final disposition of all disciplinary proceedings.

J. Use of word "Olympic": No sanction shall be granted for any event that uses in any manner the word "Olympic," (or any derivative) in connection with the event unless prior written consent is obtained from the USOC through National Office Management.

REGULATION 24

COMMITMENTS AND CONDUCT OF ATHLETES AND STAFF

- A. Written agreement:** Individuals who qualify or are selected or elected to represent the United States in international competition shall enter into a written agreement (see example in Appendices) stating the obligations and expectations of their participation prior to the issuance of a travel authorization. The written agreement shall include the competition's date and place, the text of this Regulation, provisions to protect USATF's rights regarding national sponsors and national team uniforms, provisions about doping controls in effect for the competition, and the part of Regulation 21 explaining the hearing process. The staff member who is taking the individual's commitment is responsible for specifically referring to these Regulations.
- B. Failure to participate:** Any individual who, without reasonable cause, fails to participate in any competition for which he or she has signed an agreement to participate representing the United States shall be in breach of that commitment. This includes athletes in relay pools for appropriate events. Furthermore, should any individual fail for any reason to participate in such a competition, and fail adequately to notify the appropriate coach, manager, team leader, or National Office Management at least seventy-two (72) hours (if traveling with the team or delegation) or seven (7) days (if not so traveling) prior to the scheduled competition of his or her inability to participate, he or she shall be in breach of his or her commitment, unless he or she was precluded from timely communicating by extraordinary circumstances. In addition, should any athlete scheduled to travel with the team to the competition fail to appear for the scheduled departure without having notified the appropriate coach, manager, team leader, or National Office Management at least seventy-two (72) hours prior to departure, he or she shall be in breach of his or her commitment, unless he or she was precluded from timely communicating by extraordinary circumstances.
- C. Misconduct:** Any individual who acts in a manner detrimental to the best interest of Athletics or the USATF national team shall be subject to discipline as provided in this Regulation and/or Regulation 21. Acting in a manner detrimental to the best interests of Athletics or the USATF national team includes, but is not limited to
1. **Attire:** Failing to wear appropriate national team attire, or use national team sponsor products that the athlete is required to use while a member of a national team;
 2. **Team functions:** Failing to attend events and functions designated as national team functions without a valid reason; or
 3. **Fitness:** Failing to maintain competitive fitness
- D. Failure to abide by the written agreement:** All members of the team shall be bound by the written agreement for that event. Failure to abide by the agreement may result in the imposition of penalties set forth below
- E. Penalties:** Hearings regarding alleged breaches of commitments shall be conducted under Regulation 21, including under the provisions for expedited hearings where there is a time constraint. Although the team leaders (including coaches, managers, medical personnel, or national staff) may recommend imposing a more severe penalty for the breaches above stated, the following minimum penalties shall be enforced:
1. **First offense:** The athlete or staff member shall receive a written reprimand and may be held liable for monetary penalties assessed to USATF. Should the athlete be receiving payments under USATF-sponsored financial aid programs, those payments shall be discontinued for a period of not more than twelve (12) months
 2. **Second offense:** The athlete or staff member shall receive a written reprimand and may be held liable for monetary penalties assessed to USATF. The athlete shall not be eligible for USATF-sponsored financial aid programs for a period of twelve (12) months; and
 3. **Third offense:** The athlete or staff member shall immediately be suspended and rendered ineligible to participate in the national championships, be barred for a period of one (1) year from representing the United States as a member of any sanctioned international competition teams, and may be held liable for monetary penalties assessed to USATF.

REGULATION 25

AUTHORIZATION OF ATHLETE REPRESENTATIVES

- A. **Authority:** Under IAAF Competition Rule 7, USATF shall authorize Athletes' Representatives to assist athletes in planning, arranging and negotiating their competition programs under the following conditions and procedures. USATF shall also administer additional IAAF requirements for Representatives wishing to represent athletes in the IAAF Top-30 List.
- B. **Applicability:** Any individual who represents United States athletes who are members of USATF must be authorized by USATF under this regulation to assist those athletes in planning, arranging and negotiating their competition programs.
- C. **Eligibility:** To be eligible to become an Authorized Athletes' Representative, an applicant must:
1. be an individual (and not a company);
 2. have proper experience in Athletics;
 3. demonstrate the requisite integrity to act as a fiduciary for athletes;
 4. demonstrate sufficient education and knowledge of the activity of Athletes' Representatives;
 5. not within the previous ten (10) years have been convicted of a felony, other crime of moral turpitude, anti-doping rule violation, or had his or her debts discharged under Chapter 7 of the United States Bankruptcy Code, or its functional equivalent in any other jurisdiction.;
 6. agree to abide by the USATF Code of Conduct for Athletes' Representatives; and
 7. be eligible for membership in USATF.
- D. **Authorization:** Athletes' Representatives or applicants shall be required to annually: (1) submit a fully completed USATF Authorized Athletes' Representative Application and Agreement; (2) submit the application fee and/or registration fee, which shall include membership in USATF and the security for claims established in Section F below, established by USATF; (3) unless the applicant is authorized by USATF to serve as an Athlete Representative at the time the application is submitted or is otherwise exempt, satisfactorily complete the examination administered by USATF and the Athlete Representative examination administered by the IAAF; and (4) meet the requirements in this Regulation and other requirements reasonably set by USATF. National Office Management shall be responsible for assessing whether an applicant satisfies all of the relevant requirements for authorization. Authorizations are granted for a period of four (4) years and are subject to revocation if compliance with the requirements is not maintained. No person may be registered as a USATF Athlete Representative with the IAAF during any period that the person is not authorized by USATF as an Athlete Representative.
- E. **Recognition:** Athlete Representatives who have been authorized by other member federations of the IAAF may apply to USATF for recognition by USATF. Any Athlete Representative applying for such recognition shall comply with all of the requirements of Paragraph D above.
- F. **Security for Claims:** After satisfying the other requirements in this Regulation, individuals wishing to be authorized under this regulation to represent United States athletes shall be required to provide appropriate proof that they hold professional liability insurance that adequately covers any risks that may arise from an Athlete Representative's activity. USATF may require USATF-authorized Athlete Representatives to obtain this professional liability insurance through a group program administered by USATF.
- G. **Criminal background screening:** Individuals wishing to be authorized under this regulation to represent United States athletes shall be required to submit to and successfully complete USATF's criminal background screening process annually, or as otherwise required by USATF.
- H. **State license:** Any USATF-authorized Athletes' Representative who has a principal place of business in the United States shall maintain a license to act as an athlete agent in that place of business, if required by state law.
- I. **Professional license:** USATF-authorized Athletes' Representatives who are licensed professionals in the fields of accounting, law, real estate, finance, banking, investment advising, or consulting shall be required to be in good standing with the relevant professional licensing body.
- J. **Education:** Each USATF-authorized Athlete Representative or applicant shall attend one USATF Authorized Athletes' Representative seminar annually, and shall demonstrate compliance with this requirement in a manner prescribed by USATF, prior to obtaining authorization as an Athletes' Representative. USATF reserves the right to issue conditional authorization to an applicant in circumstances that USATF, in its discretion, deems appropriate. If an applicant is not able to attend

- one of the USATF Authorized Athletes' Representative seminars in person, the applicant may satisfy this requirement by satisfactorily completing an online course, if one is available.
- K. Agent screening committee: The USATF President, after consulting with the Chair of the Athletes Advisory Committee, shall appoint a three-person Agent Screening Committee, consisting of one professional athlete in Athletics, one USATF-authorized Athletes' Representative with at least 10 years' experience, and one other person with a legal or business background. The President shall also appoint an alternate for each position. The Agent Screening Committee's duties may include:
1. Reviewing applications for authorization; and
 2. Granting or denying authorization to applicants.
- L. Application review and appeal: After an applicant submits a fully completed application, the following procedures shall apply:
1. Initial review: USATF shall review the application for completeness and return any incomplete application forms for completion and resubmission.
 2. Background screening: A criminal background screening search report shall be ordered for each applicant.
 3. Explanation request: USATF shall request that an individual whose application reveals adverse information, or who may have not met one or more of the other requirements stated above, provide an explanation to the Agent Screening Committee. The Committee may, but need not, request that the applicant appear before it, in person or by telephone conference.
 4. Action after explanation request: The Agent Screening Committee shall accept or deny the application after affording the applicant an opportunity to provide an explanation.
 5. Appeal: An applicant who is denied authorization shall have the right to appeal the decision to the Agent Screening Committee.
- M. Contracts: Every contract between a USATF-authorized Athletes' Representative and an athlete shall be in writing in the athlete's native language, and describe the respective obligations of the Athletes' Representative and the athlete. All contracts shall comply with IAAF rules and regulations. Any contract between a USATF-authorized Athletes' Representative and an athlete with remaining collegiate eligibility shall contain a statement that discloses that by signing the agreement the athlete will forfeit any remaining eligibility he or she has to compete at the collegiate or university level. Furthermore, every contract between a USATF-Authorized Athletes' Representative and an athlete shall comply with any and all rules and regulations established for such purpose, including but not limited to those established by the IAAF.
- N. Revocation of authorization: The Agent Screening Committee may, after affording the affected USATF-Authorized Athletes' Representative an opportunity to be heard, fine, revoke the authorization of or otherwise discipline a USATF-authorized Athletes' Representative for any appropriate reason, including:
1. False information: Providing false or misleading information on his or her application;
 2. Failure to update information: Failing to update material changes in information provided on his or her application;
 3. Failure to meet eligibility requirements: Failing to meet all of the requirements of this Regulation (USATF shall have the right to revoke the authorization of a USATF-authorized Athletes' Representative if eligibility requirements are not met);
 4. Professional license: Revocation or suspension of a professional license, and/or suspension, reprimand or revocation of membership in the applicable professional organization (e.g. UAAA certification, State or Federal Bar, NASD/SEC, State Board of Public Accountancy);
 5. Civil or administrative proceeding: Any finding in a civil or administrative proceeding of fraud or embezzlement;
 6. USATF bylaw violation: Any finding by an NABR panel of a violation of the USATF Bylaws or Operating Regulations.
 7. Rules and Regulation: Failure to abide by any USATF or IAAF rules and regulations, including but not limited to the USATF Athletes' Representatives Code of Conduct and USATF Code of Ethics.
 8. Continuing education: Failure to comply with continuing education requirements in this Regulation;

9. *Co-workers: Working in a partnership, employer-employee, or other relationship or otherwise sharing clients with a person who is not a USATF-authorized Athletes' Representative, but who nevertheless assists American athletes in planning, arranging, and negotiating their competition programs; or*
10. *Inappropriate conduct: Any finding by the Agent Screening Committee that a USATF-Authorized Athlete Representative has engaged in inappropriate conduct, including, but not limited to, verbally or physically abusing an athlete, misappropriating funds, failing to pay a client timely, or providing inaccurate financial data to a client.*
- O. *Initiation of revocation proceedings: USATF or the affected athlete or USATF-authorized Athletes' Representative may initiate proceedings before the Agent Screening Committee against a USATF-authorized Athletes' Representative when it, he or she has received credible evidence that there exists good cause for revocation.*
- P. *Appeal of revocation: A USATF-Authorized Athletes' Representative may appeal a revocation or other sanction imposed by the Agent Screening Committee to the NABR under Regulation 21.*
- Q. *Credentials: USATF shall provide credentials to USATF-Authorized Athletes' Representatives at USATF events as Athletes' Representatives, with appropriate rights and privileges.*
- R. *Agent Compensation: The Agent Screening Committee may establish and publish a schedule of recommended maximum compensation rates for USATF-Authorized Athletes' Representatives. USATF shall distribute such a schedule, if established, at least annually, to all U.S. athletes listed by USATF-Authorized Athlete Representatives in their client lists.*