

OPERATING PROCEDURES
of the MASTERS TRACK & FIELD COMMITTEE
of USA TRACK & FIELD

SECTION I
NAME

The name of this Committee shall be the Masters Track & Field Committee of USA TRACK & FIELD (USATF), hereinafter referred to as "MTF".

SECTION II
DEFINITIONS

- A. **Athletics:** Consisting of the sports of track & field, race walking, and long distance running, hereinafter referred to as "Athletics".
- B. **Executive Committee:** Means the Executive Committee of MTF.
- C. **International Amateur Athletic Federation:** The international governing body for ATHLETICS, hereinafter referred to as "IAAF".
- D. **Masters Athlete:** shall be at least thirty-five (35) years old on the first day of the meet. Through 2010, the age limit for Masters Long Distance Running will be forty (40) years old.
- E. **Masters Athletics:** within the context of these operating rules, refers to track & field and race walking.
- F. **Masters Long Distance Running Committee:** The Standing Sports Committee in USATF administering the sport of long distance running for men and women at least age of forty (40) (effective 2011 this age will be reduced to age thirty-five (35)); hereinafter referred to as "MLDR".
- G. **National Governing Body:** The governing body for the sport of athletics in a given country, affiliated with the IAAF, hereinafter referred to as "NGB".
- H. **North and Central America, and Caribbean Region of WMA/IAAF:** One of six international regions administering Athletics in North & Central American and the Caribbean, affiliated with both WMA and IAAF; hereinafter referred to as "NCCWMA".
- I. **United States of America Track & Field:** The NGB in the United States of America for athletics, affiliated with the IAAF, herein referred to as "USATF".
- J. **World Masters Athletics:** The international administrative body for Masters Athletics, hereinafter referred to as "WMA".
- K. Refer to the current USATF Bylaws for all other definitions.

SECTION III
PURPOSE

The purpose of the MTF is to act as the masters' arm of USATF for the sports of track & field and race walking as approved by USATF and described in the USATF Bylaws. In connection with such purpose, MTF shall:

- A. Promote and develop activities related to its sport.
- B. Provide a full schedule of national championships for the masters athlete.

- C. Provide a forum for discussion of USATF and WMA rules as they relate to masters athletics and submit recommendations for changes.
- D. Provide liaison to USATF through elected officers and appointed members of MTF.
- E. Provide representation on appropriate USATF national committees.
- F. Communicate with other organizations that conduct masters athletic events, including those conducting events for disabled masters athletes, to facilitate scheduling and adherence to USATF rules of competition.

SECTION IV AUTHORITY

MTF shall act only pursuant to and in accordance with the authority granted by USATF. MTF shall exercise the following powers insofar as they relate to masters athletics:

- A. Serve as the coordinating body for masters athletics in the United States.
- B. Establish national goals for masters athletics and facilitate the attainment of these goals.
- C. Supervise development and competition in masters athletics, regional and national championships in the United States, and establish procedures for the determination of eligibility for participation in such competitions.

SECTION V DUTIES

- A. In addition to those duties set forth elsewhere in these procedures, MTF shall:
 - 1. Have jurisdiction over the national and regional championships for masters athletics, and shall locate, conduct and manage all such championships.
 - 2. Award championship events for masters athletics.
 - 3. Have the right to appoint subcommittees, whose members need not be members of MTF, to manage, but not conduct the various championships.
 - 4. Select delegates to represent MTF at WMA General Assembly and NCCWMA meetings.
 - 5. Administer all matters involving foreign countries in relation to masters athletics by working in close cooperation with the USATF Board.
 - 6. Except upon majority vote of those present, allow the attendance at its meetings of athletic coaches, officials, or representative of any group engaged in the sport; allowing such invitees voice, but no vote.
 - 7. Recommend officials, when empowered to do so, for international competition.
 - 8. With the appropriate approval, authorize additional members of MTF to insure proper representation of national sport organizations involved in masters athletics. Any organization that considers its representation inadequate may appeal to the USATF Board.
 - 9. In conjunction with the MLDR nominate a candidate for the IAAF Masters' Committee and each elected position in WMA.
 - 10. Oversee the operation and development of Masters Athletics in the United States.

SECTION VI COMPOSITION OF THE COMMITTEE

MTF shall be composed as follows:

- A. **Association members:** One (1) member to be named by each USATF Association.
- B. **Sport Organization members:** One (1) member to be named by each sports organization listed in the exhibits section of the *USATF Governance Handbook* and an additional two (2) members to be named by any sports organization listed in exhibits section of the *USATF Governance Handbook* that conducts substantial programs or competitions in masters athletics.
- C. **Other constituent members:** One (1) member to be named by any sports organization listed in the exhibits section of the *USATF Governance Handbook* that conducts, officiates, or has coaching involvement in masters athletics.
- D. **Athletics for The Disabled members:** One (1) member to represent the collective members of USATF which are listed in the exhibits section of the *USATF Governance Handbook*, such members to be selected by the Athletics For The Disabled Committee.
- E. **Officials Committee member:** One (1) member to be named by and from the USATF Officials Committee.
- F. **At-Large members:** Five (5) at-large members to be selected by the MTF as the first item of business at the Annual Meeting held in conjunction with the USATF Annual Convention.
- G. **Elected officers and other positions:** Any person elected by MTF to serve in an officer position, such number not to exceed ten (10) additional members.
- H. **Active athlete members:** The number of active athlete members, which shall be at least twenty percent (20%) of the total authorized membership of MTF, such active athletes to be selected by those registered attendees at the meetings of this NGB who are active athletes engaged in masters athletics. A list of the selected active athletes shall be sent to the chair of the Athletes Advisory Council for review.

Note: Challenges of committee representation are controlled by the USATF Bylaws, Article 13-B-3.

SECTION VII MEETINGS

Regulations governing meetings of MTF shall be as follows:

- A. **The Annual Meeting** of MTF shall be held in conjunction with and at the time and place fixed for the annual meeting of USATF as provided in SECTION 7 of its Operating Procedures.
- B. **Other general meetings** of MTF may be held in conjunction with the Masters Indoor and Outdoor National Track & Field Championships.
- C. **Special meetings** of MTF may be called when deemed necessary by the Masters Executive Committee.
- D. **Notice of Meetings**
 - 1. Notice of the annual meeting of USATF shall constitute notice of the meeting of MTF.
 - 2. Notice of other meetings shall be in writing; shall set forth the date, time, place, and purpose of the meeting; and shall be mailed or electronically distributed a

minimum of thirty (30) days prior to the date of the meeting, to the last known address of each MTF member.

- E. **Quorum:** Twenty-five per cent of the members of MTF shall constitute a quorum. Roll call shall be taken at the beginning of each session.
- F. All reports from the officers, regional coordinators, subcommittee chairs, prior championships, and special committees shall be in writing and submitted to the Secretary at least thirty days prior to the Annual Meeting. Said reports are to be distributed to all members of MTF at the first meeting.
- G. **Order of Business:** Business of shall be conducted in the following order:
 - 1. Roll call.
 - 2. Election of members at large. (See Above)
 - 3. Selection of Active Athletes, and election by the Active Athletes of a Representative to the MTF Executive Committee
 - 4. Reading and/or acceptance of minutes of preceding meeting.
 - 5. Voting on proposed amendments of bylaws, regulations, competition rules, or MTF Operating Procedures.
 - 6. Reports of officers.
 - 7. Reports of the Regional Coordinators.
 - 8. Reports of the standing subcommittees.
 - 9. Reports of appointed positions as appropriate.
 - 10. Reports of prior National Championships.
 - 11. Reports of future National Championships.
 - 12. Site selection.
 - 13. Old business.
 - 14. New business (Note: to include election of officers at annual meeting of MTF following the Summer Olympics.)
 - 15. Date, place and time of special meetings and the next annual meeting.
 - 16. Adjournment.
- G. **Order of Business:** The order of business may be altered by motion of any member with approval of a majority vote of MTF.
- H. **Rules of Order:** Questions of order shall be decided by the chair in accordance with Roberts Rules of Order (newly revised). The Chair shall designate a parliamentarian for all meetings of MTF.

SECTION VIII OFFICERS AND THEIR DUTIES

- A. Officers of MTF shall be: Chair, Vice-Chair, Secretary, and Treasurer. The term of office for elected officials shall be four years and shall commence at the conclusion of the annual meeting in even numbered years following the Summer Olympics
- B. The Officers shall be elected at the annual meeting of MTF following the Summer Olympics. Procedures for the election are found in Section X of these Operating Rules and are also to follow the general rules for committee election in USATF Bylaws Article 9-H.
- C. All Officers, unless excused prior to any meeting, should be in attendance at all meetings of MTF and its Executive Committee.
- D. The officers shall perform the following duties and all other duties prescribed elsewhere in these Operating Procedures, or by action taken by MTF.

1. The duties of the Chair of MTF shall be as follows:
 - a. Preside at all meetings of MTF and its Executive Committee;
 - b. Ensure that all duties and responsibilities of MTF are properly and promptly carried out;
 - c. Appoint subcommittees and other representatives, with the authorization of MTF as may be necessary to fulfill the duties and responsibilities of MTF;
 - d. Communicate with MTF members to keep them fully informed of events concerning MTF and decisions made to carry out MTF's responsibilities;
 - e. Keep the USATF President and Executive Director informed on all Committee actions and recommendations;
 - f. Submit appropriate documentation with the proposed Committee budget to the USATF Budget and Finance Committee;
 - g. Cause to be kept and promptly forwarded to all MTF members and the USATF Chief Executive Officer copies of the minutes of all meetings of MTF;
 - h. Submit reports to masters athletes via appropriate publications;
 - i. Respond to inquiries concerning masters athletics;
 - j. Serve on the USATF Executive Committee and Board of Directors;
 - k. The term of office for the Chair shall be limited to no more than two (2) four (4) year terms;
 - l. Serve as one of the delegates to represent MTF at WMA General Assembly and NCCWMA meetings.
2. The duties of the Vice-Chair of MTF shall be as follows:
 - a. Preside over meetings of the Committee in the absence of the Chair;
 - b. Assist the Chair in monitoring the activities of the subcommittees;
 - c. Perform other duties as requested;
 - d. Supervise the keeping of the meet results of all National Championship events (a sub-committee may be formed for this purpose);
 - e. Take over the duties of the Chair in the event the Chair is absent or incapacitated.
3. The duties of the Secretary of MTF shall be as follows:
 - a. Record the minutes of all meetings of MTF and submit to the Chair for review;
 - b. Submit copies of the reviewed minutes of MTF to USATF President and Chief Executive Officer within the requested deadline;
 - c. Advise members as to forthcoming meetings;
 - d. Assist with the preparation of reports to masters athletes;
 - e. Maintain an active mailing list of all members of MTF general committee;
 - f. Assist the Chair in responding to inquiries;
 - g. In general, perform all duties normally pertaining to the office of Secretary.
4. The duties of the Treasurer of MTF shall be as follows:
 - a. Serve as chair Budget and Finance Subcommittee;
 - b. Submit the proposed MTF budget to the USATF Budget and Finance Committee after review by the Chair;
 - c. Submit a proposed budget for the following year to MTF at the Annual Meeting for approval;
 - d. Represent MTF on the USATF Budget and Finance Committee;

- e. Prepare quarterly financial statements and distribute to appropriate individuals.

SECTION IX EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the Officers, the Regional Coordinators, the chair of the Championships Games subcommittee, the chair of the Media Subcommittee or the chair of the Marketing Subcommittee as determined by the MTF Chair, one active athlete from MTF, and one additional member to be appointed by the Chair.
 - 1. The active masters athlete shall be selected by and from the active member athletes of MTF.
- B. Duties and Responsibilities: The Executive Committee shall:
 - 1. Be empowered to conduct the business of MTF between meetings of MTF;
 - 2. Be responsible for the selection of the team manager(s);
 - 3. And shall perform other duties as determined by MTF.
- C. There shall be an Executive Committee Meeting at the annual meeting of the USATF and prior to the annual meeting of MTF.
- D. Special Meetings: Special meetings of the Executive Committee may be called by the Presiding Officer or at the written request of one fourth of the Executive Committee, forwarded to the Secretary. The Chair shall then call the special meeting within fourteen days of receipt of the request.
- E. Voting: Majority vote shall prevail, with the Chair voting only in case of a tie. Voting may be done by FAX, phone, e-mail or mail, as determined by the Chair.

SECTION X NOMINATIONS, VOTING, ELECTIONS, AND VACANCIES

The nominations, voting, and elections should generally follow the procedures that appear in the USATF Bylaws.

- A. The following shall govern the procedures for nomination:
 - 1. At least one hundred and twenty days (120) prior to the annual meeting of MTF, the Executive Committee shall appoint a Nominating Subcommittee of three (3) persons, at least one of whom shall be an active athlete, to make nominations for the various elected positions of MTF.
 - 2. No member of the Nominating Subcommittee, unless nominated from the floor, shall be eligible for election to a position on MTF in the years for which he/she is nominating.
 - 3. The report of the Nominating Subcommittee shall be made available at the annual meeting of MTF at least 48 hours prior to the election.
 - 4. Nominations may be made from the floor at the annual meeting. No nomination may be made for an absent person unless that person has notified the Nominating Subcommittee in writing of his or her willingness to accept that specific nomination.
- B. The following regulations shall govern voting procedures:
 - 1. Each MTF member shall have one (1) vote and must be present to vote. There shall be no voting by proxy. No individual may vote in more than one capacity.

2. Only committee members may vote for election of officers and Committee positions, on amendments to the operating rules, and on motions, resolutions, and championship site selections.
- C. The following shall govern the procedures for elections:
1. The election of officers is generally governed by USATF Bylaws, Article 9 H.
 2. The USATF Organizational Services Committee shall appoint a three-person election panel to supervise the election.
 3. The elections of officers and other elected positions will take place at the annual meeting of MTF following the Summer Olympic Games.
 4. Written ballots shall be used for all contested elections and tabulated by at least two (2) non-voting observers.
 5. All elections shall take place at a pre-determined time that shall be posted for at least twenty-four (24) hours prior to the election.
 6. Regardless of internal MTF rules, only those members of MTF set forth by the USATF Bylaws as bona fida members or their properly registered alternates shall be eligible to vote.
 7. Elections shall be conducted in accordance with USATF Bylaws, Article 9H.
- D. The following shall govern procedures for filling vacancies.
1. There shall be no order of succession to any office.
 2. In the event of a vacancy, MTF members may elect a replacement at the next general meeting to complete the vacant term; if necessary, the Chair shall make an interim appointment, with the approval of the Masters Executive Committee, until the election takes place.
 3. In the event of a vacancy for an office, MTF shall elect a replacement at the next general meeting to complete the vacant term. Names of nominees, in writing, with a second shall be submitted to the Secretary. The formation of a Nominating Committee, shall not be necessary under these circumstances. The Secretary shall prepare a resume to be submitted to the MTF prior to the voting. Nominations may be made from the floor.

SECTION XI SUBCOMMITTEES

Subcommittees shall be designated as standing subcommittees or special subcommittees.

A. Standing subcommittees of MTF shall be of two types: Sport and Administrative, as detailed below:

1. Sport Subcommittees:
 - Combined-events
 - Race Walking
 - Throwing Events

2. Administrative Subcommittees:
 - Anti-doping
 - Awards
 - Budget and Finance
 - Championships Games
 - Championships Site Selection
 - Diversity
 - Hall of Fame (joint committee with MLDR)

Law and Legislation
Marketing
Media
Nominating
Rankings
Records
Rules

- B. Special Subcommittees shall be appointed by the Chair as needed. The establishment of these subcommittees is subject to the approval of MTF. They shall cease to function when they have completed the specified task.
- C. Subcommittee Chairs shall be appointed by the Chair of MTF to serve a term to run concurrently with the term of the Chair of MTF. Subcommittee chairs may be removed for good cause by the Chair of MTF or by a vote of two-thirds of the members of MTF.
- D. Unless otherwise stated in these operating procedures or USATF Bylaws, the Chair of MTF with the recommendation of the subcommittee chair shall appoint the subcommittee members.
- E. The following serves as a brief description of the task of each standing subcommittee:
 - 1. The Anti-doping Subcommittee shall serve as a resource for substance abuse issues and respond to the directives of MTF.
 - 2. The Awards Subcommittee shall select award winners following the direction of MTF.
 - 3. The Budget and Finance Subcommittee shall prepare the proposed budget to submit to the USATF Budget and Finance Committee and present the proposed budget to the Committee at the annual meeting.
 - 4. The Championships Games Subcommittee shall approve the schedule of events for each USATF Masters National Track and Field Championships, oversee the conduct of the Championships, and work with the Local Organizing Committee to ensure the success of the Championships.
 - 5. The Championships Site Selection Subcommittee shall review “Criteria for Hosting Championships” and the “Procedures for Site Selection”; secure bids for championship sites, coordinate the selection process, and coordinate with the Championships Games Subcommittee.
 - 6. The Combined-events Subcommittee shall solicit bids for combined-events championships, oversee the conduct of these events, and serve as a resource to the National Championships Organizing Committees.
 - 7. The Diversity Subcommittee shall examine ways MTF reflects the diversity of its membership, ensure that leadership roles are equally available to a diverse population, and shall ensure there is diversity among appointed positions.
 - 8. The Masters Hall of Fame Subcommittee serves MTF and MLDR jointly. Each committee has three representatives on the MHOF Subcommittee serving as the pleasure of their respective committee chair. When the subcommittee acts in regard to deceased masters or others who have been retired from competition for at least five years, the MTF and MLDR chairs plus one other from each committee participate in the nomination and election phases for “old-timers.” The subcommittee shall annually present “active” nominees for election

by MTF and MLDR committee members plus current MHOH honorees. MTF and MLDR committees jointly will oversee the selection procedures and determine the permanent depository for honoring Masters Hall of Fame honorees.

9. The Law and Legislation Subcommittee shall work in conjunction with the USATF Law and Legislation Committee, and shall propose amendments to the Committee's Operating Procedures during odd-numbered years' annual meetings.
 10. The Marketing Subcommittee shall develop proposals for various levels of sponsorship, assist with negotiation of contracts, and prepare grants.
 11. The Media Subcommittee shall promote the activities of MTF in the media and shall review all print and broadcast exposure and make recommendation for improvement. The chair of this subcommittee shall serve as a resource to Championship Local Organizing Committee and coordinate with the USATF Communications. Staff.
 12. The Nominating Subcommittee shall follow the procedures in SECTION X of these operating procedures.
 13. The Records Subcommittee shall maintain and update age-group American records for masters athletics. The chair of this subcommittee shall serve on the USATF Records Committee.
 14. The Race Walking Subcommittee shall establish procedures for selecting Race Walking Championships held outside the MTF championships, ensure that race walking records are maintained for masters, select annual race walking awardees, and serve as a resource to championships organizing committees. The chair of this subcommittee shall be a representative to the USATF Race Walk Committee. Note: Regional race walking championships may be administered by race walk coordinators delegated by the masters track & field regional coordinators.
 15. The Rankings subcommittee shall compile annual rankings of age-group athletes for masters athletics.
 16. The Rules Subcommittee shall provide a forum for discussion of USATF and WMA rules and submit recommendations for changes to the appropriate body. The chair of this subcommittee shall serve on the USATF Rules Committee.
 17. The Throwing Events Subcommittee shall solicit bids for throwing events that have stand-alone national championships, oversee the organization and conduct of these events, and serve as a resource to the National Championships Organizing Committees.
- F. General provisions governing subcommittee operation:
1. There shall be a Chair and a Secretary of each subcommittee as deemed necessary.
 2. Unless provided for otherwise, the term of office for all subcommittees shall be concurrent with the term of the MTF Chair.
 3. Meetings of each subcommittee shall be called by the subcommittee chair.
 4. The general duties of all chairs of standing and special subcommittees shall be as follows:
 - a. Preside at all meetings of that subcommittee;

- b. Ensure that all responsibilities of that subcommittee are properly carried out;
- c. Communicate with the subcommittee members to keep them fully informed of happenings and decisions necessary to carry out the committee's responsibilities;
- d. Provide subcommittee reports at the annual and general meetings of the committee and at other times as requested.
- e. Serve on the corresponding USATF committees as requested by the Chair of MTF.

SECTION XII REGIONS AND REGIONAL MANAGEMENT

A. Designation of Masters Regions: There shall be seven Regions, which shall embrace the following Associations: (see also the USATF *Governance Handbook*, Exhibit B-3, Masters Regions Descriptions)

East: Maine, New England, Adirondack, Connecticut, Metropolitan, Mid-Atlantic, Three Rivers, New Jersey, Niagara, Potomac Valley, Long Island;

Southeast: North Carolina, South Carolina, Georgia, Florida, Alabama, Virginia, Tennessee;

Midwest: Michigan, Lake Erie, Ohio, Kentucky, West Virginia, Illinois, Indiana, Wisconsin;

Mid-America: Ozark, Missouri Valley, Nebraska, Minnesota, Iowa, Dakota, Colorado;

Southwest: Southern, Border, Gulf, Southwestern, South Texas, Arkansas, Oklahoma, West Texas;

West: Arizona, Pacific, Central California, Southern California, San Diego-Imperial, Nevada, Hawaii; New Mexico;

Northwest: Montana, Wyoming, Snake River, Inland Northwest, Oregon, Utah, Pacific Northwest, Alaska.

B. Regional Coordinators

1. Regional Coordinators: Determination, Term, and Vacancies

- a. Each Masters Region shall have a Regional Coordinator.
- b. Each Region shall determine if the Regional Coordinator shall be elected by the Region or appointed by the MTF Chair.
- c. If the Region chooses to elect its Regional Coordinator, the Region's procedure for election must be approved in advance by the MTF Executive Committee.
- d. The term of office shall coincide with the term of the MTF Chair.
- e. If the Regional Coordinator position becomes vacant, the Region (if responsible for electing) or the MTF Chair (if responsible for appointing) shall fill the vacancy within three months.

2. The Duties of the Regional Coordinators shall be as follows:

- a. Develop plans to strengthen the region;
- b. Be responsible for the selection of regional championship sites;
- c. Assist the directors of regional championship events and ensure that USATF rules of competition are followed;

- d. Ensure that regional records are maintained and kept up-to-date;
- e. Disperse funds allocated to the region;
- f. Submit a written and verbal report at the annual meeting of the Committee;
- g. Annually submit a written financial report to the Region;
- h. Disseminate information to masters athletes in the region;
- i. Represent the Region at the annual meeting of the MTF Committee;
- j. Serve as a member of the Executive Committee of MTF;
- k. Work with the Associations' Masters Chairs in the Region to strengthen the masters program in each association.

C. Regional Governance and Authority

- 1. It is recommended that each Region have a regional advisory council/group to assist and advise the Regional Coordinator. Each Region shall determine the method of selection of this body. This group may be composed of associations' masters' chairs and/or individuals with expertise in some area. The Executive Committee of MTF shall review the composition of this group.
- 2. Each Region shall have the authority to develop an operating code and/or standards, guidelines, and policies, which govern the management of Regional activities.

**SECTION XIII
AMENDMENTS**

These Operating Procedures may be amended at the Annual Meeting of MTF during odd-numbered years. The following procedures govern the submission of proposed amendments, and passage of amendments. Article 26 of the USATF Bylaws provides additional information and those sections that pertain to the Committee should be followed.

- A. Proposed amendments must be submitted, in writing, to the Chair of the Law & Legislation subcommittee, at least ninety (90) days prior to the annual meeting at which they are to be considered.
- B. Written notification of proposed amendments must be sent to members of MTF at least thirty (30) days prior to the annual meeting during odd-numbered years.
- C. Amendments to the Operating Procedures shall require for passage a two-thirds vote of the MTF members present and voting.
- D. Unless otherwise specified at the time of adoption, amendments to the Operating Procedures shall be effective immediately.

Adopted: December 2, 1994 (St. Louis)
 Revised: December 6, 1996 (San Francisco)
 Revised: December 5, 1997 (Dallas)
 Revised: December 4, 1998 (Orlando)
 Revised: December 3, 1999 (Los Angeles)
 Revised: December 3, 2000 (Albuquerque)
 Revised: November 28, 2001 (Mobile)
 Revised: December 6, 2003 (Greensboro)
 Revised: December 1 and 4, 2005 (Jacksonville)
 Revised: November 29, 2007 (Hawaii)